

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



'Living to Learn, Learning to Live'



Nursery Handbook
2020/2021

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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 online newsletters, nursery notice boards, our web site and our school App. In partnership with yourselves within the community of Our Lady of Good Aid Cathedral Nursery Class we can all be confident of great success.

Head Teacher

Graeme Young



NLC Service Pledge and Motto

North Lanarkshire Council Department of Education, Youth and Communities 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 Moto 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: pupilcouncil@cathedral.n-lanark.sch.uk

HT Daily Blog: link on website homepage

School and Nursery APP

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

Admissions Policy

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

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

At present, the nursery can take 48 children in the morning and 48 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 equality and inclusion 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 2020-2021

Our morning session is from 8.00 - 12.45pm

Our afternoon session is from 1.15pm - 6.00pm

Please follow physical distancing rules when dropping off/picking up your child from nursery. Wearing a mask is compulsory on school grounds.



Meet our Nursery Staff



Mr G. Young

Head Teacher



Mrs L. Campbell

Depute Head Teacher



Mrs M.C. Duffy

Acting Deputy Head Teacher



Mrs M.M. Murphy

Principal Lead Practitioner



Miss N. McLean

Principal Lead Practitioner



Mrs M. Wood

Principal Lead Practitioner



Terrific Thistles

With

Mrs D. Duffy/Mrs A.
McNee

Early Learning
Practitioner/Keyworker



Fantastic Foxgloves

With

Miss A. Adam/Mrs L. Kinnear

Early Learning Practitioners



Brilliant Bluebells

With

Mrs V. Kerr/Mrs D. Higgins

Lead Practitioner/Early
Learning Practitioner

Our Lady of Good Aid

Cathedral Nursery Class



Happy Heathers

With

Mrs M. Little

Early Learning Practitioner



Perfect Primroses

with

Miss J. McCluskey

Mrs A. Ure

Early Learning Practitioners



Super Snowdrops

With

Mrs S. Imray

Early Learning Practitioner



Mrs C. Robertson
Early Learning
Support Worker



Miss L. Nisbet
Early Learning
Support Worker



Miss K. Kennedy
Early Learning
Support Worker



Mrs K. Reid
Early Learning
Support Worker

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 familiarise themselves with the nursery. It also provides an opportunity for parents/carers to complete annual permission forms and "All About Me" forms so that we can arrange to meet any needs before they arrive. **Due to current restrictions we can only provide a mini induction at this time.**



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. **Due to restrictions unfortunately adults cannot access the playroom but can help settle their child in the garden if required.**

Parking

Parking facilities are provided at the front of the nursery in close proximity to the entrance.

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 Miyo in Motherwell and Be School Wear Wishaw.

Please provide indoor shoes (black gym shoes) for your child to wear in the nursery playroom. 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. **During these challenging times staff will sign in all children to ensure everyone's safety.**

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 few weeks in nursery your child's key worker will 'shadow' your child and help familiarise them with routines and nursery areas. At the end of this time you will be able to see evidence of their first few weeks through our on-line learning journals. Your permission and email address are necessary to enable you to access your child's individual learning journal. There is a permission letter for the learning journals in your welcome pack.



Nursery Profiles

Nursery learning journals collate examples of your child's work and photographs during their time in our nursery class. These are updated regularly and contain evidence of your child's work from all curricular areas. These are available on-line and you can access them at any time and share and discuss them with your child.



Wellbeing Wood

As part of our SHANARRI initiative We have a 'Tree of Celebration' incorporated into our wellbeing wood 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 special Leaf (available in the foyer) give this to your child's key worker who will then display it on the tree 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). **Due to safety protocols please request leaves from a member of staff.**



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 wellbeing 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.

