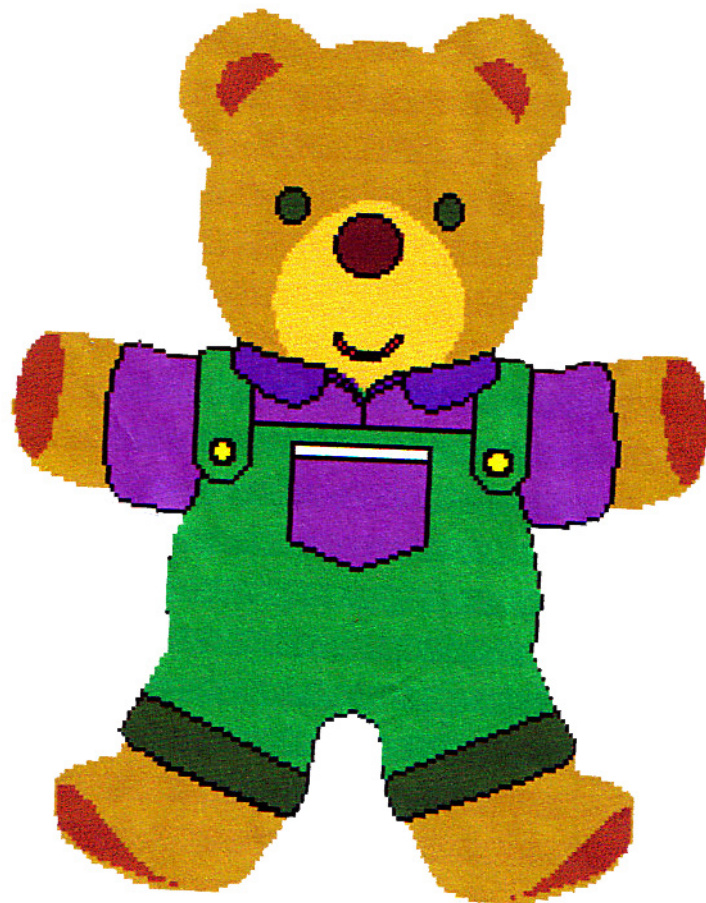


Glenmanor Nursery Class Handbook



2015

Glenmanor Nursery Class Handbook 2015



Staffing

Job Title	Name
Mrs Nicola Barrington	Head Teacher
Mrs Lee Martin	Depute Head Teacher
Mrs Jillian Grant	Principal Teacher
Mrs Ann-Louise Donald	Early Learning Practitioner
Mrs Paula Harvie	Early Learning Practitioner
Mrs Sharon Mitchell (Temp)	Early Learning Practitioner
Mrs Sarah Killen (Temp)	Early Learning Practitioner AM sessions only

Contact Details

Glenmanor Nursery Class
Glenmanor Avenue
Moodiesburn
Chryston
G69 OJA

Tel: 01236 632056

Fax: 01236 879471

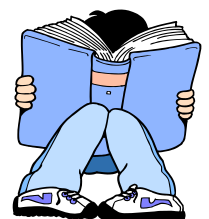
E-mail: ht@glenmanor.n-lanark.sch.uk
leemartin@glenmanor.n-lanark.sch.uk

Vision and Values

- The whole community of Glenmanor Nursery has created the following vision and values for our nursery:
- To create a safe, secure, caring and welcoming environment where everyone fulfils their potential.
- To support all members of our community to be successful learners, equipped with the skills, attitudes and expectations to contribute effectively to the society in which they live.
- To continue to recognise all successes and achievements, creating confident individuals.
- To support and develop the highest quality of practice which reflects current thinking and a commitment to continuous improvement.
- To provide opportunities for children to explore the natural world and show respect for all living things

In order to achieve our vision we will:

- Strive to create a climate of trust and mutual respect, where children can develop into responsible citizens and lifelong learners.
- Promote an ethos of equality and fairness, where all children are valued and cared for, meeting the needs of all individuals.
- Promote a sense of pride in our nursery, creating an environment where learning is fun, where children feel happy and are able to recognise their valuable contribution to the life of the nursery.



Layout and Accommodation

The nursery class is situated on the ground floor of Glenmanor Primary School. There is a welcome area leading to two large adjoining playrooms and an outdoor area.

Our nursery can accommodate 40 children in the morning and 30 in the afternoon. Depending upon demand for places and provision within the area, our nursery has a capacity for 40 children each session.

