



NLC Education and Families

# Shawhead Primary School And Nursery Class



## Nursery Handbook Session 2022-2023

Growing and Learning Together



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North Lanarkshire Council Mission Statement

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## Mission Statement

Our pledge for education is to:-

- Continuously strive to develop learning and teaching
- Raise achievement and realising potential for all
- Build the capacity for lifelong learning
- Work with our community for a better future for all
- Talk, listen and learn together
- Work together to create and celebrate success
- Respect the dignity and value of all
- Giving pupils and staff a safe, happy and attractive place to work

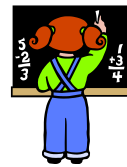
Dear Parent/Carer,

We welcome you and your child to Shawhead Primary School and Nursery Class and we hope that you find this handbook useful and informative. This handbook is written for all parents of children at or about to enrol as a pupil at Shawhead Nursery. It contains information about the nursery class and the varied aspects of the nursery curriculum.

Starting nursery is a big step in your child's life and we hope to make the transition as smooth as possible. We hope that your child will be happy here, and that you will work in partnership with us so that your child will gain maximum benefit while here with us.

We hope to foster in your child positive attitudes to:

- learning and playing
- other children in the nursery class and wider school
- all staff and adults connected with the nursery class and wider school
- the nursery class and school building
- our community
- the environment



and most of all

- him or herself

We aim to do this by having positive attitudes to these things ourselves and by offering to your child a wide and varied curriculum which will be interesting, informative and suited to the needs of your child.

We look forward to welcoming our new children and parents/ carers and can assure that we will all do our best to make sure that you and your children will enjoy being part of our nursery. We actively encourage partnerships with parents and welcome your positive role in the education of your child. With your support we can work together to make sure your child has the best nursery education possible.

We hope the following pages give you a flavour of our nursery class but cannot hope to give you a complete picture of the nursery and its work. It is important therefore that you should feel free to visit the school at any time and we will endeavour to ensure that any enquiries are dealt with speedily and courteously. Should you wish to speak to any member of staff please call at the school office, where every effort will be made to allow you to speak to appropriate staff member. Alternatively please phone the school office on 01236 794838 to make an appointment to visit.

We look forward to working in partnership with you.

Yours sincerely,  
**Mrs Helen Paterson**  
Head Teacher



## SECTION 1 OUR NURSERY- VISION VALUES AIMS

### Shawhead Primary School: Our Vision, Values and Aims

Developed by and shared with staff, learners, parents/carers and those with whom the school works in partnership. We all agree that Shawhead Primary School will be a dynamic place where everybody believes in the opportunity to learn.

Our Vision:

We aim to provide a nurturing, stimulating and rewarding environment where, through a balanced curriculum, excellent teaching and learning and a caring community, each individual's abilities, talents and skills can be developed in order to achieve their full potential.

Our school is a place where happy memories are made. Each child is safe, cared for and learns to care for others; is valued for being themselves; is supported in learning to make the right decisions and challenged to be the best they can be. This vision is underpinned by our shared 'Shawhead Values'

Our Values:

- S- SAFETY
- H- have RESPECT
- A- ACHIEVE
- W- WORKING TOGETHER
- H- HONESTY
- E- EQUALITY
- A- ATTITUDE
- D- Develop RESILIENCE



Our Aims:

- To enable our children to reach their maximum potential educationally, socially, and emotionally in a safe, happy, secure mutually respectful and trusting environment thus encouraging them to be confident individuals
- To foster independence, resilience and the development of positive attitudes in order to 'Get it Right for Every Child' to ensure our children feel accepted and valued.
- Provide skills, confidence and support to embrace challenge through providing experiences which enable and encourage our children to be successful and reflective learners.

- To strive to create and maintain positive partnership with parents, carers and the whole school community where each plays a vital role in the development of our children's moral and social values in order that they become responsible citizens.
- Provide learners with a broad curriculum to foster lifelong knowledge and skills for a world of work and beyond.
- Foster an ethos of achievement and attainment for all within and beyond the school community, celebrating personal achievements and providing successful learning experiences to engage and challenge all.

