

Nursery Handbook

January 2025



Dear Parents and Carers,

Thank you for your interest in Cathedral Nursery Class.

Cathedral Nursery Class is committed to providing an engaging learning environment in which every child feels welcomed and loved, with every opportunity to reach their full potential.

Our children are supported in their learning by a team of dedicated and caring staff who offer a wide range of engaging learning experiences within our playroom, in our outdoor area and beyond the nursery. Our desire is for every child to leave Cathedral Nursery having developed into a **Successful Learner, Confident Individual, Responsible Citizen and Effective Contributor**, ready for the next stage in their learning journey.

Of course, we cannot achieve this alone. To enable every child to maximise their potential, Cathedral works hard to build and maintain a close and positive partnership between home and nursery and we provide regular opportunities for parents and carers to share in their child's learning.

On behalf of our whole school community, a very warm welcome to Cathedral Nursery Class!



Yours faithfully,

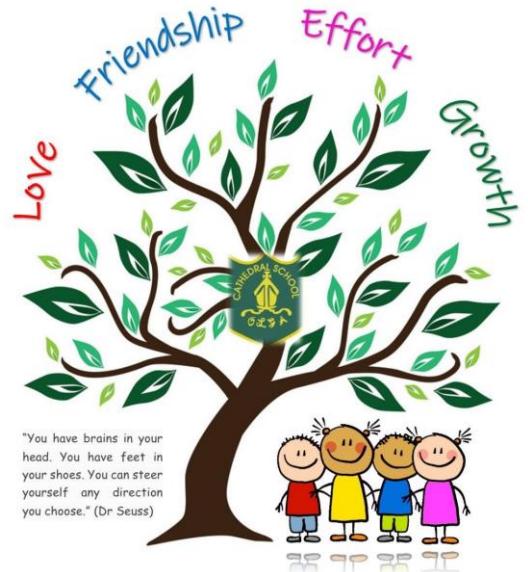
Graeme Young

Head Teacher

Section 1: Vision, Values and Aims

Our Lady of Good Aid Cathedral Nursery aims to:

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



"You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose." (Dr Seuss)

With children at the heart of everything we do, our vision is to continually grow as a community of learning in which every child and adult feels happy, safe, loved, included, proud and listened to, with every opportunity to reach their full potential.

Section 2: Nursery Information

Our Lady of Good Aid Cathedral Primary School and Nursery Class

171, Milton Street

Motherwell

ML1 1DH

Telephone: 01698 274935

Nursery Mobile Number to be used outwith office hours only 07903923786

e-mail: enquiries-at-cathedral@northlan.org.uk

website: blogs.glowscotland.org.uk/nl/olga/

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.

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 antiracist, 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 Class is committed to

assessing all policies and practices to ensure there are no negative impacts on any group of people.

Our Nursery Day

Our morning session is from 8.00 – 12.45pm

Our afternoon session is from 1.15pm – 6.00pm

Full Time/Term Time children attend from 8.45am – 2.45pm



Meet our Nursery Staff

Head Teacher

Graeme Young

Depute Head Teachers

Lorraine Campbell & Marie Clare Duffy

Principal Teacher with Nursery remit

Brenda McCoy

Principal Lead Practitioners

Lizz Cairns, Mhairi Anne Wood & Natalie McLean

Lead Learning Practitioner

Current Vacancy

Early Learning & Childcare Keyworkers

Angela McNee, Lydia McArdle, Debbie McKracken, Hannah Eadie

Early Learning Support Workers

Wendy Ritchie, Diana Kodenets, Sarah Clifford, Kharli McCormick

Starting Nursery

Children will be invited into the nursery for an induction visit before the official start date. This will provide children and families 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. These forms require completion before your child starts nursery.

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. 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 until they feel confident within the nursery environment. In line with our 'Settling-in Policy', staff will take the lead from the child to make the transition as smooth as possible. Children may also need to resettle 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.

Absence

It is expected that a child will attend for the sessions allocated and that all absences will be reported. We ask that parents/carers telephone the nursery to let us know if their child is going to be absent.

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 the school wear shop Miyo in Craigneuk.

Please provide indoor shoes (black gym shoes) for your child to wear in the nursery playroom. These will be personalised using fabric pens to enable children to easily recognise 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. Each child has their own nursery bag on their peg, a spare set of clothes can be left in the bag in case of messy activities or accidents.

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. A password will be given to you to pass on to the adult collecting your child that day. Please note passwords are changed daily for child protection purposes.

What your child will need to bring to Nursery

A change of clothes (trousers, top, pants, socks) and a pair of black rubber shoes. The nursery will provide a drawstring bag for these on your child's peg. 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, puddlesuits and wellies are provided by the nursery. However, you may want your child to use their own wellies for comfort. Please ensure your child's name is visible on them.

In line with North Lanarkshire Policy NO football colours or clothing should be worn which could be deemed to be offensive or inappropriate. Children should refrain from wearing jewellery especially 'dangly' earrings.

'Piggy Bank'

There is a 'piggy bank' at each sign in folder 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 sociable time when children are encouraged to stay at the table whilst eating and interact with others. These are skills which can be encouraged and worked on at home. The donation also supports special events, celebrations, parties and replacing resources.

Our Summer outing takes place normally in May/ June and a fundraiser is held to subsidise the trip. Please note that an adult is required to accompany your child on these fun outings. Look out for the date and the details on the noticeboard and on the Learning Journals

Loving Lunches

During both morning and afternoon sessions the children receive a hot lunch. Lunchtime provides an opportunity to sit socially with the group and take on the responsibility of the 'Golden Helper' setting the table for the children in the group. All children are encouraged to pour their own drinks, use cutlery, and clean up after themselves. 'Loving Lunches' is a Scottish Government initiative to ensure all children receive a hot lunch during their nursery day.



