**Forgewood Family Learning Centre**

 **Handbook**

****

**Session 2019-2020**



****

**Service and people first**

We pledge education of the highest standards by:

. Improving Learning and Teaching

. Raising Achievement and Realising Potential

. Encouraging Lifelong Learning

. Working with Communities for a better future

. Listening and Learning Together

. Celebrating success

. Respecting the Dignity and Value of All

. Giving Pupils and staff a safe, happy and attractive place to work

**Contents**

Establishment Aims

General Information

* Centre information
* Hours of opening
* Names and job titles of staff
* Length of year/holidays
* Admissions policy
* Age range of children in establishment
* Numbers of children daily session, patterns of attendance
* Suitable clothing
* Register of applicants
* Enrolment procedures
* Attendance
* Arrival and collection of children
* Insurance
* Excursions and consent forms
* Transport
* Emergency closure arrangements
* Emergency contacts
* Meals
* Snack/lunch and promotion of healthy eating
* Child protection
* Freedom of information
* Data Protection
* Concerns

Medical Information

* Medication
* If your child becomes ill
* Minor accidents and upsets
* Visits to establishment from medical professionals

The Nursery Curriculum

* The aim of our curriculum
* Curriculum for Excellence
* Improvement Plan

Parental Partnership

The wider community

Other Information

**Welcome to Forgewood Family Learning Centre**

We hope the information you find in this handbook will give you the necessary information you need to know about us as a centre.

We will work closely with yourselves and provide the best quality care and education for your child. We offer a broad and general curriculum that is tailored to meet your child’s needs through careful observation and planning.

We are regulated and inspected by both Education Scotland and the Care Inspectorate.

If there is anything you wish to discuss further, please do not hesitate to contact me.

Jackie Fulton

Head of Centre

**Our Vision**

**At Forgewood Family Learning Centre we will ensure all children become the very best they can be.**

**We believe we will do this by providing a happy, inclusive quality learning environment where every child is valued, listened to, respected and where their aspirations and dreams are nurtured in promoting their thirst for lifelong learning.**

 **Foregwood Family Learning Centre staff 2017**

 **Revised 2019**

**Centre Information**

**Forgewood Family Learning Centre**

**Address**: 167 Fife Drive

 Motherwell

 ML1 3UT

**Telephone:** Fife Drive: 01698 274909

**E-mail:** forgewood@ea.n-lanark.sch.uk

**Forgewood Family Learning Centre Blog**

**Https://blogs.glowscotland.org.uk/nl/forgewood/**

**Find us on Twitter** @centreforgewood

**Names and Job titles of our staff team:**

**Head of Centre**

Jackie Fulton

**Depute Head of Centre**

Louise Tiffney

**Equity & Excellence Lead**

Alethea Britton

**Early Learning Practitioners**

Julie McCallum

Kirsty Sweeney

Ann Marie Sloane

Suzanne Kelly

Carol Robertson

Claire Bridges

Kay Silcock

Lorraine Comerford

Maria Buras

Linda Blacklaw

Sheryl Ferguson

Carol Strain

**ASNA**

Liz Higgins

**Clerical Assistant**

Anne Daly

Nazra Bibi

**Janitor/Cleaners**

Linda Allan

Alison Lawrie

**Centre Opening Times:** (Registered opening times 8am-6pm)

**Morning session:** 8.40am – 11.50am (3-5 Children)

 9.00am – 11.30 (2-3 Children)

**Afternoon session:** 1.00pm – 4.10pm (3-5 Children)

 1.00pm – 3.30pm (2-3 Children)

The Centre operates a provision of 52 weeks and is only closed on public holidays, including 3 days in between Christmas and New Year and staff in-service days. A child’s place will be based on a 39-week term time basis for 3-5 children and 52 weeks for children 2-3 years. If a parent requires additional hours this can be discussed with the Head of Centre.

First Term Children return Wednesday 14th August 2019

 Close Friday 27th September 2019

 Re-open Tuesday 1st October 2019

 Close Monday 14th October 2019

 Re-open Monday 21st October 2019

 Close Friday 20th December 2019

Second Term Re-open Monday 6th January 2020

 Close Monday 10th February 2020

 Re- open Thursday 13th February 2020

 Close Monday 6th April 2020

Third Term Re-open Monday 20th April 2020

 Close Friday 8th May 2020

 Re-open Tuesday 12th May 2020

 Close Friday 22nd May 2020

 Re-open Tuesday 26th May 2020

**In-service** (staff only, children do not attend on these days)

Monday 12th August 2019

Tuesday 13th August 2019

Monday 18th November 2019

Tuesday 19th November 2019

Wednesday 12th February 2020

Thursday 13th February 2020

Monday 11th May 2020

**Admissions Policy**

All places are allocated in line with North Lanarkshire Councils Admission Policy.