Morning session	8.40am-11.50am
Afternoon session	1.00pm-4.10pm

The nursery follows the school calendar and is open for forty weeks each year. Please see Appendix 1 for details of holidays and inset days in session 2015/2016.

Accessing/Leaving the Nursery Premises



Parents/carers and children should enter the playground via the single gate on Glenmanor Avenue and go to the entrance with the ramp. This leads to secured entry doors. Please press the buzzer for access and wait for staff to check the screen and release the door. Come through the door and turn left into the nursery cloakroom and welcome area.

When leaving the nursery, exit through the secured entry doors into the playground, making your way to the single gate onto Glenmanor Avenue.

WELCOME

When you arrive in the cloakroom, help your child find his/her name on the peg. Don't be worried if you see two names next to each peg. The same cloakroom is used by both morning and afternoon children. Encourage your child to sit below their peg and change their shoes and hang up jacket. The cloakroom can become quite crowded just before the session begins/ends. Could we ask you to be patient at this busy time?



There is lots of valuable information displayed on the walls at the entrance to the nursery and in the cloakroom. Please take some time to look at the information on these and help yourself to leaflets/handouts.

Just before the nursery session begins/ends, the doors to the playrooms will be opened. **Please note, that there is a one way system in operation.** All parents/carers and children should enter the playrooms via the Sunshine Room, and leave via the Rainbow Room (the room with the kitchen). This will help staff to keep everyone safe.

Signing In/Out



Parents/carers must escort their child in/out of the nursery playrooms and sign the register. You should also record who will be picking your child up at the end of the session on the register.

At the end of each session, enter the playroom and sign the register to collect your child then escort them to the cloakroom via the one way system.

Some children like to run ahead of the adult, which can result in them leaving the nursery before the adult. Please ensure that this does not happen. **You should keep your child with you at all times.**

These procedures should be followed for health and safety reasons.

An Example of a Morning/Afternoon Session

Welcome Time - Children enter nursery and sit down at their group table. The key worker welcomes the children and may show or discuss something of interest, including what's on offer in the nursery that day.

Group Time - The key worker will share a book and discuss it highlighting the features of books to support children in learning book-handling skills. There may be some singing, drama or other follow-up activity.



Free Play - Children choose where they would like to go. They have free access to both rooms. At all times, the ratio of adult to children will be one adult for every ten children. Children may go to the sand/water area; malleable area - squashy, squishy and messy, or playdough, painting/art area, writing/drawing area, library, wii, smartboard, construction, home corner, science area and many other areas, including outdoors.

Outdoor - Unless the weather is particularly inclement, children usually go outside every day. We have a group set of waterproof suits and wellingtons for children to go outside when it is raining. We go outdoors in the snow too! Children can go out in groups, or if the weather is really nice, most play would be outdoors.



Adult-led activities - These happen during free-play. It may be that an activity has been set up to support particular children. These children will be encouraged to participate in this activity. All other children are free to play in this area too.

Observations - Adults make observations about children's learning and development needs during free-play. They make some notes and may take photographs. These will be displayed in the children's profile, which you and your child are free to access at any point. You may wish to see your child's progress or add to the folio. Each key worker is responsible for observing and recording significant learning.

Snack - Children help themselves to snack during their free-play session. Children help to pick the snack options and prepare them. This can involve preparing fruit, buttering toast and putting the snack names out.



When snack is prepared and children are ready, they will wash their hands and then find their name. They post their name to show they are having snack. They pour their own cereal and milk. At the snack bar, children select their snack using tongs to put food on their plate. They also collect their own drink, milk or water, and then enjoy their snack with friends. An adult will model good social skills and praise children for being polite and helpful and well-mannered. Children clear away their own snack plates and they put leftover food in the recycling bin.

Previously, children brushed their teeth straight after eating, but recent advice from oral health is that there this should no longer happen because it is best to have time between eating fruit and brushing teeth.

Tidy-up time - Children return to play and when it is tidy-up time, they have an area that they are responsible for tidying. Adults tidy too and encourage children to return toys to the correct locations.

Together time - after tidy-up time children come together as a group. This may be singing together, rhymes, role-play or circle time.

Group time - children return to their group tables five minutes before the session ends to share their day and brush their teeth. Some children may finish their learning log.

Children remain in their seat until their parent/carer signs in and collects them.



If there are any incidents/accidents, these will be shared with you as you collect your child. You may get some feedback about what your child did that day, or you may ask some questions yourself.

You would collect your child and follow the one-way system to the cloakroom and then prepare your child for going home.