First Weeks at Nursery

During the first few weeks in nursery your child's key worker(s) will 'shadow' your child and help familiarise them with routines and nursery areas. The children will also have a buddy to help them settle in. At the end of this time, you will be able to see evidence of their first few weeks through Your Learning Journals our on-line media platform.

Nursery Profiles

The on-line evidence provides examples and photographs of your child's learning through play. These will show what the children are learning, what skills and knowledge they have gained and how they apply their new skills. These are updated regularly and contain evidence of your child's learning from all curricular areas and you can access them instantly and share and discuss them with your child.

Section 3: Medical Information

Medical and Health Care

Minor accidents/incidents 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 as and when they wish throughout the nursery session. Children are encouraged to try new foods in fun ways through baking and cooking these often reflect the cultural festivals and seasonal events that are celebrated throughout the year. **Any food allergies should be notified immediately to staff.**

Section 4: Curriculum

Cathedral Nursery Class has four distinct learning areas:

LEARNING AREA 1: Snack, Baking, Loving Lunches, Home Area

LEARNING AREA 2: Creative, Sand, Water

LEARNING AREA 3: STEM, Block Play

LEARNING AREA 4: Outdoors (Garden, Building, Discovery, Creative)

Literacy and numeracy are incorporated throughout the playroom and there is also a dedicated reading area. Early Years Practitioners plan, organise, facilitate and support the children's learning across the different areas in line with our overarching pedagogy (see below).

The overarching pedagogy (the way in which we plan, organise, facilitate and support learning) in Cathedral Nursery Class draws on the work of Julie Fisher (2016) and exploits all three of the main contexts in which children learn:

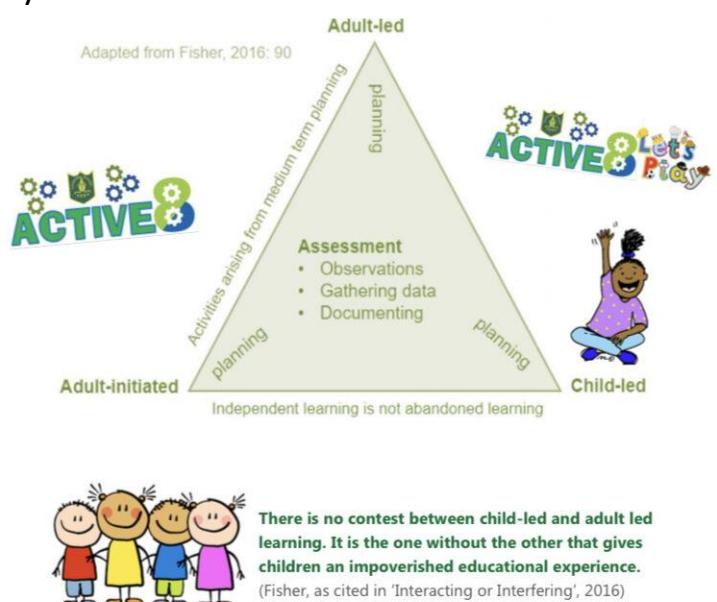
ADULT-LED

LEARNING: *practitioners focus children's thinking*

The adult has planned objectives/outcomes and stays with children whilst learning takes place.

ADULT-INITIATED

LEARNING: *practitioners ignite children's thinking*



The adult sets up a starting point, invitation, provocation or stimulus with planned intentions and then stands back to wait, watch and wonder. Children engage independently until the adult joins to observe, interact or enhance learning.

CHILD-LED LEARNING: *practitioners follow children's thinking*

Resources, experiences and outcomes are freely chosen by the child and are under the control of the child. This may or may not involve direct interaction with the adult.

Forest Kindergarten

Children will take part in Forest Kindergarten. Forest Kindergarten offers opportunities to learn through play in a woodland area within the school grounds. It encourages risk taking, problem solving and supports children to manage their own risks. 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. Forests visits take place throughout the year in all weathers.



PIC COLLAGE

Play on Pedals

Is a programme that enhances health and wellbeing, it improves motor skills, balance, strength and coordination. 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 to ride a bike safely through fun games. As the children progress, we may ask your child to bring their pedal bike if they have one. Please note stabilisers must be removed prior to bringing their bikes to nursery.

Section 5: Reporting to Parents

Formal reporting on children's progress is done through twice yearly Parent Consultation days (usually October and March). On these occasions, Parents/Carers can discuss their child's progress with their keyworker.

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

We recognise 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 experiences at any time and can leave comments and upload shared learning from home.

The notice board in the cloakroom is also used to inform parents of nursery planning.

Parental Suggestions

Any parental suggestions are more than welcome. These can be added to the whiteboard wall in the cloakroom. The Learning Journals and the noticeboard 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 help 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.

Parent 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: Jacqueline Burns

Vice Chair: Vacancy

Secretary: Vacancy

Treasurer: Pauline Cook

Church Rep: Mairi McGuire

Nursery Rep: Vacancy

Staff Representative: Brenda McCoy (PT)

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: cathedralpcsec@gmail.com

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. The 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: Louisa McDermott

Vice Chair: Laura Carty

Secretary: Vacancy

Treasurer: Pauline Cook

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: Lorraine Campbell (DHT) 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 Motherwell Library to get books or listen to a story. We take part in the Heritage Centre's Christmas workshops.

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 carrying out nursery placements 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. 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 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 academic year in question.
- b) in relation to subsequent academic years.

If there is information you require about our school, which is not contained in this handbook, please contact a member of the Leadership Team in the nursery, Mrs Cairns, Mrs Wood or Mrs McLean. They will be happy to discuss any queries or questions with you.