<http://www.northlanarkshire.gov.uk/nurseryplaces>

Admissions panel meet in January of each year to allocate places for all eligible children who will attend nursery the term after their third birthday.

Admissions for children in 2-3 provision will be based on both the level of demand and a 12-week basis.

Admission panel will consist of Heads of centres in the catchment area and agencies involved with the child.

Additional hours will be charged at £3.69 per hour £1.85 per half hour. There will be an agreement set up between Parents and NLC Finance.

**Age Range**

2-5 years

55 children attend nursery morning session

55 children attend nursery afternoon session

**Enrolment**

**Enrolment Procedures**

The Nursery follows North Lanarkshire Council’s Policy on admissions. If your child is offered a place, enrolment takes place shortly after his/her third birthday.

We operate a key worker system and each child is allocated a practitioner who will work with the parent and child and will complete the necessary enrolment procedures and forms.

We ask parents to update details on these forms if there are changes to circumstances.

**Settling in Procedure**

On your child’s first day they will spend a short time in the playroom. Parents are required to stay with their child on the first day.

**Attendance**

Parents/carers are requested to inform the nursery if their child will not be attending due to illness. **In the case of Sickness or Diarrhoea children must not return to nursery until 48 hours after the last bout. This is in line with NHS exclusions and guidance document.**

If your child is going to be absent for prolonged period, please keep in contact with the nursery. If your child does not attend nursery for an extended period and when we have had no contact with yourself a letter will be sent out asking if you still require the nursery place.

**Arrival and collection of children**

We require a responsible adult (over 16) to bring your child to and from the nursery We ask you to sign in and out daily, letting your child’s keyworker know if there is someone different dropping off or collecting your child. Please call the nursery if the details on the signing out sheet change.

**We ask that you collect your child on time as practitioners have a limited time to prepare for the afternoon session.**

**Emergency Closure**

Very occasionally there may be circumstances which arise and lead to disruption of our service, for example adverse weather conditions. Please check local radio stations, NLC website, Facebook and twitter pages for updates. **Please keep your contact information up to date in case we have to contact you to collect your child in the event of a closure.**

**Healthy Snacks and Lunches**

We are a Health Promoting Nursery, we provide a healthy snack for children during the session and children are offered milk or water to drink. **(Please inform us if you child has any allergies/intolerances)**

**No Smoking policy**

Forgewood Family learning Centre operates a no smoking policy in or around the nursery grounds.

**The Curriculum**

**What is Curriculum for Excellence?**

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing an improved, more flexible and enriched curriculum for all children and young people from 3 – 18. The curriculum includes all of the planned experiences for children and young people through their education. All nurseries in North Lanarkshire are working hard to raise standards to ensure all children and young people develop the skills necessary to be confident individual, successful learners, effective contributors and responsible citizens when leaving school and entering the world of higher education, training or work.

Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament – wisdom, justice, compassion and integrity.

**What are the curriculum areas in Curriculum for Excellence?**

There are 8 curriculum areas:

* Health and wellbeing
* Languages (Literacy)
* Mathematics (Numeracy)
* Expressive Arts
* Religious and Moral Education
* Social Studies
* Sciences
* Technologies

**Learning is divided into two phases.**

The Broad General Education (BGE) is from nursery to the end of Secondary School Year 3. Children aged 3- 5 years will be working within the Early Level stage

LEVEL STAGE

Early the pre-school years and P1 or later for some

**Pre-Birth to Three: Positive Outcomes for Scotland’s Children and Families**Outcomes for Scotland’s Children and Families

When planning for children’s learning aged 2-3 years’s practitioners use careful observations and their knowledge of child development, which supported by the above documents four key principles ensures the best start in promoting positive outcomes for your child:

* Rights of the Child,
* Relationships,
* Responsive Care
* Respect.

Children aged 2-3 years old attending the nursery are allocated places through a request for assistance from another agency e.g. Health and Social Work and for children entitled to statutory 600 hours under the Children and Young People (Scotland) Act

**Assessment and Reporting 3-5 Years**

Assessment of children’s progress is on-going. Practitioners will use a variety of observations as means of assessment to plan for your child’s development and learning.

