

# Shotts Family Learning Centre



## Handbook 2018-2019

Be at the heart of your child's learning.





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

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## Section One: Vision, Values, Aims

At Shotts Family Learning Centre our vision is that we will work effectively as a team to support and nurture children's individual needs and encourage enthusiasm and motivation for learning.

We aim to achieve this by:

### **Shared Vision**

At Shotts Family Learning Centre we will work to sustain an attachment informed family learning Centre that acknowledges each child's experiences. We are dedicated in becoming a partner in children's learning, in doing so, by providing meaningful experiences to help them flourish and grow.

### **Shared Values**

*Safe*

*Healthy*

*Opportunities*

*Togetherness*

*Tolerant/ Trustworthy*

*Succeed*

### **Shared Aims**

To achieve our vision we aim to provide a safe, nurturing, and stimulating environment where children can develop skills for lifelong learning.

We aim to work in partnership with others to effectively provide support for all children, considering the possible impact of adverse childhood experiences.

As a staff team we will be motivated and enthusiastic in our approaches in delivery of a developmentally appropriate curriculum.

## **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/>

Dear Parent/Carer

Welcome to Shotts Family Learning Centre. I hope that this handbook will help inform you about our Centre.

At Shotts Family Learning Centre, 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 centre 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 problem solving skills, imagination and creativity, language and observation skills, and memory and concentration.

As an early learning and childcare establishment, we work collaboratively within the Shotts Learning Community to ensure that your child's learning has a seamless transition.

We aim to ensure that we work with you in providing your child with differing skills which enable them to become, confident, curious and eager learners. Partnership between parents and staff is at the centre of our thinking.

Lynn Walsh  
Head of Centre

## **Section Two: General Information**

### **Names and job titles of our staff members**

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

#### **Head of Centre**

Mrs Lynn Walsh

#### **Depute Head of Centre**

Mrs Isabel McDonald

#### **Early Learning Practitioners**

Mrs Nicola Carlin

Mrs Gillian Everett - Job Share 17.5 hrs

Mrs Pamela Hill - Job Share 17.5 hrs

Mrs Kirsty McKie

Mrs Elaine Kilcoyne

Mrs Siobhan Millward

Mrs Christine Muslek

Mrs Susan Stewart

Ms Amanda Watters

Vacancy 0.2

Modern Apprentice - Kaitlin Smith

#### **Clerical Assistants**

Mrs Lorraine Cranston

#### **A.S.N.A**

Mhari Byrne

#### **Cleaning/Caretaking Staff**

Miss Angela McArdle

Mrs Janice Patterson

Ms Margaret Pringle

Mrs Cathie Swan



**Address**

Shottskirk Road  
 Shotts  
 ML7 4ER

**Telephone Number**

(01501) 826713

**E-mail**

[shotts@ea.n-lanark.sch.uk](mailto:shotts@ea.n-lanark.sch.uk)

Twitter @CentreShotts

**BLOG**

<https://blogs.glowscotland.org.uk/nl/sflc>

**Hours of Opening**

The registered opening times are from 8 am - 6 pm.

**Daily Sessions**

The core sessions for most children attending are:

8.40am - 11.50am Morning Session

1.00pm - 4.10pm Afternoon Session      Rainbow Room 1.30pm -3.45pm

8.30am - 4.30pm Full-Time

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

**Length of Year including Details of Holidays**

We operate 52 weeks per year, including the school holiday in February, however we are closed on all public holidays. Please note if you wish to use this service out with term time sessions this would be on a chargeable basis.