Clothing

We have a lovely uniform in Glenmanor Nursery Class, which is both cute and comfortable. Sweatshirts (£8.50) and polo shirts (£7.50) can be ordered from the school office.

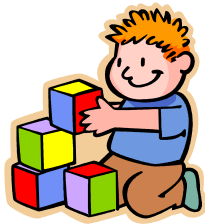
Your child will need a pair of indoor shoes, preferably plimsoles. Nursery staff will write your child's name on these, in their group colour. This will help your child to learn to recognise their name.

Nursery can be a messy place, so please do not send your child in their best clothes. We do have aprons, but accidents can happen. Short sleeves are a good idea, particularly for the water area and painting. Appropriate clothing is really important. We have sun hats for the hot weather and would always apply sunscreen if you have given permission for this. Some children travel to nursery by car and don't always bring a jacket. It can be very cold outside, so please think about the day ahead when dressing your child. We respectfully request that no football colours are worn in the nursery.

Toys

We understand that some children like to bring a toy from home as a source of comfort. We support this during the child's initial settling in period. However, once children are settled, we then discourage this practice.

A Curriculum for Excellence



A Curriculum for Excellence is for 3 year olds to 18 years. Everything your child learns is the foundation for further learning. Early year's education is an important building block for learning, which is why regular attendance is so important. Staff carefully plan and set up learning experiences for the children, which relate to broad themes identified by the nursery. Staff will consult with children about what they would like to learn. We also seek ideas from parents/carers and are responsive to the needs of the child and their family. For example, some families asked for support because their child wouldn't always wait for an adult before crossing the road. In response to this request, we had a Road Safety Week and also participated in "Kerb Craft" training for children with the assistance of our Community Learning and Development Worker.

We recognise that children come to Nursery having being initially educated by their parents/carers and families. Our Home to Nursery Transition Booklet takes account of, and allows us to build, on this prior knowledge.

Adults working with my child

Your child will have a named key worker. This member of staff will be your point of contact and will seek to ensure that the needs of your child are being met in the nursery. The key worker will also complete your child's reports, ensure that their folios are up to date and report to you on parent's evening. Although your child will have a key worker, your child will in fact work with all members of the staff team during the course of each nursery session.

Starting Nursery



Children who reach 3 years of age by the end of August can start Nursery in August. Children who reach 3 years of age between 1st of September and the last day in February can also start nursery the day after their third birthday. Children who reach 3 years of age between March and July cannot start nursery until August, however, you can pay for a place as soon as your child turns three if you do not wish to wait until the start of term, provided your place has already been allocated to you. Your child's place ends in the term prior to their expected entry into Primary 1.

Nursery Applications (Dates are under review)

In January, before your child turns three years of age, all parent/carers should complete an application for the nursery and return it by the date specified, usually the beginning of February. Parent/carer's should also produce their child's birth certificate and a recent council tax bill at this time. **Applications will not be accepted or processed without this information.** Specific dates for completing application forms will be communicated in the local press and throughout the community. Application forms can be collected from the school office, or downloaded from North Lanarkshire Council Website.

Once applications are received, they are categorised and placed on the system. Applications are then considered by an Admissions Panel, which consists of Heads of early year's establishments and any other agencies involved in supporting children and their families. All nursery places are allocated in line with North Lanarkshire Council's admission policy.

In May, you will receive an offer of place letter and a reply slip which should be returned by the date specified to inform us if you wish to accept your place.

Enrolment Evening

In June, parents/carers will be invited to attend an Enrolment Evening in the Nursery. This will give you a chance to meet the staff, hear important information about what happens in the nursery, and then complete the Enrolment Form. This is different from your Application because it asks for more detail, particularly about your child's allergies, any medical needs and to grant permissions. There will also be an opportunity to ask any questions you may have and to meet other parents/carers who are also new to the nursery. Do not worry if you are not able to attend this evening. Most of the information will be shared with you during your child's induction to nursery.

Taster Session

In June you will also be invited to bring your child along to the Nursery for a short play session. This will give your child a chance to see the Nursery and play, and give you a chance to meet all the nursery staff and ask any questions you may have.

Shortly after this event you/your child will receive a letter from the Nursery telling you the group your child will be in, their key worker and your child's induction time.

Induction

This will take place when your child is due to start Nursery. Initially, this will involve bringing your child into the nursery for approximately one hour to meet the staff and join in with some activities. Procedures for settling your child thereafter will be discussed with you, in line with our settling in policy. This is individual to each child and may involve a shorter or longer time the following day. It may take a week or longer for your child to fully settle. Please don't worry about this process. We will work together to support you and your child at this important time and throughout your child's time at nursery.