We are required by the Care Inspectorate to complete a personal plan for each child within 28 days of them starting the centre. This will involve yourself and your child’s keyworker where you will discuss your child’s next steps within their learning and development.

Evidence of a child’s learning will be in their online profile which parents can access at any time. The profile not only evidences their learning but also their achievements throughout their time in the centre and also any achievements from home. Parents can bring in or email a photograph, certificate and practitioners will upload a copy into their SWAY online profile. Parents are encouraged to add any comments on their child’s learning within their SWAY.

Parents will be invited to a progress meeting within the academic year where children’s progress will be discussed. Informal opportunities to discuss any matters regarding your child are available daily.

You will be able to keep up to date with your child’s learning journey through the nursery blog, twitter, learning wall and displays which is updated on a regular basis.

**Assessment and Reporting 2-3 Years**

Parents of children aged 2-3 years will be invited to meet with their child’s keyworker every 12 weeks to review their child’s progress and plan for their future learning. A record of children’s learning and progress will be available within their online profiles within their SWAY.



**Getting it Right for Every Child (GIRFEC)**

Getting it right for every child is an approach from the Scottish Government that sets out how education and other services should work with children and their families. GIRFEC is all about ensuring that children get the help they need when they need it – the right help at the right time. For you and your child, GIRFEC means that you are the expert on your child and what you think matters. Getting it right for every child means that the nursery will always seek to involve and listen to your opinions and take them seriously.

Taking a ‘Getting it Right for Every Child’ approach to supporting every child is a priority within our nursery and we aim to assist every child to reach their potential in each of the areas listed below.

Health – Experiencing the highest standard of physical and mental health, supported to make healthy safe choices.

Achieving – Receiving support and guidance in their learning.

Nurtured - Having a nurturing and stimulating place to learn.

Active - Offering opportunities to take part in a wide range of activities.

Respected – To be given a voice and involved in the decisions that affect their well – being

Responsible – Taking an active role within their community.

Included – Receiving help and guidance to overcome social, educational, physical and economic inequalities: accepted as full members to the communities in which they live and learn.

And above all to be safe… Protected from abuse, neglect or harm.

**Improvement Plan**

Within our nursery we have identified three key priorities that we will be focusing on to enhance the learning and teaching within the centre these are:

**Priority 1**

By June 2020, 90% of our families who regularly (85%) attend Forgewood Family Learning Centre will become actively involved in family learning opportunities within our literacy programmes to support children’s literacy and communication at home.

**Prioity 2**

By June 2021 100% of staff will have a shared understanding of how to purposefully and effectively plan for children’s numeracy and mathematics progression to ensure children are on track to reach early level by end of primary 1

**Priority 3**

By June 2021, 100% of staff will deliver a Rights Respecting Approach where children’s rights influence the design and delivery.

**Freedom of Information**

The Freedom of Information Act (Scotland) Act 2002 came into force in January 2005. The Act allows anyone to ask for information held by the Council and imposes a time-scale of 20 working days for the Council to respond. To deal with Freedom of Information requests, this Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information and Records Management Officer can be contacted by telephone on 01698 524712.

**Data Protection**

The processing of personal information by North Lanarkshire Council is carried out in accordance with the Data Protection Act 1998. The information given is held securely, treated confidentially and only used for statutory educational purposes or to improve the quality of the service. Under the Data Protection Act 1998 anyone is entitled to access the information held. In terms of section 7 of the Act such requests should be sent to Freedom of Information and Records Management Officer.

Such requests should be sent to:

**Freedom of Information and Records Management Officer**

**Municipal Buildings**

**Kildonian Street**

**Coatbridge**

**ML5 3BT**

**Transferring Educational Data about Pupils**

**Why do we need your data?**

# To make the best decisions about how to improve our education service, SGEP and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better educational outcomes. Accurate and up-to-date data allows SGEP, education authorities and schools to:

* plan and deliver better policies for the benefit of all pupils,
* plan and deliver better policies for the benefit of specific groups of pupils,
* better understand some of the factors that influence pupil attainment and achievement,
* Target resources better.

**Data protection rights**

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act 1998. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives someone the right to know how we will use their data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

SGEP works with a range of partners including Education Scotland and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SGEP, which will ensure that no subject specific data will be made public because of the data sharing and that such data will not be used to take any actions in respect of an individual.

