

Leabhar Phàrantan
Sgoil Àraich Chondobhrait
Condorrat Nursery Class
Parent Handbook



Bruadair, Creid, Coilean
Dream, Believe, Achieve

Fiosrachadh/Information

Address: Condorrat Primary Sgoil-Àraich/Nursery Class

Morar Drive

Condorrat

Cumbernauld

G67 4LA

Telephone Number: (012136) 794826

Fax Number: (01236) 458972

Present Rolls: Morning- 40

Afternoon-40

Uairean Fosglaidh/Hours of opening

Morning session: 08:00-12:45

Afternoon session: 13.15-18:00

Luchd Obrach/Staff

Head Teacher: Mrs Julie-Ann Price

Depute Head Teacher: Mrs Marina MacLeod

Early Learning & Childcare Principal Leads: Mrs Kate MacDonald

Mrs Susan McKay

Early Learning & Childcare Lead Practitioner: Mrs Melissa Kerr

Early Learning & Childcare Practitioners: Mrs Anne Ballantyne

Ms Shonagh Hamilton

Ms Iona Masterton

Ms Cerys Mitchell

Early Learning & Childcare Support Workers: Ms Katie MacLennan

Mrs Gillian Kavanagh

Clerical Assistants: Mrs Jennifer Weldon

Ms Amy Hughes

Na luchd-obrach/The staff team (at time of printing)



Mrs Kerr
Lead Practitioner



Mrs McKay
Principal Lead (English)



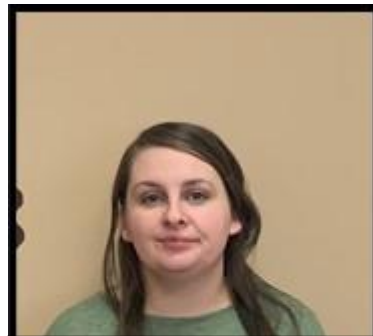
Mrs MacDonald
Principal Lead (Gaelic)



Mrs Ballantyne
Early Learning and Childcare
Practitioner
Buidhean Buidhe/Yellow Group



Miss Masterson
Early Learning and Childcare
Practitioner
Buidhean Gorm/Blue Group



Miss Hamilton
Early Learning and Childcare
Practitioner
Buidhean Buidhe/Yellow Group



Miss MacLennan
Early Learning and Childcare
Support Worker
Buidhean Uaine/Green Group



Miss Mitchell
Early Learning and Childcare
Practitioner
Red Group

****any updated changes to staffing will be published in our monthly newsletters.**



48 Week Holiday Dates 2022/2023

August 2022

In-service Days: Monday 15th August and Tuesday 16th August (closed to **all** children)

September 2022

Friday 23rd and Monday 26th September (closed to **all** staff & children)

October 2022

Monday 17th to Friday 21st October (closed to **Term Time** children)

November 2022

In-service Day: Monday 14th November (closed to **all** children)

December 2022

Friday 23rd December (Nursery closes for Christmas break)

January 2023

Wednesday 4th January (Full time children **only** return)

Monday 9th January (Term Time children return)

February 2023

Monday 13 February 2023 and Tuesday 14 February 2023 (closed to **Term Time** children)

In-service day: Wednesday 15 February 2023 (closed to **all** children)

April 2023

Friday 7th April (closed to **all** staff and children)

Monday 10th April (closed to **all** staff and children)

May 2023

Monday 1st May (closed to **all** staff and children)

In-service day: Tuesday 2nd May (closed to **all** children)

Friday 26 (closed to **all** staff and children)

Monday 29th May (closed to **all** staff and children)

June 2023

Wednesday 28 June 2023 at 1pm (**Term Time** children finish)

Aoisean/ Age Range of Children

Age 3 to 5 years old

A' Faighinn A-staigh/ Admissions Policy

All nursery places are allocated in line with North Lanarkshire Council's Admissions Policy and the nursery staff will be happy to advise you how this policy operates when you apply for a place for your child.

An admissions panel will meet at regular intervals throughout the year to decide how nursery places will be allocated. The panel will consist of all heads and pre-five establishments in the area, a representative from divisional offices and representatives of other agencies involved with supporting the children and their family, e.g. Social Work Department, Health Board. Your child does not need to have any previous knowledge for Gaelic to attend the Sgoil-Àraich. The Sgoil-Àraich class provides pre-five education for children in all areas of North Lanarkshire.

Clàr-Chloinne/ Register of Applicants

A register of all applicants is kept by the Head Teacher and the information contained in the application will be considered by the admissions panel to assist in the allocation of places.

