

A Warm Welcome to Our Lady of Good Aid Cathedral Nursery Class



'Living to Learn, Learning to Live'



Nursery Handbook
2018 - 2019

Contents

| | |
|--------------------------------------|---------|
| Head Teacher's Welcome | page 3 |
| NLC Service Pledge and Motto | page 4 |
| Section 1: Mission Statement | page 5 |
| Section 2: Nursery Information | page 6 |
| Section 3: Medical Information | page 15 |
| Section 4: Curriculum | page 16 |
| Section 5: Reporting to Parents | page 21 |
| Section 6: Parental Partnership | page 22 |
| Section 7: The Wider Community | page 26 |
| Section 8: Care Inspectorate | page 27 |
| Section 9: Nursery Session 2015/2016 | page 29 |
| Section 10: Qualifying Statement | page 30 |



Welcome to our Nursery



Our Lady of Good Aid Cathedral Primary School and Nursery Class

171 Milton Street

Motherwell

ML1 1DH

01698 274935

www.cathedral.n-lanark.sch.uk

Dear Parent/Carer

Welcome to Our Lady of Good Aid Cathedral Nursery Class. Some of you are already familiar with our school/nursery, others we welcome for the first time. As parents we have the right to expect that all our children will be provided with the highest quality of education in a climate where they are safe, valued and treated with dignity and respect. We believe that in our Nursery Class we have created a caring, concerned community where children can develop their full potential in well ordered, stimulating surroundings.

We strive to ensure that our pupils have the opportunity to maximise their achievement and attainment, endeavouring to develop children into mature, health conscious, fit and well adjusted young people who are fully equipped with the necessary skills and knowledge to enable them to successfully continue their education within the primary sector.

Our home Nursery Partnership is of great importance; working together and communicating openly ensures best value for all. Please keep in touch with the nursery through our regular newsletters, nursery notice boards and our web site. In partnership with yourselves within the community of Our Lady of Good Aid Cathedral Nursery Class we can all be confident of great success.

Mrs Maria T. Shields

Head Teacher



NLC Service Pledge and Motto

North Lanarkshire Council Department of Learning and Leisure is committed to working with the community to provide a high quality service which meets the needs and aspirations of the population it serves.

The Learning and Leisure motto is 'Service and People First' and its pledge reflects this commitment.

The department pledges to do this 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



Section 1: Mission Statement

At Our Lady of Good Aid Cathedral Nursery we aim:-

1. To provide a safe stimulating and caring environment for all children
2. To encourage children to develop their confidence and self-esteem to enable them to become successful learners, effective contributors, confident individuals and responsible citizens.
3. To support children in developing a positive attitude to healthy lifestyle choices.
4. To develop skills in communication and language by offering appropriate learning experiences to listen, talk, 'read and write'.
5. To support children as they develop their sense of curiosity about the world.
6. To provide opportunities for the children to express themselves through art and craft, imaginative play and music.
7. To provide opportunities to ensure progression of both fine and gross motor skills incorporated into activities for both indoor and outdoor play.
8. To respect every child as an individual regardless of gender, religion, social or ethnic background.

Our School and Nursery Motto is
"Living to Learn, Learning to Live"



Section 2: Nursery Information



Our Lady of Good Aid Cathedral Primary School and Nursery Class

171, Milton Street

Motherwell

ML1 1DH

Telephone: 01698 274935 Fax: 01698 260869

e-mail: ht@cathedral.n-lanark.sch.uk

website: www.cathedral.n-lanark.sch.uk

Parent Council: parentcouncil@cathedral.n-lanark.sch.uk

Pupil Council: pupilmouncil@cathedral.n-lanark.sch.uk

HT and Nursery Blog: link on website homepage

Our Lady of Good Aid Cathedral Nursery Class is Non-Denominational

New Free School App!

News...

Updates...

Reminders...

Download our new nursery/school app today...
Search the app store or google play for
OLGA Cathedral Primary School



Admissions Policy

All nursery places are allocated in line with North Lanarkshire Councils admission policy and the Head teacher/Depute Head teacher will be happy to advise you how this policy operates.

A local area admissions panel meets at regular intervals throughout the year to decide how places are allocated.

The age range of children in the nursery is 3-5 years.

At present, the nursery can take 50 children in the morning and 50 children in the afternoon.