**Nursery Aims – created to reflect staff's values, practice and beliefs but will be reviewed and adapted to capture the opinions of all stakeholders after consultation.**

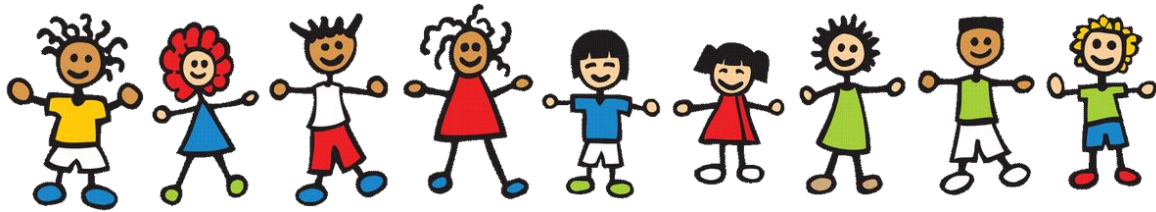
In Shawhead Nursery Class we are committed to putting children at the heart of everything we do. We will consider the individual needs of each child and aim to work in partnership with parents and families to ensure a smooth transition into our setting.

We use the principles of GIRFEC to ensure effective planning for all children and we will provide opportunities for children to learn in an environment where they feel safe, happy, nurtured, respected, stimulated and included.

To Get It Right for Every Child we aim to:

- Create a safe, stimulating and nurturing environment where all children are supported to reach their full potential.
- Use a child centre – centred approach which values each child's voice, rights and interests.
- Build strong, positive, nurturing relationships with our children and their families.
- Provide high quality interactions that support the development of attachments and are responsive to the children's individual needs.
- Promote active learning and development through play, indoors and out, where children's curiosity, independence, thinking and creativity is challenged and extended.
- Promote independent thinking, by encouraging children to make choices in their learning.
- Have an inclusive approach to learning, taking into account all levels of ability and developing minds.
- Develop true partnerships with parents and families.
- Foster links with the local community
- Provide our best service through the use of reflective practices which involve all of the early learning community.



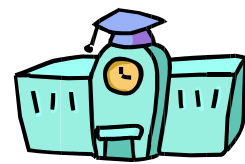


## SECTION 2 GENERAL INFORMATION

### Nursery Information

School Name            Shawhead Primary and Nursery Class

Address                Neidpath Avenue  
Coatbridge  
ML5 4NG



Telephone number    01236 794838  
E-mail address        [enquiries-at-shawhead@northlan.org.uk](mailto:enquiries-at-shawhead@northlan.org.uk)

School Website        <https://blogs.glowscotland.org.uk/nl/shawheadps/>

Twitter                @ShawheadPS    @ShawheadN

Denominational Status: Non-denominational

### Nursery Hours

In our nursery we are able to accommodate a maximum of 24 children, aged 3 to 5 years per session, with a ratio of 1 adult to 8 children.

The nursery is open between the hours of 9am and 3pm.

Children attend full days and stay for lunch. The nursery is open during term time (38 weeks) and this model provides the Early Learning and Childcare entitlement of 1140 hours per year of nursery provision.

The start of the session is an exciting time where we welcome each other, look out for our friends and share news. It would be great to see all the children arrive for 9.00am to ensure everyone is included.

Thank you for your support.