**2018 - 2019**

First Term	Children return	Thursday 16 <sup>th</sup> August	2018
	Closed	Friday 21st September	2018
	Re-open	Tuesday 25 <sup>th</sup> September	2018
	Closed	Monday 15th October	2018
	Re-open	Monday 22nd October	2018
	Closed	Monday 24th December	2018

Second Term	Re-open	Monday 7th January	2019
	Closed	Monday 11th February	2019
	Re-open	Thursday 14th February	2019
	Closed	Friday 1 <sup>st</sup> April	2019

Third Term	Re-open	Monday 15th April	2019
	Closed	Friday 19 <sup>th</sup> April	2019
	Re-open	Tuesday 23 <sup>rd</sup> April	2019
	Closed	Monday 6 <sup>th</sup> May	2019
	Re-open	Wednesday 8th May	2019
	Close	Friday 28th June	2019

In Service (Staff only children do not attend on these days)

Tuesday 14th August	2018
Wednesday 15 <sup>th</sup> August	2018
Monday 19th November	2018
Wednesday 13th February	2019
Tuesday 7 <sup>th</sup> May	2019

### **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>

Any additional hours which you request for your child will be charged at £3.58 per hour. Parents will be asked to enter into an agreement with NLC Learning & Leisure Services for charges to be processed by NLC Finance.

Admissions panel will meet in January of each year to allocate places for all eligible children the term after their third birthday.

Admissions for children in the Two to Three provision will be based on both the level of demand and on a termly basis. For more information on places for eligible 2 year olds visit [earlylearningandchildcare.scot](http://earlylearningandchildcare.scot) or on the councils website [www.northlan.gov.uk/familyinformationservice](http://www.northlan.gov.uk/familyinformationservice)

The admissions panel will consist of all Heads of Family Learning Centre's in the catchment area along with representatives of the other agencies involved in supporting children and their families.

### **Age Range of Children**

2 years - 5 Years

### **Numbers of Children at each Daily Session and Patterns of Attendance**

50 children attend the nursery in the morning session.

50 children attend in the afternoon.

Currently we can offer AM or PM sessions, split week sessions and full time places in accordance with NLC Admissions Policy.

### **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 of Centre. The information contained in the applications will be considered by the 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 of Centre.

### **Enrolment Procedures**

Once you have been offered a place for your child a date will be set to arrange a home visit or an enrolment session this will enable the staff to meet your child at home and to complete the necessary enrolment procedures.

## **Attendance**

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

Parents and carers are asked to inform the centre 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. The Head of Centre will implement NLC Absence Management Procedures automatically of absence if no contact is made with the Centre.

## **Arrival and collection of children**

It is expected that a responsible adult will bring a child to and from the Centre. In the interests of your child's safety you should make a point of telling the Head of Centre if he or she is to be collected by someone not known to the Head of Centre or 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 Centre for their friends to see. However, parents should ensure that valuable items are not left at Centre, particularly as the authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the authority can be shown to have been negligent.

## **Excursions and consent forms**

When outings or excursions for children are planned, the Head of Centre 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. The Council 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 in emergencies some circumstances arise which lead to disruption. For example, centres 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, notices in local shops and community centres, announcements in local churches and announcements in the press, on local radio and the North Lanarkshire Council's website and Twitter.

If we need to evacuate the building, the children will be escorted to Dykehead Primary School, Easter Road, Shotts, Telephone Number 01501 826707  
Arrangements will then be made for you to collect your child from this location.

## **Emergency Contacts**

Parents whose children are in the Centre 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 admin team up-to-date with any changes in this information.

## **Meals**

Most children attend the Centre for a half day, therefore, meals are not provided. However, some children may attend on a full day basis and in those circumstances, we would ask you to bring in a packed lunch for your child, a sandwich, yoghurt, a piece of fruit and a small drink is usually sufficient and can be stored in the fridge until lunchtime.

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

Your child will have a small healthy snack during each session which will be on offer from the snack table which can be accessed at any time.

## **Accommodation for Parents**

Within the Centre there is a well-resourced Parent Room which is available for your use during your child's session.

## **No Smoking Policy**

The Family Learning Centre operates 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 of Centre is responsible for the Centre's actions in response to Child Protection concerns.

If there are any Child Protection concerns the Head of Centre or the Child Protection Co-Ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines.

Child Protection Co-Ordinator is :  
Telephone No:

Mrs Lynn Walsh  
01501 826713

## **Adult Protection**

The council has responsibility under the Adult Support and Protection (Scotland) Act 2007 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 of Centre is responsible for the Centre's actions in response to Adult protection concerns.

If there are any adult protection concerns the Head of Centre or the Adult Protection Co-Ordinator will follow North Lanarkshire Adult Protection Procedures and Guidelines.