**Concerns**

If anyone has any concerns about the ScotXed data collections they can email school.stats@scotland.gsi.gov.uk or write to The ScotXed Support Office, SEGP, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

**Child Protection**

All practitioners working in our centre are PVG checked by Disclosure Scotland. It’s everyone’s job to make sure that all children in Scotland are kept safe and protected from harm. The Head of Centre is responsible for the centres actions in response to all child protection concerns. If there are any child protection concerns the Head of Centre, our Child Protection Co-ordinator, will follow North Lanarkshire Council Child Protection Procedures and Guidelines.

**Child Protection Co-ordinator**: Jackie Fulton

**Contact Number:** 01698 274909

If you have any child protection concerns regarding any child you have a responsibility to contact Social Work.

**Social Work Locality Teams**

Motherwell: 01698 332100

Wishaw: 01698 348200

Bellshill: 01698 346666

**Social Work Emergency Service**

0800 121 4114

**Promoting Positive Relationships Policy**

At Forgewood Family Learning Centre we strive to create an atmosphere that encourages positive behaviour.

Our Promoting Positive Relationships Policy will provide practitioners with the guidance required to ensure a consistent and positive approach to supporting children’s behaviour. Within the centre, practitioners will be positive role models for the children through their interactions with each other and the children.

**Parental Participation**

At Forgewood Family Learning Centre we understand that parents are the main educators. Therefore, we are continually looking for ways to increase parental participation. If anyone would like to share their expertise please contact the Head or Depute Head of Centre.

Throughout the year we will be offering family learning-based workshops these will be led by practitioners as well Community Learning and Development Link worker – Michelle Malarky, these sessions include:

* Little Nature Explorers
* Lending Library
* Literacy Workshops
* Numeracy Workshops
* Book Bug sessions in English
* Book Bug Sessions in Polish
* Story telling sessions in Romanian
* Play On Pedals
* Solihull
* Incredible Years Programme

Please let us know if you have any sessions you would like us to deliver.

**Working with Other Agencies**

Throughout the academic year we work in partnership with a variety of partners. These include:

* Community Learning and Development (CLD)
* Childsmile (Tooth brushing and fluoride varnishing)
* Early Learning Communications a Transitions (ELCAT)
* Speech and Language
* Education Psychologist
* Social Work
* Health Visitor
* NHS Lanarkshire Pre-school Orthoptist

Our work with these agencies is to support children’s health and wellbeing needs and their development and learning.

**Complaints**

We follow North Lanarkshire Council’s Complaint Policy. If a parent has a complaint regarding the service provided they should discuss this further with the Head or Depute Head of Centre. Within 20 days of the complaint being made the Head of Centre will complete an investigation and report back to the complainant. If parent/carer feels this has not been resolved they may choose to contact:

Care Inspectorate

Website: [www.careinspectorate.com](http://www.careinspectorate.com)

Email: enquiries@careinspectorate.com

Care Inspectorate Enquiries: 0345 600 9527

Our Care Inspectorate Inspector is Lynne Alexandra

**Clothing**

Your child will spend his/her time both inside and out involved in a variety of learning experiences. He/she will get messy, so please ensure that your child is wearing play clothes, not their best clothes, also that his/her footwear is both safe and comfortable. We would ask you not to wear football tops or team colours on your child when he/she attends their session. Please ensure that your child changes their outdoor footwear before entering the playroom. As we encourage children to be as independent as possible we ask that they change into black/white Velcro plimsolls, and not high top or laced trainers.

Children will have daily opportunities to learning outdoor, therefore it is important that they have suitable outdoor clothing to wear, wellingtons, hats, (woolly or sun) warm jacket, gloves etc.

Nursery Polo shirts and Sweatshirts can be ordered directly from a local supplier. Please make contact directly with Miyo Apparel to place your orders at [WWW.MIYOSCHOOLWEAR.COM](http://WWW.MIYOSCHOOLWEAR.COM) or alternatively at 77 Manse Road, Motherwell, Contact number: 01698 767660.

**Medical Conditions and Medication**

Should your child have any medical requirements please disclose this at your child’s enrolment. Any changes to your child’s health needs after enrolment please inform your child’s key worker **immediately.**

If your child does required medication during session you are required to complete a medication form. We can only administer medication that has been prescribed for your child and must be labelled with the child’s details and the dosage to be given. All medication will be kept in a locked cabinet in the office to be administered when the child requires it.

