



[www.kirkoshotts.n-lanark.sch.uk](http://www.kirkoshotts.n-lanark.sch.uk)



# Kirk O'Shotts Nursery Class Handbook 2024

*'Big dreams start with small  
steps.'*

*Happy Nurtured Unique*

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## North Lanarkshire Council Motto is:

### ASPIRE

- Articulate, open, honest and clear at all times
- Sensitive to people's needs and understand that one size does not fit all
- Proactive in delivering for our communities
- Inspirational in our ambitions
- Realistic in our expectations, and we
- Evaluate to be sure we have made a difference

## Section One: Vision, Values, Aims

Our school and nursery vision statement is:

*'With kind hearts and willing hands, we can all achieve our dreams'*

This is underpinned by our values which are:

**K** - Kindness  
**I** - Independence  
**R** - Respect  
**K** - Knowledge  
**O** - Obedience  
**S** - Self control  
**H** - Honesty  
**O** - Openness  
**T** - Trust  
**T** - Tolerance  
**S** - Skills

At Kirk O' Shotts Primary School and Nursery Class, we believe that learning should be relevant, purposeful and enjoyable. We work together to equip each child with the skills they need for learning, life and work in an ever changing world. We aim to develop confident individuals, who have high expectations and are proud of their achievements.

We are committed to Getting It Right For Every Child. Working with parents and partners, we aim to meet the needs of all pupils in a safe, supportive and inclusive environment.

At Kirk O'Shotts Primary School and Nursery Class, we encourage respectful relationships and actively promote children's rights.

We are committed to sustainability, equality and fairness, and believe that our school and nursery community can make a difference to our world at a local, national and global level.

We are proud of our community and work hard to make it the best that it can be.

## **Equal Opportunities**

The centre is committed to assessing all policies and practices to ensure there is no negative impact on any group of people.

The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland is the essential guide for the learning community to promote equality. This information can be accessed at:

<http://www.equalityhumanrights.com/news/2013/june/commission-publishes-equality-guidance-for-schools/>

## **Welcome from the Head Teacher**

Dear Parent/Carer

Welcome to Kirk O'Shotts Nursery Class.

At Kirk O'Shotts Nursery Class, we aspire, through a range of nurturing teaching and learning approaches, to provide every child with opportunities through play which are fun, motivating and exciting. Within our nursery, play is how children learn to make sense of the world and develop important skills for learning, life and work. Through play, your child will develop their ability to problem solve, imagination and creativity experiences will be fostered, language and observation skills will be developed, as well as, memory and concentration skills.

We aim to ensure we work to provide your child with a range of skills which enable them to become confident, curious and eager learners. Partnership between families and staff is at the heart of our practice.

As an early learning and childcare establishment, we work collaboratively with all stakeholders to ensure your child's learning has a seamless transition.

Welcome aboard!

Marnie Hamilton  
(Acting) Head Teacher

## Section Two: General Information

### Names and job titles of our staff members

Below is a list of staff at the nursery and details of our regular opening hours. Details of holidays and training days specific to this year will be available. Please ask the Head Teacher for information on or about these dates at the beginning of each term.

#### **(Acting) Head Teacher/Nursery Manager:**

Marnie Hamilton

#### **Lead Early Learning Practitioner**

Vacancy

#### Early Learning Practitioners

Miss Shannon Brown

Ms Ann Angus

#### **Support Worker**

Mrs Louise Sheen

#### *Address*

*School Road*

*Salsburgh*

*Shotts*

*North Lanarkshire*

*ML7 4NS*

#### **Telephone Number**

01698 274910

#### **E-mail**

nlhamiltonm1@northlan.org.uk

**Twitter @kirkoshottsp**

#### **Hours of Opening**

The registered opening times are from 8.45 am - 2.45 pm.

## **Daily Sessions**

Monday - Friday 8.45 am - 2.45 pm

Should you require flexibility out with these hours please contact the Head Teacher.

We are a term time establishment, therefore, our holidays are the same as all NLC primary schools.

## **Admissions Policy**

All places are allocated in line with North Lanarkshire Councils Admissions Policy. The staff will be happy to advise you how this policy operates when you apply for a place for your child. A leaflet detailing the Councils policy is also available from all establishments and on the North Lanarkshire Council Early Years Website.

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

Admissions panels meet in March of each year to allocate places for all eligible children. Funded places start the day following your child's third birthday.

## **Age Range of Children**

3 years - 5 Years

Numbers of Children in attendance each day

We have capacity for 16 full time children to attend our nursery class on a term time basis.