Non-denominational policy

The nursery is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

Equal Opportunity Policy

All Early Years' service should reflect the council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work with or care for children. Provision should take account of the needs of children with disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to nursery and in the curriculum of the establishment. Cathedral Nursery is committed to assessing all policies and practices to ensure there are no negative impacts on any group of people.



Our Nursery Day

August 2018 - 2019

Our morning session is from 8.40am ~ 11.50am

Our afternoon session is from 1.00pm ~ 4.10pm



Nursery Staff

| | |
|----------------------------------|---|
| Head Teacher | Mrs Maria T. Shields |
| Depute Head Teacher (Acting) | Mrs Marie Clare Duffy |
| Lead Early Learning Practitioner | Mrs Margaret Mary Murphy |
| Early Years Graduate Lead | Miss Andrea McMullen |
| Practitioner | |
| Early Learning Practitioners | Mrs Mary Little Mrs Susan Imray Miss Amanda Adam Mrs Dianne Duffy Mrs Leigh-Ann Kinnear Mrs Denise Higgins |
| Enrichment Workers | Mrs Andrea Ure Miss Jodie McCluskey |
| Support Assistant | Mrs Catherine Mellon |

Meet our Nursery Staff



Mrs M.T. Shields
Head Teacher



Mrs L. Campbell
Depute Head Teacher



Mrs M.C. Duffy
Depute Head Teacher
(acting)



Mrs B. McCoy
Depute Head Teacher
(acting)



Mrs D. Duffy
Early Learning
Practitioner



Terrific
Thistles



Mrs D. Higgins
Early Learning
Practitioner



Mrs A. Adam
Early Learning
Practitioner



Fantastic
Foxgloves



Mrs L. Kinear
Early Learning
Practitioner



Happy Heathers
With
Mrs Little
Early Learning Practitioner



Super Snowdrops
With
Mrs Imray
Early Learning Practitioner



Brilliant Bluebells
With
Mrs Murphy
Lead Early Learning Practitioner



Enrichment Workers



Mrs A. Ure
Enrichment
Worker



Miss J. McCluskey
Enrichment
Worker



Mrs A. MacMullen
Early Years Graduate
Lead Practitioner



Mrs C. Mellon
Support Assistant

Starting Nursery

Children will be invited into the nursery for a visit prior to the official start date. This will provide children the opportunity to meet staff, new friends and familiarize themselves with the nursery. It also provides an opportunity for parents/carers to complete permission forms and "All About Me" forms so that we can arrange to meet any needs before they arrive.



Settling in period

On your child's first day you will be asked to stay with your child. Normally this initial session will be for one hour and permission forms will be completed at this time. If your child has not settled after the first few sessions, an arrangement will be made between parents/carers and the key worker for the benefit of the child. As children react differently to new situations some may need a longer settling in period and adults may be asked to stay with their child a little longer. Children may also need to re-settle if they have been absent for a time, or on holiday etc.

Parking

Parking facilities are provided at the front of the nursery in close proximity to the entrance. Parking permits can be obtained from the nursery and must be displayed whilst parked at the nursery.

Absence

It is expected that a child will attend for the sessions allocated and that all absences will be reported. When an absence extends to two weeks without an explanation of circumstances, a letter may be sent requesting information. If no suitable reason is given, the child's name may be removed from the nursery register.

Uniform

Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons but accidents happen so please dress your child in suitable clothing. Please ensure all garments are labelled with your child's name to ensure easy identification. The Nursery has a uniform of a yellow polo shirt, grey sweatshirt and grey jogging bottoms. These are available from school wear shops Le Mirage in Motherwell and Trutex Wishaw.

Please provide indoor shoes (black gym shoes) for your child to wear in the nursery class. These will be personalised using glitter pens to enable children to easily recognize their own soft shoes. Gym shoes can be kept in your child's allocated box in the cloakroom. Shoes with laces can be very difficult for children to manage, footwear with Velcro fastening or a slip-on style is easier for everyone. A spare set of clothes can be left on your child's peg in case of messy activities or accidents.