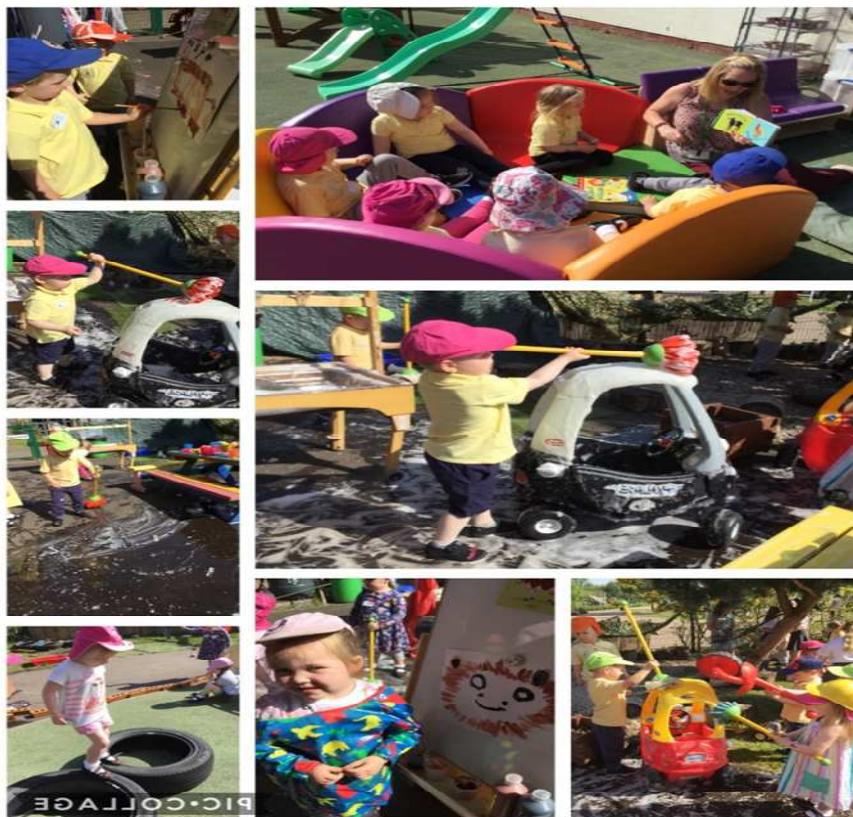


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Numeracy and Mathematics - Mathematics is important in our everyday life, allowing us to make sense of the world around us and to manage our lives, solve problems and make informed decisions.



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.



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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.

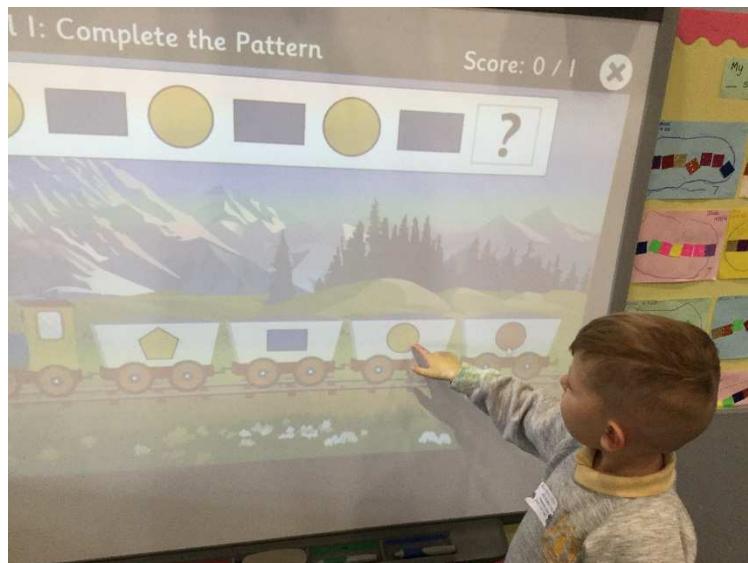


Sciences - Through learning in the sciences, children will develop a curiosity and understanding of their environment and their place in the living, material and physical world. Through social studies, children develop their understanding of the world by learning about other people and their values,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



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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 - In social studies, your child will develop their understanding of the world by learning about other people in the community their jobs and their values. Preparing them for the wider world of work. They will develop an understanding of their environment how to sustain it and the changing seasons.



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 suits, trousers, jackets 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.

During current restrictions please provide appropriate warm, waterproof outdoor clothing and footwear.

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.
- ❖ Encourage imaginative and creative learners
- ❖ 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 the natural environment using their multiple senses as they learn about the world around them.



Play on Pedals

Is a programme that enhances health and wellbeing, it improves motor skills, balance, strength and co-ordination. It increases confidence, self-esteem and a sense of achievement and provides opportunities to improve relationships between peers and staff. Balance bikes/helmets are provided by the nursery and the children learn all about how to ride their bike safely through fun games.



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. Due to restrictions parent/carers evenings have been postponed at present however telephone consultations will replace them until further notice.

Written reporting takes place twice yearly, with Interim and Final Reports being issued December and June. 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, Principal Teacher or Principal Lead Practitioner. 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/carers and are constantly exploring ways to increase and develop our partnership. Parents/carers can access their child's learning journal at any time and can leave comments and upload shared learning from home.