## **Suitable Clothing**

Children have the best fun when they are doing creative work. We will always try to make sure they wear aprons but accidents do happen. Please dress your child in suitable clothes and not football tops of any description. As your child will be playing outdoors daily we would ask you to ensure that they are dressed suitably for all weathers.

## **Register of Applicants**

A register of all applicants will be kept by the Head Teacher. The information contained in the applications will be considered by NLCs admissions panel to assist in the allocation of places.

Once your application is received it will be recorded in respect of the category which it relates to as per Admissions Policy and entered directly onto the NAMS System.

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

Parents can ask to see their application form at any time. If circumstances change which affect the application you should speak to the Head Teacher.

### **Enrolment Procedures**

Once you have been offered a place for your child a date will be set to arrange settling in sessions. During these sessions, the nursery staff will complete the necessary enrolment procedures.

### **Attendance**

At the start of each session, parents will be asked to provide contact details including at least one (preferably two) emergency contact number. Parents are required to inform the nursery if these contact details change during the year.

Parents and carers are asked to inform the nursery if a pupil is unable to attend from the start of the session on the first day of absence. Failure to do so will result in staff accessing all contact numbers provided for the child.

A record of attendance is carefully monitored.

### **Arrival and collection of children**

It is expected that a responsible adult will bring a child to and from the nursery. In the interests of your child's safety you should make a point of telling the Head Teacher/Nursery staff if he or she is to be collected by someone not known to staff members. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.

### **Insurance**

Sometimes children like to bring something special or new to the nursery for their friends to see. However, parents should ensure that valuable items are not left at nursery, particularly as the nursery has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the nursery can be shown to have been negligent.

## **Excursions and consent forms**

When outings or excursions for children are planned, the Head Teacher or a member of staff will advise you in advance. You will be asked to complete consent forms which give your permission for your child's participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/guardian.

Parent/guardians who are accompanying the children on any outings will also be asked to complete the necessary forms.

## **Transport**

Transport is not normally provided for children attending early years' settings. NLC may, however, provide transport to and from nursery for children with additional needs who may require travelling some distance to take up their placement.

## **Emergency Closure Arrangements**

We make every effort to maintain a full educational service, but emergency circumstances may arise which may lead to disruption. For example, nurseries/schools may be affected by severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases, we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, text messages, email, twitter and the North Lanarkshire Council's website.

## **Emergency Contacts**

Parents/carers are asked to provide the names, addresses and telephone numbers of two contact persons for use in case of an emergency. You are also asked to keep the school admin team up-to-date with any changes in this information.

## **Meals**

Children, as part of the 1140hrs entitlement, will be offered a healthy 'loving lunch'. Children will be fully involved in this process by helping to set tables, serving their own food and trying different foods delivered by NLC facilities service.

If your child has any special dietary requirements please note this on the enrolment form as a special diet request application will need to be submitted to NLC.

## **Snacks and the Promotion of Healthy Eating**

Your child will have a small healthy snack each day which will be on offer from the snack table. This can be accessed at any time, along with water or milk.

## **No Smoking Policy**

All NLC establishments operate a No Smoking Policy.

## **Child Protection**

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm always and in all situations.

The Head Teacher is responsible for the nursery's actions in response to Child Protection concerns.

If there are any Child Protection concerns the Head Teacher and all staff will follow North Lanarkshire Child Protection Procedures and Guidelines.

Child Protection Coordinator is : Marnie Hamilton

Telephone No: 01698 274910

## **Adult Protection**

The council has responsibility under the Adult Support and Protection (Scotland) Act 20007 for the protection and support of adults at risk of harm within North Lanarkshire. Its employees therefore have the responsibility to ensure the welfare of all adults at risk of harm with whom they come into contact, as well as providing the highest possible standard of care for some of the most vulnerable members of our society.

The Head Teacher is responsible for the School/Nurseries actions in response to Adult protection concerns.

If there are any adult protection concerns the Head Teacher will follow North Lanarkshire Adult Protection Procedures and Guidelines.

Adult Protection Co-Ordinator: Marnie Hamilton

Telephone Number: 01698 274910

## **Freedom of Information**

The Freedom of Information (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, the 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 your personal information by North Lanarkshire Council is carried out in accordance with the Data Protection Act 1998. The information you give 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 you are 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 at Municipal Buildings Kildonan Street Coatbridge ML5 3BT

## **Transferring Educational Data about Children**

Education Authorities and the Scottish Government Education Portfolio (SGEP) exchange data about children either on paper or electronically through the ScotXed programme.