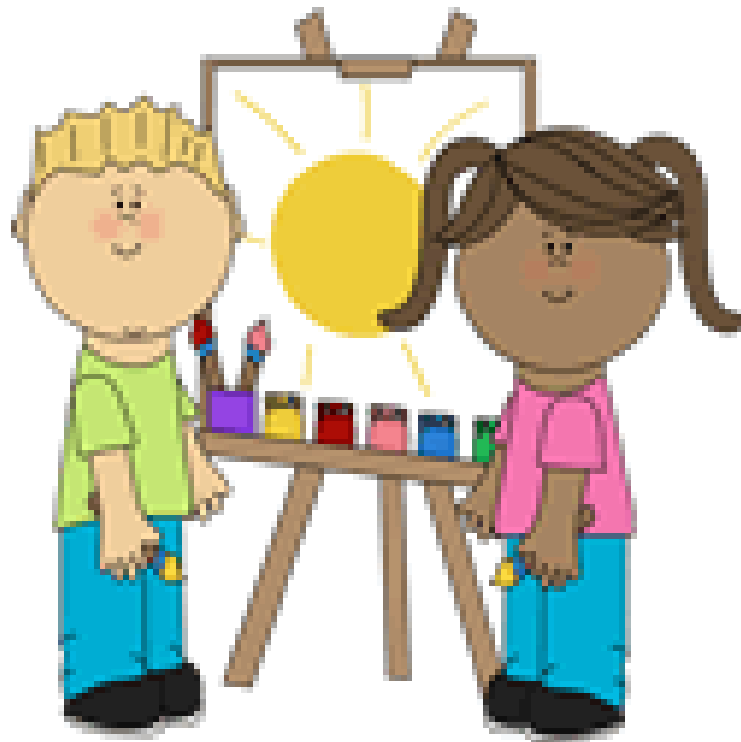
At Nursery

Signing in

You will be asked to sign your child in and out of the nursery. No child under the age of 16 can collect your child from nursery. Please inform staff, whether in person or by telephone, if there will be a different person collecting your child.

What your child will need to bring to Nursery

A bag with a change of clothes (trousers, top, pants, socks) and a pair of black rubber shoes. Please bear in mind that young children find Velcro fasteners on shoes and elasticated waists on trousers easier to use. Outdoor play is available every day, regardless of weather, so please send in suitable clothing for your child in case they choose to play outdoors. In line with North Lanarkshire Policy NO football colours or clothing should be worn which could be deemed to be offensive or inappropriate. Please ensure ALL items have your child's name on them.



'Piggy Bank'

There is a 'piggy bank' in the nursery: we ask parents to donate £2.00 per week. This fund is used to buy healthy snacks for your child in nursery. Snack time encourages children to be more independent in preparing food, eating and clearing up. It is also a very social time when children are encouraged to stay at the table whilst eating and talk to others. These are skills which can be encouraged and worked on at home.



First Weeks at Nursery

During the first week in nursery your child's key worker will 'shadow' your child and help familiarize them with routines and nursery areas. At the end of this time you will receive a booklet with photos and comments of their first week at Cathedral Nursery Class.

Nursery Profiles

Nursery profiles collate examples of your child's work and photographs during their time in our nursery class. This working document is updated regularly and contains evidence of your child's work from all curricular areas. These are available and shared with the children and parents/carers on parental consultations evenings. The final profile is presented to your child at graduation as a personal keepsake of their time at nursery.



Celebration Rainbow

We have a 'Rainbow of Celebration' in the main entrance. We encourage parents and carers to share achievements so we can celebrate success. You are asked to write the child's name and the achievement on a Golden Coin (available in the foyer) give this to your child's key worker who will then display it on the rainbow for all to see. (This could be eating all their dinner, sleeping all night in their own bed, putting on their shoes/jacket with no support).



Section 3: Medical Information

Medical and Health Care

Minor accidents in nursery will be dealt with at once by a member of nursery staff. If your child has an accident while in our care, you will be informed of what happened on that day and asked to sign an accident slip. In more serious cases, or when a child is unwell, you will be contacted to come and collect your child.

Should a major accident or illness occur, you will be notified at once and a doctor or an ambulance will be called to the nursery. If hospital treatment is required, a member of staff will accompany your child and stay with him/her until you arrive.

Allergies

As a Health Promoting Nursery we provide healthy snacks that children can enjoy when and as they wish throughout the nursery session. Snacks often reflect the cultural festivals and seasonal events that are celebrated throughout the year. Any food allergies should be notified to staff.