Please note the length of time a child's name has been on the register will not affect the child's priority for admission.

Parent can ask to see their application form at any time.

A' Tòiseachadh / Enrolment and Settling In

We want your child to feel confident in this new environment, therefore once a place has been allocated you will be invited along for your child's first day at nursery. As every child is different, the time they take to settle will vary. If your child does require support when leaving their loved ones, you have the option of leaving them for shorter periods of time until they are fully settled in

nursery. During the settling in time your child can explore the nursery and begin to form trusting relationships with the staff.

Your child's first visit with a parent will be for 30 mins, second visit 1 hour without parents and thereafter at your child's pace. This will be discussed between parents/carers and Keyworker.

A' Frithealadh/Attendance

To help your child benefit from the nursery experience it is essential they attend regularly. If your child becomes unwell please telephone the school office as soon as you are able to. Please do not send your child into nursery if they are experiencing any Coronavirus symptoms which include; a high temperature, a new continuous cough, a loss of taste or smell. If in doubt please seek advice and book a test at www.NHSinform.scot and contact the school office as soon as you are able to.

If attendance is poor the Head Teacher will contact you and the nursery place can be withdrawn.



Sgoil Àraich Chondobhrait
Condorrat Nursery Class
Nursery Information

Uairean/The Nursery Session.

The nursery operates in two sessions, 48 weeks a year.

AM Gaelic session - 08:00-12:45 (Door will open from **12:35**, please **ensure** your child is collected by **12:45**)

It is imperative that children are collected on time as staff who have to wait behind with children are missing out on their full lunch break entitlement (from 12.45 to 1.15pm). Staff cannot take their lunch break any later as the afternoon session starts at 1.15pm.

PM English session- 13:15-18:00 (Door will open throughout the afternoon, please ensure your child is collected by 18:00)

A' Tighinn Gu Sgoil Àraich/Drop Off.

- Please enter by the gate at the **turning circle** and then down through the nursery gate to the nursery door.
- Nursery parents **may** use the turning circle.
- Nursery staff will open the door to greet the children.
- Staff members will assist the children in the cloakroom and ensure their hands are **washed** before entering the playrooms.
- Staff will ask on arrival who is collecting your child and at approximately what time.
- Parents should leave the nursery yard through the **side gate** and **across the zebra crossing** to the car park and then up to the turning circle gate (follow the **arrows**).

Dè tha ceadaichte san Sgoil Àraich/What Can Be Brought to Nursery?

- Children can only bring a bag with a change of clothes to nursery - **no toys from home**. Those just starting may bring a comforter toy to begin with if necessary but this will be put back in their bag as soon as is possible.
- **Do not bring** waterproofs or wellies - we will provide them. They will be cleaned after use and will **not be shared**.

Slàinte is Sàbhailteachd/Health and Safety Measures.

- There will be **enhanced hand sanitising** measures in place throughout the session at appropriate times.
- All toys and areas will be sanitised and cleaned between sessions.

Grèim & lòn/Snack & Lunch.

- Children will have snack time in small groups
- The children will have lunch in the **Nursery** seated in small groups at **11.30am or 1:30pm**

A' Dol Dhachaigh/Pick Up.

- Parents and carers must enter and exit the nursery yard as outlined in the drop off section.
- Parents and carers should wait outside the nursery door at collection times and a member of staff will bring each child out individually.

- Please be **patient** as this may take a little longer than normal.

Please support us by following these guidelines, and ensuring that our pupils understand them, so that we can keep our nursery & school community safe. - Mòran taing!/Thank you!



A' Tighinn Ann Agus a' Dol Dhachaidh / Arrival and Collection of Children

It is expected that a **responsible adult** will bring a child to and from the nursery. No one under the age of 16 may bring or collect a child from Nursery. The Nursery is accessed through a secure door from the infant playground of the school, via a buzzer system that is linked directly to the Nursery. An alarm will sound in the Nursery if the door is opened without the staff's knowledge. In the interest of your child's safety, you should make a point of telling the Nursery Staff if your child is to be collected by someone not known to the nursery staff already. Please speak to a member of staff at drop off time who will collect your child from Nursery that day. If the person due to collect your child changes during the Nursery session, please phone the school office to inform the Nursery staff of the change. We **will not** allow a child to leave the nursery if an adult we were not expecting to arrive comes to collect them.