Attendance

It should be noted that although attendance in nursery is not compulsory, it is monitored. If your child cannot attend nursery for any reason, we would appreciate if you could telephone the school office and leave a message. If your child is absent and we do not hear from you, we will make a courtesy phone call, or send a text message, to confirm the reason for absence.

Continual absence, for an extended period of time without explanation may result in the Nursery place being withdrawn.

Contact Details

Please ensure that we have current contact details for you and your emergency contacts. If you change address or phone number, please inform the nursery and the school office so that records can be updated.



Contacting the School Office

If you telephone the school office, you will be asked the nature of your enquiry. This will help office staff to decide whether it is necessary to forward your call to nursery staff, simply take a message or answer the enquiry themselves.

Students

We support students who are undertaking various courses, including the PDA course and professional qualifications in early years and primary education. You will be informed via the whiteboard in the Welcome Area of any student placements.

Child Protection

North Lanarkshire Council's Child Protection procedures and guidelines state that:

- All children have a right to grow up in a safe and caring environment;
- It's **everyone's** responsibility to protect young people and children;
- Protecting children from harm is a major priority.

Glenmanor Nursery Class fully endorses and adheres to the Authority's position in relation to Child Protection. Please see Appendix 2 for the procedures that are followed within the nursery.

Any concerns, disclosures or suspicions should be reported to the Head Teacher/Child Protection Co-ordinator, Mrs Nicola Barrington (01236 632056).

Illness



The nursery adheres to the NHS Lanarkshire guidelines for exclusion in relation to illness. These are on display on the information board opposite the secured entry system.

If your child becomes ill, we will contact you by telephone. We will phone the emergency contact you have provided on your enrolment form. We will make your child as comfortable as possible until you can arrange for them to be collected.

Medication

Staff can only administer medicine or treatment that has been prescribed by a doctor. Prescribed drugs will be locked in the medicine cabinet and parents/carers will be required to give written consent to authorise staff to administer medication. All medication, including inhalers, should be clearly labelled with your child's name. Please note that it is essential that you inform staff of any medical conditions or allergies your child may have during enrolment and at any point when new conditions develop. Some children may require a 'Plan for Pupils with Complex Health Care Needs' and this is written with you and signed by staff, parents and a medical professional.

Accidents

If your child has an accident, they will be assessed and treated by the nursery trained first aider and if required, the school's trained first aider. All accidents are recorded in the accident folder and you will be informed when you come to collect your child. You will also be asked to sign the accident slip. If your child is seriously injured or there is any cause for concern, you will be contacted immediately. All accidents are monitored by Senior Management Team.

Incidents

Incidents usually involve two or more children. An incident may occur when a child pushes or hurts another child on purpose. Sometimes an incident can result in an accident also taking place, for example when two children struggle with a toy, one might accidentally fall over. When an incident results in an accident, both the accident and incident slips will be completed and parents/carers will be asked to sign these. In the event that

your child is involved in any notable incidents, particularly repeated incidents, you shall be informed.

I'm sure you will appreciate that small children can have a number of small incidents that happen throughout their play. These are usually dealt with on an ongoing basis by encouraging children to follow the nursery rules and helping them to respond in a better way. These issues would not be reported unless they were to become problematic.

How will I know how my child is doing?

Assessment is used to confirm progress and inform planning and next steps in the nursery. Observational assessments are carried out regularly and key workers maintain records which are added to your child's profile. Your child will also be encouraged to set goals for their learning. Once achieved, these will be celebrated, and then recorded in the profile. The profiles are kept in the rainbow playroom passageway, where the two rooms join. We encourage you to look at your child's profile and comment on their learning and development. This helps us to continue the partnership between the nursery and home.



We also use Assessment for Learning Strategies in the Nursery. We talk about what “we are learning to” do, and we review some of that learning. Staff may ask “show me your thumb?” Children may indicate a “thumbs up”, for doing well and understanding, a “wobbly thumb” for doing okay but still not sure and a “thumbs down” would indicate that a child felt they did not do well. Staff would respond to the “show of thumbs” by giving praise, reassurance and encouragement. We also use “traffic lights” on children's learning logs. Children colour in red, amber and green to signal how they performed in reaching their goal/target. One child per group completes a learning log on most days, and children view this as a ‘special task’.

What will happen if my child is experiencing difficulties?