Section 4: Curriculum

Curriculum for Excellence

The nursery now follows Scotland's new Curriculum for Excellence (3-18). Nursery and Primary 1 children now follow the Early Level of a 'Curriculum for Excellence'. In Nursery, it is more play based learning, and we also follow the North Lanarkshire Council's Effective Early Learning and Development Guidelines. This new curriculum allows children to experience a broad, relevant and challenging curriculum based on experiences and outcomes in eight curricular areas.

Health and Wellbeing - Learning in health and wellbeing ensures that children develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical well being now and in the future.



Literacy and English -Throughout their education children should experience an environment which is rich in language. Children need to spend time with stories, literature and other texts, which will enrich their learning, develop their language skills and enable them to find enjoyment. The spoken language has particular importance in early years.



Numeracy and Mathematics - Mathematics is important in our everyday life, allowing us to make sense of the world around us and to manage our lives, solve problems and make informed decisions.



Expressive Arts - Learning in the expressive arts enables children to be creative and express themselves in different ways through music, dance, drama and art and design.



Cathedral Nursery Class

Religious and Moral Education - Religious and moral education allows the children to explore the world's major religions views, practices and traditions. It supports them in developing and reflecting upon their own values and helps them to develop a sense of fairness and respect for themselves and others.



Sciences - Through learning in the sciences, children will develop a curiosity and understanding of their environment and their place in the living, material and physical world. Through social studies, children develop their understanding of the world by learning about other people and their values, in different times, places and circumstances.



Cathedral Nursery Class

Technologies - Learning in the technologies will enable children to be informed, skilled, thoughtful, adaptable and enterprising citizens. Technologies include ICT, food, textiles, craft, design and engineering.



Social Studies - Learning in the technologies will enable children to be informed, skilled, thoughtful, adaptable and enterprising citizens. Technologies include ICT, food, textiles, craft, design and engineering.



Learning Outdoors

Outdoor play is an important part of our nursery curriculum and various outdoor activities are planned each month so that children will be able to go outside in all kinds of weather. We do have a supply of waterproof dungarees, cagoules and wellingtons which we put on the children when necessary. It is important though that your child always wears appropriate clothing and shoes for outdoors. During sunny weather you should apply a high factor sun cream to your child prior to their session. Nursery staff will assist children with reapplying sun cream as necessary. A sun hat should also be provided for your child.

N.B. The outdoor area is accessed from within the nursery.

The children will be involved in planning their outdoor activities and through the variety of activities we offer and the children's own ideas we will cover all key aspects of the Curriculum.

We plan outdoor learning using the 'CFE Through Outdoor Learning' Guidelines. Through outdoor play we aim to:-

- ❖ Encourage social skills
- ❖ Incorporate a wide range of gross motor skills—e.g. Balancing, climbing etc.
- ❖ Develop learning about their natural world by observing plants, trees and noting seasonal changes.
- ❖ Promote independence and increase self esteem
- ❖ Allow children to experience all areas of the curriculum outdoors
- ❖ Have lots of FUN, FUN, FUN!!!!!!!!!!!!!!

Forest Kindergarten

Children will take part in Forest Kindergarten. Forest Kindergarten offers opportunities to learn through play within local woodland. The learning is child centred and enhanced by the freedom to explore using their multiple senses.



Section 5: Reporting to Parents

Formal reporting on pupil progress is done through twice yearly Parent Consultation evenings (Usually October and March). On these occasions, Parents/Carers can view their children's work in the nursery playroom.

Written reporting takes place twice yearly, with Interim and Final Reports being issued December and June. Parents/Carers have the opportunity to view their children's profiles during parental consultation evening. If at any time a parent/carer has any concerns regarding their child's progress or welfare, they are most welcome to contact the nursery to speak to the Head Teacher, Depute Head or Principal Teacher. An appointment with the Early Learning Practitioner could also be arranged if this would be helpful.



Section 6: Parental Partnership

Parents

We recognize that parents are the main educators of their children and as such play an important role in their continued education. We share information and learning experiences with parents and are constantly exploring ways to increase and develop our partnership. Parent Consultation Evenings are organized throughout the year to give parents the opportunity to discuss their child's progress and view / comment on their child's 'Learning Profile'

Newsletters are issued on a monthly basis and give detailed information about nursery events and important dates. The notice board is also used to inform parents of events and nursery planning.