Adult Protection Co-Ordinator:  
Telephone Number:

Mrs Lynn Walsh  
01501 826713

### **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 the Centre you should discuss his/her requirements with the Head of Centre. Prescribed drugs will be given at the discretion of the Head of Centre and you will need to complete a form which authorises practitioners to administer the drugs to your child. The Head of Centre 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 tell the Head of Centre 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 tell the Head of Centre what emergency treatment to give for a Health Care Plan to be provided from the appropriate health agency.

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

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

If your child becomes ill while at the Centre 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**

The Community Medical Officer, Child Psychologist, or Health Visitor(s) may with your permission observe or assess your child whilst at the Centre.

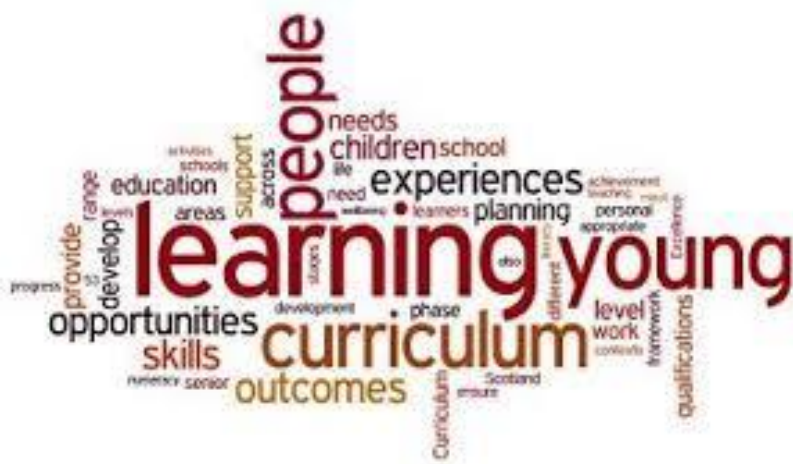
## Section Four: The Curriculum

### 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

Early learning practitioners promote effective learning by building on the children's previous experiences, through observations and careful planning according to the child's stage of development and their individual learning style.



### What we do

All practitioners work in partnership with parents in developing children's learning.

The Pre Birth to Three: supporting our youngest children ,is used as guidance by the staff to provide high-quality care and education for children under three.



The early level experiences and outcomes from a Curriculum for Excellence enables staff to provide an active learning environment which engages children and challenges their thinking.

### What is Curriculum for Excellence?

# curriculum for excellence



Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing an improved, more flexible and enriched curriculum for all children and young people from 3 - 18. The curriculum includes all the experiences which are planned for children and young people through their education, wherever they are being educated. All schools and early years settings in North Lanarkshire are working hard to raise standards so that children and young people will develop all of the skills necessary to continue to be successful when leaving school and entering the world of higher education, training or work.

Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament - wisdom, justice, compassion and integrity. The purpose of Curriculum for Excellence is encapsulated in the four capacities - to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.



## What are the curriculum areas in Curriculum for Excellence?

There are eight curriculum areas:

Expressive Arts	Religious and Moral Education
Health and Well Being	Sciences
Languages (literacy)	Social Studies
Mathematics (numeracy)	Technologies

Importantly, literacy and numeracy are given added importance because these skills are so vital in everyday life. All early learning practitioners will have responsibility to teach literacy and numeracy.

Parents can find out more information about the CfE online at <http://www.educationscotland.gov.uk/thecurriculum/index.asp>

## Learning is divided into two phases

The Broad Education (BGE) is from nursery to the end of Secondary School Year 3. Learning is divided into levels.

The levels are as follows:-

Level	Stage
Early	the pre-school years and P1 or later for some
First	to the end of P4, but earlier or later for some
Second	to the end of P7, but earlier or later for some
Third & Fourth	S1 -S3, but earlier for some
Senior Phase	S4 - S6 and college or other means of study

## Assessment and reporting to parents

Practitioners identify 'bundles' of experiences and outcomes from the Curriculum for Excellence, making links within and across areas of the curriculum. Learning Intentions and Success criteria are identified and, from this information experiences are planned which take account of what the children can do, write, make or say.