Children are monitored regularly through observations and individual goal setting. If your child is experiencing any difficulties, extra support will be provided in the form of additional one-to-one attention and activities.

We aim to work in partnership with parents and carers at all times. If difficulties are not addressed through staff support, we

may request your consent to seek additional support from appropriate outside agencies.

The staff follow an internal referral system, which would be directed to the Head Teacher of the school. If additional support is required for a significant period of time, an Additional Support Plan (ASP) or a Co-ordinated Support Plan (CSP) may be required. All plans are shared with parent/carers throughout the year.

Health and Hygiene

The children have free access to the toilet and hand washing facilities in the nursery. Children wash their hands before snack.



We have a stringent infection control policy within the nursery, which is available for parents and carers to read. There are agreed procedures for the management and disposal of clinical waste.

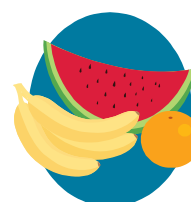
Promoting Healthy Eating

As a silver health-promoting nursery, we are fully committed to health and nutrition education. We have fully implemented the recommendations outlined in North Lanarkshire Council's Diet and Nutrition Policy 2013-14. As per the Nutrition Act, we respectfully ask parents and carers not to donate sweet treats to the nursery, including birthday cake.

Snacks



Healthy snacks and drinks are available every session. We operate a free-flow system, allowing children to choose when to have their snack during free play. This approach encourages self-help skills, independence and social skills. Snack-time is monitored by staff.

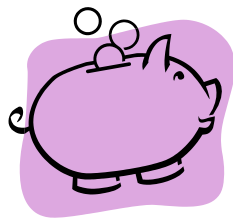


Healthy Snacks and Drinks Menu

A variety of snacks are on offer in the nursery. These include:

- Fresh fruit
- Raw vegetables
- Toast or crackers
- Healthy sandwiches
- Low sugar breakfast cereals
- Special foods linked to festivals
- Plain water
- Whole milk

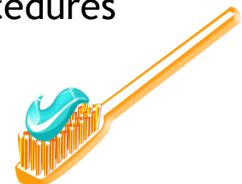
Donations are welcome



It would be very helpful if you could contribute towards snacks and other resources. The suggested donation is £3.00 per week. Your child can put the donation in their group's bank on the first day of each week. We thank you in anticipation of your support.

Tooth brushing

Tooth brushing is a key element in our health promoting strategy. We have "Smile too" accreditation and follow the procedures recommended for children in an early years setting. We welcome oral health input from NHS Greater Glasgow on a regular basis.



Physical Activity

Opportunities are planned and delivered through the curriculum. This is extended with PE lessons and music & movement.

Learning Outdoors

In line with North Lanarkshire Council policy, the children have access to outdoor play on a daily basis. They enjoy a range of learning experiences in all kinds of weather. In view of this, children should be dressed appropriately at all times.

The nursery outdoor area is secure and consists of a soft-area for physical play, a garden and growing area, construction, art, a muddy area, water and sand, a library and an imaginative area. There are also bikes, scooters and other play equipment available.

Visiting Specialists

We welcome a range of visitors to support us in delivering all aspects of physical, social and emotional health. Look out for news and updates on our information board.

Partnership with Parents/Carers

In Glenmanor nursery class, we seek to build positive, active partnerships with parents/carers, which are founded on mutual trust and respect. We welcome your views and are open to your suggestions at all times.

Communication/Consultation with Parents

Parents/carers are informed and consulted in a variety of ways, both formal and informal. Examples of this include:

- Daily information board, located in the welcome area
- Specific information boards relating to planning, the curriculum, consultation and events in the local community
- A monthly newsletter giving you details of events, themes and other relevant news
- The main nursery policies on display in the welcome area, with other policies stored in a file, available upon request
- Nursery handbook, which is updated annually
- Access to your child's profile, containing observations and progress
- An interim/settling in report and a full report each year
- Formal parent/carer interviews twice per year
- Opportunities to participate in surveys and questionnaires
- Policy review and curricular developments
- Invitations to attend open afternoons/evenings and special events e.g. sing-a-longs
- Nursery blogs
- Nursery website
- Text Message
- Face-to-face on a daily basis
- LCD screen to show learning, photographs

Parental Involvement

We welcome your involvement in supporting us with a wide range of activities, including nursery trips and running our lending library. Any parent/carer who is involved in working with children must be disclosure checked. If you are interested, please speak to any member of the nursery staff team. Your name and address will be sent to the authority who will send you paperwork to complete. You then arrange to attend NLC headquarters with your supporting paperwork. It will only take 10 minutes to check your paperwork. The Nursery relies on parents to help with local walks to the shops, libraries and walks in the local area.