Aodach Freagarrach / Suitable Clothing

As children enjoy painting, baking, water play and taking part in other messy experiences, 'best' clothes are not advisable for nursery. We always try to make sure the children wear aprons but accidents do happen. Please supply a change of clothes to be kept in a bag at your child's peg in the cloakroom. Dungarees, belts, shoes with laces, etc are difficult for some children to manage on their own when visiting the toilet and getting themselves ready, please bear this in mind when you are dressing your child for nursery.

Nursery uniforms are not mandatory however there is a uniform available to purchase. Sweatshirt, cardigans, polo shirts and outdoor jackets are available to purchase from 'Baru' in Kirkintilloch. Information can be found on the following website: <http://www.kitmykid.co.uk/>.

For the purpose of health, hygiene and safety we ask you to make sure your child changes their outdoor shoes with a pair of indoors shoes which are kept at nursery under their peg, without laces when they come into the nursery class.

Airgead Urrais / Insurance

Sometimes children like to bring something special or new things to the nursery. Parents should ensure that no valuable items or unnecessarily expensive items of clothing are brought to the nursery in case they are lost or accidentally damaged. Parents should note that any claims submitted to cover the loss of such items are likely to be met only where the authority can be shown to be negligent.

Tabhartasan / Donations

Every Monday at drop off, there will be a donations tub at the front door should anyone wish to donate their change. All monies donated will go towards replenishing resources or food and snacks for special events, occasions and celebrations.

Grèim/ Snack Time

Each day we provide the children with different healthy snacks. These consist of a variety of fruits, vegetables, cereals, milk or foods that are relating to themes we are learning about or celebrations. We also consult with the children for requests and ideas for snack. We are a health promoting school and nursery and we strive to promote healthy eating at all times to encourage the children to eat a range of snacks.

It is important that you let us know if your child has any food allergies or special dietary requirements. Staff will complete a health plan for your child to ensure we meet their dietary requirements whilst they are at nursery.

Biadh blasta/Loving Lunches

All children will be served with a free hot lunch daily when they come to nursery. A rotating menu is uploaded weekly to the school twitter page and also displayed on our outdoor notice board. If your child has any allergies please speak to a member of staff.

Poileasaidh Cin-smocadh / No Smoking Policy

In line with North Lanarkshire Council guidelines we have a policy of no smoking on council premises.

Cuairtean / Excursions and Consent forms

When outings or excursions for children are planned, you will be advised in advance. You will be asked to complete a consent form, which gives your permission for your child's participation. Please note that children cannot take part in an outing unless completed forms have been submitted by their parent/ guardian.

A' siubhal don Sgoil-Àraich / Transport

Transport is not normally provided for children attending pre-five establishments. The council may, however provide transport to and from the nursery for children with additional support needs who may require travelling some distance to take up their placement. A few establishments have their own transport but this is exceptional and generally parents make their own travel arrangements.

Àireamhan Fòn ann an Èiginn/ Emergency contacts

Parents/carers whose children are in the nursery are asked to provide us with the names, addresses and telephone numbers of two persons for use in case of emergencies. **Please keep us up to date with any changes to this information.**

Feumlachdan ann an Èiginn/ Emergency Closure Arrangements

The nursery will be open at the times already outlined, but on some occasions circumstances arise which mean the nursery has to close. Establishments may be affected by, for example severe weather, transport problems, power failure or difficulties with fuel supplies. If this happens, we will do all we can to let you know about the details of closure and reopening. We may keep in touch by telephone, text, e-mail, social media, notices in the local shops and community centres, announcements in local churches, press and the local radio.

Fiosrachadh Meidigeach / Medical Information

Parents are urged to inform the Nursery Staff immediately of any special medical requirements in order that the nursery can make appropriate provision.

Cungaidhean-Leidhis/ Medicines

If you wish your child to be given medicine in Nursery, you must inform the Nursery Staff and complete the appropriate paperwork which authorises the Nursery Staff to administer medication. Without this written permission it is not possible to administer medication at Nursery. Please ensure all medicines are properly labelled with your child's name and dosage details in full.

Ma Dh'fhàsas Do Phàisde Tinn/ If your Child Becomes Ill

We require a prompt telephone call if your child is not able to attend Nursery on a particular day. If your child becomes ill while at the Nursery, we will contact you by telephone to make arrangements for your child to be collected. If we are unable to contact you personally, then your child's emergency contact number/s will be utilised. *Please ensure that these telephone numbers are kept up to date.*

Tubaistean Beaga / Minor Accidents and Upsets

If your child is involved in a minor accident at Nursery they will be helped by a member of staff. An accident form will be completed, which you will need to sign. All accidents are recorded in the Accident folder and parents/guardians will be informed of any accidents/incidents by a member of the Nursery staff.