We also run 'Parents in Partnership' workshops throughout the year. The aim of the workshops is for Early Years staff to work with parents to make the most of their child's natural curiosity and in so doing, make a nurturing, rich home learning environment that lays sound foundations for future learning.



Parental Information Session

During the third term there will be a workshop for parents/carers of pre-school children. This will provide clear ideas and outline our pre-school programme used in nursery to support our children and help the transition to Primary One.

Parental Suggestion Box

Any parental suggestions are more than welcome. The box and slips can be found in the nursery foyer. The Information Board will keep you updated on any parental workshops or activities happening. We would also welcome you as a parent helper. You will need to have a Disclosure Scotland check to work in the nursery and this can take a few weeks, so please let us know as soon as possible if you are interested in becoming a parent helper.

Parental Council

The Parent Forum:

As a parent of a child at this nursery you are automatically a member of the Parent Forum. The Parent Forum is composed of all the parents and carers of children at the nursery and school.

As a member of the Parent Forum you can expect to:

- get information about what your child is learning
- get information about events and activities at the nursery
- get advice/help on how you can support your child's learning
- be told about opportunities to be involved in the nursery
- have a say in selecting a Parent Council to work on behalf of all parents at the nursery and school
- be invited to identify issues for the Parent Council to work on with the school and nursery.

Our Lady of Good Aid Cathedral Primary School and Nursery Class Parent Council is made up of 20 parent members, one church representative and one co-opted member. The head teacher is the professional adviser to the Parent Council.

| | |
|-------------------------|-----------------------------|
| Chairperson: | Mr Gerry Bonnar |
| Vice Chair: | Mr Ian Munro |
| Clerk: | Mr Massetti |
| Treasurer: | Mrs Mary Frances Verrecchia |
| Church Representative: | Mrs McMahon |
| Nursery Representative: | Vacancy |
| Staff Representative: | Mrs Brenda McCoy |



Cathedral Nursery Class

The Parent Council's rights and duties include:

- (a) supporting the work of the nursery and school;
- (b) representing the views of parents;
- (c) consulting with parents and reporting back to the Parent Forum on matters of interest;
- (d) promoting contact between the nursery/school, parents, pupils, providers of nursery education and the wider community;
- (e) fundraising;
- (f) taking part in the selection of senior promoted staff;
- (g) receiving reports from the head teacher and education authority; and
- (h) receiving an annual budget for administration, training and other expenses.

Members of Parent Councils, on a voluntary basis, may also have an advisory role in decisions on placing requests by parents in respect of those situations where the number of placing requests for a particular school or for a particular stage in a particular school exceeds the number of places available.

If you would like to contact any member of the Parent Council, you can e-mail them at:

parentcouncil@cathedral.n-lanark.sch.uk

Meetings of the Parent Council are open to members of the public and dates/times are published on our school website and on our newsletters. Mrs Shields, Head Teacher has a right and duty to attend all meetings of the Parent Council.

Our Parent Council has a Sub-Committee with specific responsibility for Fund Raising, previously known as the PSFA. The Office Bearers of our Fundraising group are:

| | |
|--------------|-----------------------------|
| Chairperson: | Mrs Anne Munro |
| Vice Chair: | Mrs Kathleen Winton |
| Secretary: | Mrs Pauline Findlay |
| Treasurer: | Mrs Mary Frances Verrecchia |



Parent Support Worker

Our parent support worker, Beth Blue works with parents and carers to develop positive links between home and school. She can be contacted through the school office.

Child Protection

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations. The Head Teacher is responsible for the schools actions in response to Child Protection concerns. If there are any Child Protection concerns the Head Teacher or the Child Protection Co-ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines.

Child Protection Co-ordinator is: Mrs Maria Shields (Head Teacher)

01698 274935



Section 7: The Wider Community

Community Links

Throughout the year we invite various people into the nursery to meet and talk to the children, community police, firemen, road safety officers etc. We also take the children out into the community as often as we can. Visiting local shops and Post Office, going into the school and Motherwell Library to get books or listen to a story.