If a child becomes ill whilst in nursery we will contact the parent first. In the instance that we are unable to reach them we will contact their child’s emergency contacts detailed in the enrolment form. We will ask the parents to come and collect their child to minimise the risk of infection to other children. The nursery follows the Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings) 2015 document. This document provides guidance on infection prevention and control for staff working within nurseries.

**Accidents and Incident Records**

All accidents and incidents are recorded appropriately. When a parent/carer collects their child, they will be asked to sign an accident/incident form.

**Security**

**The centre has a secured door entry system where parents will be greeted by a member of the Senior Management Team and the Janitor.**

**The morning sessions for children aged**:

**3-5** years begins at 8.40am doors open at 8.35am

**2-3** year begins at 9am and doors open at 8.55am.

**At the end of the morning sessions the doors will open at:**

2-3 years olds the session ends at 11.30am, doors will open at 11.30am

3-5 year olds the session ends at 11.50am doors will open at 11.40am

**The afternoon sessions for children aged**:

**3-5** years begins at 1pm doors open at 12.55pm

**2-3** year begins at 1pm doors open at 12.55pm.

**At the end of the afternoon session the doors will open at:**

2-3 years olds the session ends at 3.30pm, doors open at 3.30pm

3-5 year olds the session ends at 4.10pm doors open at 3.50pm

**Transitions to School**

School enrolment takes place in the January of the interned school year. When enrolling your child please take along your child’s birth certificate and proof of address, which should be a current council tax bill.

When a child is ready to make the transition from nursery to school there will be a series of transition events that will be planned for by the nursery in partnership with school. These transition visits and events will be purposeful in supporting your child on their learning journey into primary 1.

**Useful addresses & phone numbers**

**Area Chief Executive**

Des Murray

Children and Families

Civic Centre

Windmillhill Street

Motherwell

ML1 1AB

**Councillors**

Paul Kelly, Meghan Gallacher and Annette Valentine – Ward 16 Motherwell West All of the above councillors can be contacted at the following address: - Members Services, PO Box 14, Civic Centre, Motherwell, ML1 1TN

Telephone: 01698 302072

**Quality Improvement Manager**

Joseph McAvoy Telephone: 01236 812243

**Quality Improvement Officer**

Therese Henery Telephone: 01236 812702

**Community Learning and Development Manager**

Gordon Terris

c/o Our Lady’s High School

Dalzell Drive

Motherwell

ML1 2DJ Telephone: 01698 403803

**Contacts in relation to Support for Learning**

Help and advice on any matters relating to Support for Learning can be obtained from:

Dawn Cunningham (Motherwell Area)

Additional Support Manager

Berryhill Primary School

Hillcrest Avenue

Wishaw

ML2 7RS

01698 274656

Dawn Cunningham may be contacted directly or through the school.

You can also get more help and advice from:

**Enquire** – the Scottish advice service for additional support for learning. Operated by Children in Scotland. Enquire offers independent confidential advice and information on additional support for learning. Enquire also provide a range of factsheets.

0845 123 2303

info@enquire.org.uk

[www.enquire.org.uk](http://www.enquire.org.uk) for parents and practitioners

[www.enquireorg.uk/yp](http://www.enquireorg.uk/yp) for children and young people

**Resolve** 0131 222 2456

(Independent Adjudicator)

**Scottish Independent Advocacy Alliance**

Melrose House

69a George Street

Edinburgh

EH2 2JG

0131 260 5380

enquiry@siaa.org.uk

www.siaa.org.uk

**Reference to Additional Support Needs Tribunal (Scotland)**

ASNTS

Europa Building

450 Argyle Street

Glasgow

G2 8LH

Helpline: 0845 120 2906

Fax: 0141 242 0141

Email: ASNTSinquiries@scotland.gsi.gov.uk

**NHS Lanarkshire**

Bellshill - Bellshill Health Centre 01698 575700

Motherwell - Motherwell Health Centre 01698 242610

Wishaw - Wishaw Health Centre 01698 355511

**Social Work**

Bellshill

303 Main Street 01698 346666

Bellshill

ML4 1AW

Motherwell

Scott House

73/77 Merry Street 01698 332100

Motherwell

ML11 1JE

Wishaw/Shotts

Kings House 01698 348200

King Street

Wishaw

ML2 8BS

Although this information is accurate at time of printing, there could be changes affecting any of the matters dealt with in the document -

(a) before the commencement or during the school year in question.

(b) in relation to subsequent school years.

Education authorities by law are required to issue a copy of the school handbook to parents in December each year. It details the current policies and practices of both the council and the school.

Thank you for taking time to read our handbook.

****