Assessment focuses on the application of standards and expectations of each learner's progress and achievement in knowledge and understanding, skills, and attributes and capabilities. Children progress at different rates: some will require additional support and may take longer for their learning to be secure at a level for some or all areas of the curriculum; others who achieve secure

learning sooner will require more challenging tasks and a greater emphasis on independent learning to help reinforce learning and allow them to maximise their progress and achievement.

Practitioners gather information on children's progress in a range of way which highlights latest progress and identifies next steps in learning. The purpose of reporting on a termly basis is to support and improve learning. The centre uses an individual online Learning Story which is personalised for each learner, encapsulating GIRFEC and family learning.

### **Additional Support Needs**

Shotts Family Learning Centre complies with the Education (Additional Support for Learning) (Scotland) Act 2004 as amended by the Education (Additional Support for Learning) (Scotland) Act 2009.

North Lanarkshire Council's policy is contained within "Support for Learning Policy into Practice 2", a copy of which is available within the centre. The centre has a Support for Learning policy, available from the centre on request, which is consistent with North Lanarkshire Council Guidelines.

The centre requires that early learning practitioners offer an appropriate differentiated curriculum taking account the needs of all children. Children should experience a broad and coherent curriculum. Our aim is to give assistance to children with additional support needs. This assistance reflects the Education Authority's staged intervention process. This process is as follows:

**Level 1** Universal Service, using school supports/strategies that are generally available within the playroom/classroom and whole school resources.

**Level 2** Universal Service - all Education Resources that are generally available outwith school - Educational Psychologist, 'Support for Learning' peripatetic teams, Additional Support Manager

**Level 3** Partnership working with one more than one service is required.

**Level 4** Multiagency working with one or more service.

Additional support needs are catered for through contact with Additional Support Needs Staff and the centre's Educational Psychologist.

Looked After Children i.e. children who are cared for directly or whose care is supervised by the local authority are deemed to have Additional Support Needs unless assessment determines otherwise. The Lead Person has responsibility for any child who is Looked After.

Parents and young people can request an assessment at any time to establish whether a child or young person has additional needs and/or requires a Co-ordinated Support Plan. Parents and pupils are an essential part of the assessment, planning and review processes and your views will be actively sought.

## **Planning**

'Getting it right for me plan' enable's practitioners to plan effectively for children and young people with Additional Support Needs.

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help them meet their learning targets. Where this support requires a high level of co-ordination the opening of a Co-ordinated Support Plan (CSP) may be considered.

A CSP may be initiated by the centre or another agency.

Parents and young people can, if they wish, request that a CSP be considered and would be involved in the process. Parents will receive letters from the Education Authority throughout the CSP process. Parents and young people will be invited to take part in multi-agency meetings and their views will be recorded in the plan.

## **Dispute Resolution**

North Lanarkshire Council is committed to resolving any differences of views through discussion, dialogue and building on common ground.

If the matter cannot be resolved with the Education Authority you have the right to request mediation. An independent mediation service is available to parents and young people through Resolve. Mediation is free and independent of the Education Authority.

If a disagreement cannot be resolved through mediation, then an application for Independent Adjudication can be made by parents free of charge. The Independent Adjudicator will make recommendations to the Education Authority about how the dispute should be resolved.

The Additional Support Needs Tribunal has been set up to hear appeals made by parents or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans, placing requests and post school transition. If you disagree with any decision relating to your child's Co-ordinated Support Plan, either the creation of a CSP, or the content of it, you may be entitled to refer to the Tribunal.

### **School Improvement Plan**

North Lanarkshire Council aims to offer education of the highest quality. This is reflected in the local improvement objectives and highlighted for development within the five national priorities:

- ❑ Achievement and Attainment
- ❑ Framework for Learning
- ❑ Inclusion and Equality
- ❑ Values and Citizenship
- ❑ Learning for Life

It is compulsory for all schools and early years settings in Scotland to have an Improvement Plan for each school session. The plan is the result of lengthy consultations with all stakeholders.