Parental Consent - Photographs etc...

Photographs will be taken for your child's profile, and may be displayed or included in the web site or blog. Please note that children's names are not put alongside photos on the web site. The enrolment form includes written permission for photographs. If you do not wish your child to be photographed, placed on the nursery web page or filmed, you must inform your child's key worker.

Suggestions and Complaints

We are always looking for ways to maintain and improve our service. If you have any suggestions, please put them in the suggestion box in the welcome area, email, or speak to a member of staff.

Similarly, if you have a concern or complaint about any aspect of the service you should contact the Depute Head (01236 632056) leemartin@glenmanor.n-lanark.sch.uk.

If you feel that your complaint has not been satisfactorily resolved within the nursery, please contact:

North Lanarkshire Council
Learning and Leisure Services
Communication Unit
Kildonan Street
Coatbridge
ML5 3BT
01236 812240

Parents and carers have the right to contact the Care Inspectorate at any time, to discuss or report any issue. The Care Inspectorate can be contacted as follows:

Care Inspectorate
South West Region
Princes Gate
Castle Street
Hamilton
ML3 6BU

Tel: 01698 897800

Finally...

We hope that our nursery handbook has provided you with useful information and answered important questions. The staff at Glenmanor Nursery Class look forward to working in partnership with you.

Please note that all information in this handbook was correct at the time of printing.

Appendix 1: School Calendar

August 2015

In-service day (all areas): Friday 14 August 2015

In-service day (all areas): Monday 17 August 2015

Pupils return to school: Tuesday 18 August 2015

September 2015

September weekend holidays: Friday 25 September 2015 and Monday 28 September 2015

October 2015

October break: Monday 12 October 2015 to Friday 16 October 2015

November 2015

In-service day (all areas): Monday 16 November 2015

December 2015 - January 2016

Christmas and New Year holidays: Wednesday 23 December 2015 to Tuesday 5 January 2016 (inclusive)

February 2016

Mid-term break: Monday 8 February and Tuesday 9 February 2016

In-service day (all areas): Wednesday 10 February 2016

March 2016

Easter weekend: Friday 25 March and Monday 28 March 2016

April 2016

Spring break: Monday 4 April to Friday 15 April 2016 (inclusive)

May 2016

May Day holiday: Monday 2 May 2016

In-service day (all areas): Thursday 5 May 2016

Mid-term holiday: Friday 27 May and Monday 30 May 2016

June 2016

School closes Wednesday 29 June 2016

Appendix 2: Child and Adult Protection Procedures

Introduction

All staff follow North Lanarkshire Council's Child and Adult Protection Procedures and Guidelines, which state that:

- Protecting children and adults from harm is a major priority for North Lanarkshire Council.
- All children and adults have a right to grow up in a caring and safe environment.
- It's everyone's responsibility to protect young people, children and adults.

Role of all staff

- Be familiar with the guidance relevant to their level of responsibility as detailed in the "Child and Adult Protection Procedures and Guidelines" folder.
- Follow "Action in Response to Grounds for Concern" as appropriate.

Role of School Child and Adult Protection Co-ordinator

- Be conversant with the information in the Child and Adult Protection Procedures and Guidelines.
- Attend Child and Adult Protection Training and Meetings.
- Co-ordinate support within the school and nursery class for specific children.
- Co-operate with inter-agency support plans.
- Liaise with other establishments and external agencies.
- Regularly update all staff on child protection issues.

Role of the Head Teacher

- Ensure that a "Child and Adult Protection Procedures and Guidelines" folder is available for staff reference at all times.
- Issue new, temporary, supply and other visiting staff or volunteers with the Child and Adult Protection Procedures through the School Induction Programme.
- Ensure that the guidance in the "Child and Adult Protection Procedures and Guidelines" folder is followed.
- Ensure that everyone knows that the Head Teacher, Nicola Barrington, is the Child and Adult Protection Co-ordinator.
- Develop school policy and practice to meet National and local authority guidance.
- Annually review NLC Child and Adult Protection Procedures and Guidelines at the beginning of a new session and convey the importance of prompt and effective implementation of the Procedures and Guidelines.
- Inform parents of policy, procedures and initiatives, and include relevant information in the school handbook
- Develop links with other establishments, services and agencies to promote the protection of children.