Cùram Chloinne / Child Protection

On occasions there may be concerns for a child's wellbeing. Should this occur it is the duty of the Nursery staff to report any concerns in the first instance to the Head Teacher or a member of the Management Team who will then report it to Social Services. The School follows the Child Protection guidelines issued by North Lanarkshire Council.

Curraicealam An Sgoil-Àraich / The Nursery Curriculum

The curriculum at Sgoil-Àraich Chondobhrait/Condorrat Nursey Class is based on the Curriculum for Excellence outcomes and experiences. The guidelines contain a curriculum framework for children aged 3 to 18 and recognise the valuable early learning experiences that children can have in a nursery class.

Within the nursery class we promote effective learning and teaching in an atmosphere of mutual trust, respect and security through the medium of Gaelic or English. We have an inclusive approach which is essential to providing high quality learning experiences based on the following:

- Literacy and Gaelic or Literacy and English
- Numeracy
- Health and Wellbeing

- Expressive Arts
- Social Studies
- Technologies
- Science
- RME

Ag Ionnsachadh Tro Chluiche/ Learning through Play

Within the nursery we plan and encourage the children to learn actively. Our nursery staff continually observe the children at play and decide when to intervene to extend their learning. They use these observations when deciding on next steps in the learning process for your child. All parents have access to their child's observations of learning via our online Learning Journal system. You will be given access login and password by the nursery staff.

We also plan activities and work with small groups of children in specific aspects of learning. Learning experiences are delivered in contexts that are meaningful and of interest to the children and as responsive as possible. The current themes and example of experiences are displayed in the nursery and explained to you via our monthly newsletter.

Measadh / Assessment

Assessment in the Nursery is on-going and carried out by the nursery staff through observing and talking to the children. Updates are given to parents/carers twice a year and this is supported by parental consultations in the second and third term. If you wish to discuss your child's progress please request a mutually convenient time from the nursery staff.

A' Cumail Taic ris a' Chloinn/ Supporting Children

The Head teacher operates an open door policy for all parents/carers. The nursery staff will always take time to listen if you have a concern about your child's progress. If the nursery staff feel a child appears to be having difficulty, their parents will be informed and a meeting will be arranged to discuss their progress. If necessary a referral may be made to an outside support agency. If a child has specific needs, the nursery staff can call upon the support and expertise of a number of outside agencies e.g. Pre-five support, Learning support team, Educational psychologist and Speech and language therapy. They will support and advise the nursery staff on resources and strategies to be used to meet your child's specific needs. These agencies work closely in partnership with both nursery staff and parents/carers to ensure the child receives the appropriate help with the parent's consent.

Ag obrachadh le Pàrantan / Parental Partnership

Monthly newsletters are issued to inform you of the activities and learning in the nursery. We promote positive relationships with parents and provide regular communications at pick up and drop off time and via Learning Journals.

Where appropriate we run parent workshops and encourage parents to help out with excursions and visits.

We hold regular stay and play sessions where families are welcome to come into the nursery and play with your child, look at their displays and chat to the nursery staff.

A' leasachadh deagh Mhodh / Promoting positive behaviour

Nursery staff and pupils attend whole school assemblies and services in the school where certificates are awarded to promote positive behaviour, effort, etc. Staff use praise, responsibilities and stickers very effectively to reward shows of respect to others. There is an Understanding your Child policy in the nursery too if you wish to see it at any time.

Ceangalaichean leis a' choimhearsnachd / Community links

As we have Gaelic and English provision here at Condorrat Primary and Gaelic or English secondary provision at Greenfaulds High School, your child has the opportunity to continue to study through to the end of their secondary education when they join our nursery.

Smuaintean agus Gearrainnean/ Suggestions and Complaints

We are always looking to maintain and improve our service. If you have any suggestions to make about the service, please contact the Head Teacher in the first instance. Similarly, if you have a complaint about any aspect of the service, you should contact the Head Teacher. If you feel your complaint has not been satisfactorily resolved within the school, please contact the education officer for your area who is:

Jennifer O'Hara
Early Years Manager
O'HaraJ2@northlan.gov.uk
01236 812292

Cuimhnich / Please note

Although this information is correct at the time of printing, there could be changes affecting any matters dealt with in the document either before your child's placement begins or during the course of their placement.