Students

Our nursery will have several student throughout the year. We have NC and HNC students from Motherwell and Coatbridge Colleges in placement for a few months. We also have students from Glasgow and Strathclyde Universities doing nursery placement as part of their teaching qualification. Their remits will involve supporting nursery staff and developing learning opportunities for the children. All students will have necessary disclosure clearance prior to their placements.

Pre-School /Primary Transition

It is very important for your child to have an easy transition into Primary One. The nursery staff will liaise with the local associated primary schools by inviting them along to the nursery to meet the children who will be going to their school. Events are planned throughout the whole year, with more focused events at particular times. The staff of the nursery will also attend, where possible the induction day at the associated primary schools to help with the transition. Transition records are also sent to the receiving schools detailing the children's progress during their time at nursery, covering the key aspects of the curriculum. Pre-School nursery children will also experience two sessions within one of our Primary One classes. This will be in small groups of two or three, to get children more familiar with the classroom setting.



Section 8: Care Inspectorate



On the 28th of November, 2012 our nursery welcomed Ms Linda Smith, from the Care Inspectorate, who was here to inspect our Nursery. This was our first inspection since our registration, and covered 8 key areas: 7 of which were graded as excellent and 1 as very good. We were absolutely delighted.

"Our Lady of Good Aid Cathedral Primary School Nursery Class offers children of all ages a stimulating, safe, educational and happy environment. The nursery gives children a wide range of interesting, exciting and educational experiences. The experienced and enthusiastic head teacher, principal teacher and staff team work well together. Staff take great pride in the quality of service they provide and are committed to keeping up to date with the current legislation, best practice and involving children and their families in the development and assessment of the service."

Summary of Grades

| | | |
|--------------------------------------|---|-----------|
| Quality of Care and Support | 6 | Excellent |
| Quality of Environment | 6 | Excellent |
| Quality of Staffing | 6 | Excellent |
| Quality of Management and Leadership | 6 | Excellent |

Some quotes from the report:

'Children are offered excellent play opportunities and parents told us they are fully involved in the service'.

'The transition to Primary 1 is excellent, Staff take pride in the quality of service, and interact in a kind manner'.

'We found excellent procedures in place to ensure the health and well-being needs of the children were being met.'

Cathedral Nursery Class

Parent/Carers Comments:

"My child loves attending each morning and misses it when they are on holiday"

"I am delighted with the service and care provided at Our Lady of Good Aid Cathedral Primary School Nursery. My child looks forward to attending every morning and is developing well."

"When we pick my child up she is animated and excited to tell her activities and achievements."

"We are particularly impressed with the inclusion of the nursery in many aspects of the school activities."

"Mrs Shields (the head teacher) is often in the nursery and is very visible to both children and parents."

"The staff are lovely and my child really enjoys his time at nursery"

"My child comes home a very happy boy each day and is always full of stories. I am very happy with this nursery."

The nursery report can be accessed from www.careinspectoreate.com. The report is available in English and Polish.



Section 9: Nursery Session 2018-2019

School Term Dates: Session 2018 - 2019

| | |
|----------------------------------|--|
| August In-service days: | Tuesday 14 August & Wednesday 15 August 2018 |
| Pupils return to school: | Thursday 16 August 2018 |
| September weekend: | Friday 21 September to Monday 24 September 2018 |
| October break: | Monday 15 October to Friday 19 October 2018 |
| November In- Service day: | Monday 19 Nov 2018 |
| Christmas Holidays: | Monday 24 December 2018 - Friday 4 January 2019 (inclusive) |
| February break: | Monday 11 February & Tuesday 12 February 2019 |
| February In Service Day: | Wednesday 13 February 2019 |
| Easter break: | Monday 1 April to Friday 12 April 2019 (inclusive) |
| Easter Holiday: | Good Friday 19 April 2019 and Easter Monday 22 April 2019 |
| May day holiday | Monday 6 May 2019 |
| May In-Service day: | 7 May 2019 |
| May Holiday Weekend: | Friday 24 May 2019 and Monday 27 May 2019 |
| School closes: | Friday 28 June 2019 |



Section 10: Qualifying Statement

Although this information is correct 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 course of 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 certain parents in December each year. It details the current policies and practices of both the council and the school.

If there is information you require about our school, which is not contained in this handbook, please contact a member of the Senior Management Team (Mrs Shields, Mrs Campbell, Mrs Duffy, Mrs McCoy). We will be happy to discuss any queries or questions with you.