

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: (01236) 79482 (School Office) & Nursery Direct Line: (01236) 794809

Fax Number: (01236) 458972

Present Roll: Gaelic Class - 16, English Class - 16

Uairean Fosglaidh/Hours of opening

Gaelic Class: 08:45 - 14:45 Term Time ONLY

English Class: 08:45 - 14:45 Term Time ONLY

Luchd Obrach/Staff

Head Teacher: Mrs Julie-Ann Price

Early Learning & Childcare Principal Lead: Mrs Susan McKay

Early Learning & Childcare Lead Practitioner: Mrs Melissa Kerr

Early Learning & Childcare Practitioners: Ms Shonagh Hamilton (Gaelic Class)
Ms Gillian Kavanagh (English Class)
Mrs Louise Langridge (English Class)

Early Learning & Childcare Support Workers: Miss Katie MacLennan (Gaelic Class)
Miss Nicola Martin (English Class)

Clerical Assistants: Mrs Jennifer Weldon & Mrs Lynn O'Hara & Miss Leanne Gracie

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.

Parents/Guardians 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 30 mins without parents and lastly, 1 hour without parents. Thereafter, session times will be 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 expected they attend regularly. If your child becomes unwell, please telephone the school office as soon as you can let us know they will not be attending nursery. (01236 794826) Please do not send your child into nursery if they are unwell. Exclusion criteria for daycare settings can be found at - [Infection prevention and control in childcare settings \(day care and childminding settings\)](#) - [Infection prevention and control in childcare settings \(day care and childminding settings\)](#) - [Publications - Public Health Scotland](#).

If attendance is poor the Head Teacher will contact you and the nursery place may be withdrawn.



Sgoil Àraich Chondobhrait
Condorrat Nursery Class
Nursery Information

Uairean/The Nursery Session.

The nursery operates via 2 sessions, 1 Gaelic Class and 1 English class.

Gaelic Class - 08:45-14:45 Term Time ONLY

English Class- 08:45-14:45 Term Time ONLY

It is imperative that children are collected on time to allow staff time for meetings/training/preparing or changing indoor and outdoor environments. Thank you in advance for your co-operation.

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.
- Nursey parents **may** use the turning circle.
- Nursery staff will open the door to greet the children or there is a buzzer which can be used.
- Parents will take children into their playroom and sign them in with Keyworker.
- Keyworker will ask who is collecting your child.

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

- Children should bring a bag with a change of clothes to nursery (tops, bottoms, pants, socks) - **no toys from home please!** 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.

Slàinte is Sàbhailteachd/Health and Safety Measures.

- Handwashing protocols are followed throughout both classes.
- All surface areas and toilets are 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 between **11.30am and 12pm.**

A' Dol Dhachaigh/Pick Up.

- Parents and carers should ring the nursery buzzer and a member of staff will let them in to collect their child.
- Please be **patient** as this may take a little longer than normal, especially if a child is using the toilet or being changed.



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/socks & pants 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. We aim to encourage and support independence and self-help skills.

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 health, hygiene and safety reasons, 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

Snack and lunchtimes are planned according to the guidelines for our children which are set out in **Setting the Table** document.

Each day we provide the children with different healthy snacks. These consist of a variety of fruits, vegetables, cereals, milk, or foods that relate to themes we are learning about or cultural 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 always promote healthy eating 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 'X' page and 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 OR vaping 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 must 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 staff to administer medication. Without this written permission it is not possible to administer medication at Nursery. *Please ensure all medicines are prescribed by your GP and 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 Nursery 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 both nursery classes 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/scaffold 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 which is kept in individual Learning Jotters in their child's tray. These are available at any time for parents and are sent home termly.

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 cloakroom and explained via monthly newsletters.

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, 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 several 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 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 Jotters.

Where appropriate we run parent workshops and encourage parents to help 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. Nursery Peep sessions are provided to support parents with their child's learning.

Understanding your child

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 can 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 their placement.