The center's priorities over the forthcoming two years will be :

To develop and sustain creative learning opportunities whereby 80% of parents/carers will become actively engaged through personal planning in supporting their child's emergent literacy skills by 2019.

To embed the use of Nurturing Schools self- evaluation framework to create an environment where children and families feel listened to and secure.

100% of practitioners by 2019 will successfully use their moderation of children's emergent literacy skills to improve outcomes for all learners.

## Section Five: Parental Partnership

### Our Aims

Are to strengthen partnership by encouraging parental engagement in their child's learning and development:

#### Working with you

Staff value the role of parents in your child's learning and work to create and maintain a genuine partnership. We will endeavor to provide access to information that allows you to form a clear understanding of how your child is progressing, and what information you need to help you play a key role in their education.

Be at the heart of your child's learning.



Be at the heart of your child's learning.

Children do better when families support their learning.

There are lots of different ways you can get involved - from reading together, spending time talking and listening and finding out about their day.

Your engagement makes a world of difference to your child, so do it today.

Speak to your child's key worker and visit the Parentzone website for practical advice and ideas.

[www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone)

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

The Centre has in operation an Understanding Your child's distressed behavior policy, which we use as a staff team whilst developing the child's emotional literacy.

All practitioners are trained in using the Solihull Approach to support you and your child. The sound and well-researched ideas that underpin the Approach are embedded in every aspect of our Understanding your child's behavior groups and the courses. 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 Adult Groups**

We currently have a Parent.com group who meet on a termly basis. This group focuses on support to the Centre. Parents and carers are able to use this group either on a social basis or as a means to maintain a partnership with the centre.

Throughout the year we 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 centre is well established in the local community working closely with a number of community based initiatives. Regular activities in the local press enables the centre to publicise their work throughout the area.

The nursery works very closely with Shotts Getting Better Together, who facilitate various courses for parents.

### **Services within the Community**

The centre utilises many of the services in the community including visits to the local Library and Sports Centre.

The Community Learning and Development Work offer a wide range of adult courses - details from Wishaw Community Learning and Development, Telephone Number 01698 386886.

### **Links with Primary Schools**

The nursery has links with three associate primary schools, Dykehead Primary, Stane Primary and St. Patrick's Primary. We have a very good early level transition programme, which enables both early learning and primary staff to work closely with your child, thus ensuring continuity and progression within their learning.

## 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 of Centre in the first instance. Similarly, if you have a complaint about any aspect of the service you should contact the Head of Centre. If you feel your complaint has not been satisfactorily resolved with the Head of Centre, please contact both the Early Years Education Officer and the Care Commission Centre who can be contacted at the following address/telephone no:

Alan Hendry  
Interventions and Inclusions  
Education, Skills & Youth Employment  
Municipal Buildings  
Kildonan Street  
Coatbridge  
ML5 3BT

Tel Number: 01236 812279

Care Inspectorate  
South West Region  
Princes Gate  
Castle Street  
Hamilton

Tel Number: 01698 208150

### Useful Addresses

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

#### North Lanarkshire Council

Education, Skills & Youth Employment  
Kildonan Street  
Coatbridge  
ML5 3BT

Tel Number: 01236 812222

Continuous Improvement Officer-  
Therese Henry

Head of Service - Lizanne McMurritch

#### Chief Executive Department

Civic Centre  
Windmillhill Street  
Motherwell  
ML1 1AB

Tel Number: 01698 302222

**Local Councilors**

Councillor Clare Quigley  
Councillor Thomas Cochrane  
Councillor Martin McCulloch  
Councillor Kenny Stevenston  
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**

Wishaw/Shotts  
Kings House  
King Street  
Wishaw  
ML2 8BS  
Tel Number: 01698 348000

**Contacts in relation to Support for Learning**

Help and advice on any matters relating to Support for Learning can be obtained from

Bob Duncan  
Additional Support Manager  
Berryhill Primary School  
Hillcrest Avenue  
Wishaw  
ML2 7RS  
01698 274656

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)

Wishaw/Shotts

Kings House

01698 348200

King Street

Wishaw

ML2 8BS

### **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 of Centre will tell you of any important changes to the information.