The data collected and transferred covers areas such as date of birth, postcode, registration for free school meals, whether a child is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Children's names and addresses are collected by the school and the council but they are not passed to SGEP. The postcode is the only part of the address that is transferred. Data is held securely and no information on individual pupils can be published by SGEP.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message will help you understand the importance of providing the 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 specific groups of pupils, better understand some of the factors that influence pupil attainment and achievement, target resources better.

## Your 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 you the right to know how we will use your 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](http://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 also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order 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 as a result of the data sharing and that such data will not be used to take any actions in respect of an individual.

## Concerns

If you have any concerns about the ScotXed data collections, you can e-mail [school.stats@scotland.gsi.gov.uk](mailto: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.

**Want more information?** Further details about ScotXed data exchanges are available on the ScotXed website, [www.scotxed.net](http://www.scotxed.net)

## Section Three: Medical Information

### Medication

If your child needs medication during his/her time at nursery you should discuss his/her requirements with the Head Teacher/nursery staff. Prescribed drugs will be given at the

discretion of the Head Teacher and you will need to complete a form which authorises practitioners to administer the medication to your child. The Senior Clerical will give you the necessary form to complete.

Should any prescribed drugs need to be stored in a fridge then arrangements will be put in place to store them securely in a marked container.

If your child suffers from asthma you must inform nursery staff if there are any activities or specific circumstances which are likely to bring on an attack.

If your child suffers from epilepsy or diabetes you must inform the nursery team upon enrolment to ensure a Health Care Plan can be created and training can be provided from the appropriate health agency.

### **If your child becomes ill**

The nursery would welcome a telephone call if your child is not able to attend on a day.

If your child becomes ill while at nursery the staff will make him/her as comfortable as possible in a quiet, restful area. A member of the admin team will then contact the parent/guardian or the emergency contact number and ask you to collect your child.

### **Minor accidents and upsets**

If your child has an accident he/she will be treated by a member of staff, this will usually be our trained First Aider and this will also be recorded into our accident book. You will be informed of accidents by your child's key worker and asked to sign the internal incident form detailing the accident. If your child has had a very serious accident then the parent or emergency contact will be informed immediately and Health & Safety procedures will be implemented.

### **Visits to the establishment by medical staff**

Health Visitor(s) may with your permission observe or assess your child whilst at nursery.

## **Section Four: The Curriculum**

### **Our Aims**

To provide high quality, learning/ teaching, which appropriate to the learning and emotional needs of all children within a stimulating, nurturing, respectful environment.

### **How we promote learning**



## **Working together to understand your child's behavior.**

All practitioners are trained in using the Solihull Approach to support you and your child. The Solihull Approach promotes emotional health and wellbeing in children and families. The model supports practitioners to work with children and families and supports parents and carers to understand their child. The Solihull Approach is an evidence based model with a strong theoretical foundation.



### *Information on Parent/Carer Groups*

Throughout the year we aim to offer a variety of family learning sessions to help you and your child learn together.

### *Section Six: The Wider Community*

#### **The Establishment and the Community**

The nursery is well established in the local community. We aim to work more closely with a number of community based initiatives.

#### **Links with Primary Schools**

The nursery has strong links with our own primary school, Kirk O'Shotts. Our transition programme enables both nursery and primary staff to work closely with your child ensuring continuity and progression in all aspects of their development.

### *Section Seven: Other information*

#### **Suggestions and Complaints**

We are always anxious 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 with the Head Teacher, please contact NLC representative at Civic Centre, Motherwell.

### **Useful Addresses**

You may wish to be aware of the following names, addresses and telephone numbers.

#### **North Lanarkshire Council**

Ms Vicky Harris  
Early Years Quality Officer  
Civic Centre  
Windmillhill Street  
Motherwell  
ML1 1AB  
Tel Number: 01698 302222

#### **Community Learning & Development**

Coltness High School  
Mossland drive  
Coltness  
Wishaw  
ML2 8YL

Tel Number: 01698 274920

#### **Social Work Department**

Airdrie Social Work Department713  
1 Gartlea Road  
Airdrie  
ML6 9JA  
01236 757000

### **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](mailto: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](mailto:enquiry@siaa.org.uk)

[www.siaa.org.uk](http://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](mailto:ASNTSInquiries@scotland.gsi.gov.uk)

## **Please Note**

Although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters dealt with in it, either before your child's placement begins or during their placement. The Head Teacher/nursery staff will tell you of any important changes to the information.