The nursery Friday round up available on the school App provides evidence of what the children have been learning about that week. The daily Head Teachers blog on the school website provides information about school and nursery events and important dates for your diary. The notice board in the cloakroom 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. Due to current restrictions this is on hold at the moment.



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
- 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 Stephen Massetti

Vice Chair:

Miss Andrea Faulkner

Secretary:

Position vacant

Treasurer:

Mrs Mary Frances Verrecchia

Church Representative:

Mrs Mairi McGuire

Nursery Representative:

Mrs Karen Findlay

Staff Representative:

Mrs Brenda McCoy



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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.

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. The Office Bearers of our Fundraising group are:

Chairperson:	Mrs Kerry Queen
Vice Chair:	Mrs Angela Ross
Secretary:	Mrs Claire MacLeod
Treasurer:	Mrs Mary Frances Verrecchia



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Community Learning and Development Worker

Our parent support worker, Lisa Roebuck 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 school's actions in response to Child Protection concerns. If there are any Child Protection concerns the Head Teacher (Child Protection Co-ordinator) will follow North Lanarkshire Child Protection Procedures and Guidelines.

Child Protection Co-ordinator is: Mr Graeme Young (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. **All visits have been postponed at present.**



Students

Our nursery will have several students throughout the year. We have NC and HNC students from local 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 2018 our nursery welcomed the Care Inspectorate, to inspect our Nursery. This was our third inspection since our registration and covered 2 key areas: 2 of which were graded as excellent. We were absolutely delighted.

Summary of Grades

Quality of Care and Support	6	Excellent
Quality of Environment	6	Excellent

Some quotes from the report:

Children were settled, happy, supported and loved by a staff and management team who were highly committed to getting it right for every child attending the service.

The nursery environment was calm, welcoming and inclusive. Families were greeted warmly by staff who showed a genuine interest in children's wellbeing. The welcoming cloakroom displayed children's interpretations of the staff in painted portraits. This highlighted that the nursery was the children's, emphasising their feeling of belonging as soon as families entered the building.

Children experienced warmth, kindness and compassion. They were shown love and affection by staff who offered cuddles and comfort throughout the nursery session. Staff were responsive to the needs of children and intervened when necessary, to offer children additional comfort when needed. Children were further supported through enrichment time which staff used to work with children requiring additional support on a one to one basis.

Staff knew children and their families exceptionally well. Parents were invited to participate in lots of events at nursery. For example, forest visits and stay and play sessions. There was also an opportunity for parents and carers to chat to staff at drop off and collection times. This strengthened relationships, and as a result parents felt comfortable to discuss children's needs with staff.

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Staff used information gained from parents and carers to create personal plans for children that were right for them. Children's plans set out how their needs would be met and included the wishes of parents and children. We found that children were progressing their health, wellbeing, safety and learning as a result of excellent planning to meet their needs.

A very effective buddy system supported new children to feel included. Children were allocated an older nursery child to support them during their initial few weeks at nursery. We saw that buddies were working hard to support their peers, helping to build their confidence. Primary six pupils also visited the nursery every Tuesday as part of a buddy programme. The nursery children were responsive to the older children and enthusiastically included them in their play.

The pace of the session provided plenty of time for children to develop their learning through high quality play experiences.

Parent/carers comments:

All parents and carers said that they were extremely happy with the care that their children received at the service. People spoke highly of the opportunities that they were given to participate in experiences with their children at nursery. Parents also highlighted the 'exceptionally good' staff and person centre approach, that was used to meet children's needs.

The nursery report can be accessed from www.careinspectorate.com. The report is available in other languages.



Section 9: Nursery Session 2020/2021

Nursery Term Dates: Session 2020- 2021

August 2020

In-service days: Tuesday 12th August 2020

Pupils return to school: Wednesday 13th August 2020

In-service day: Thursday 24th September 2020

September 2020

September weekend holidays: Friday 25th September 2020 to Monday 28th September 2020.

November 2020

In-service day: Monday 16th November

December 2020- January 2021

Christmas and New Year Holidays: Thursday 25th December 2020 - Monday 4th January 2021 (inclusive)

February 2021

In-service Day: Wednesday 10th 2021

March/April 2021

Good Friday 2nd April 2021 and Easter Monday 5th April 2021

May 2021

May day holiday: Monday 3rd May 2021

In-Service day: 6th May 2021

May weekend holiday: Friday 28th May 2021 and Monday 31st May 2021

July 2021

Fair Monday 19th July 2021

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 (Mr Young, Mrs Campbell, Mrs Duffy, Mrs McCoy). We will be happy to discuss any queries or questions with you.