## Nursery Staff

Head Teacher:	Mrs Helen Paterson
Early Years Lead Practitioner:	Mrs Marianne Hill
Early Learning Practitioner:	Miss Shannon Kennah
NLC7 Keyworker	Miss Rebecca Lovell
Early Learning Support Worker	Mrs Victoria Gray
Early Learning Support Worker	Mrs Charelle Miller

Our nursery could not operate without the ancillary staff -

Mrs Irene McKendry – Office - Job Share - Wednesday, Thursday and Friday

Mrs Diane Paul – Office – Job Share - Monday and Tuesday

Mr Jack Shanks - Janitor/Cleaner

Mrs Maureen Smith/Ms Michelle Beaton - Kitchen Staff

### Other Professionals

From time to time we work with other professionals who may visit the nursery on a regular basis; Pre-5 Support for Learning Staff, Speech and Language Therapists, Educational Psychologist and the Public Health Nurse.

### Students

Occasionally we take part in the training of students from different types of educational establishments. These students are either on work experience from school or in placement to gain practical hands-on experience of working with children while they study to gain their qualification. We introduce students to our parents and display photographs of all staff and students in the cloakroom.



## **School and Nursery Holidays**

### **June 2022**

Schools close: Wednesday 29 June 2022 at 1pm

### **August 2022** (proposed dates – session 2022/23)

Teachers return and in-service day: Monday 15 August 2022

In-service day: Tuesday 16 August 2022

Pupils return: Wednesday 17 August 2022

### **September 2022**

September weekend: Friday 23 September to Monday 26 September 2022 (inclusive)

### **October 2022**

October week: Monday 17 to Friday 21 October 2022 (inclusive)

### **November 2022**

In-service day: Monday 14 November 2022

### **December 2022 – January 2023**

Schools close: Thursday 22 December 2022 at 2.30pm

Christmas and New Year holidays: Friday 23 December 2022 to Friday 6 January 2023 (inclusive)

Schools return: Monday 9 January 2023

### **February 2023**

Mid-term break: Monday 13 February 2023 and Tuesday 14 February 2023

In-service day: Wednesday 15 February 2023

### **April 2023**

School close: Friday 31 March 2023 at 2.30pm

Spring holiday (Easter): Monday 3 April to Friday 14 April (inclusive)

Good Friday: 7 April 2023

Easter Monday: 10 April 2023

Schools return: Monday 17 April 2023

### **May 2023**

May holiday: Monday 1 May 2023

In-service day: Tuesday 2 May 2023

May weekend: Friday 26 May 2023 to Monday 29 May 2023 (inclusive)

### **June 2023**

School close: Wednesday 28 June 2023 at 1pm

## Admission to Nursery

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



An admissions panel will meet at regular intervals throughout the year to decide how nursery places will be allocated.

The panel can consist of three heads of pre-five establishments in the area. A representative from North Lanarkshire Council can also attend admissions panel meetings.

## Age range of children in the establishment

The nursery is open to children from the age of 3 years to those not yet attending primary school.

## Numbers of children at each daily session and patterns of attendance

We provide a care service to a maximum of 24 children.

Our current working capacity is 24 full time, term time places.

All children can attend for 5 sessions weekly, full time- 9.00am-3.00pm

## Starting Dates

Children are entitled to a Nursery Place on the day after their 3<sup>rd</sup> birthday, except if their birthday falls after 28<sup>th</sup> February. They will then be awarded a place from the beginning of the next nursery year in August.

## Register of applicants

A register of all applicants will be kept by the head of establishment and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places.

A child's name can be placed on the register of applicants at any time after his/her second birthday. Application forms and explanatory leaflets are available from the nursery and school. All applications are stored electronically in the school.

Please note that the length of time a child's name has been on the register 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 Headteacher.

## Enrolment Procedures

Parents would normally complete an application form for their child around the time of their second birthday. You will be asked to state of preference for a placement. Any particular difficulty, either of the child or the parent can be discussed to decide on the best course for all those concerned. During March, parents will be notified by letter of the start date of the child's nursery place and the letter will request that they bring their child to visit the Nursery on specific dates as part of an Induction process.

Priority is normally given to children using the Council's admissions policy which can be found on the North Lanarkshire Council Website. Please talk to the Head teacher who will explain this policy in full.

During the first visit, the parent will be asked to complete an Enrolment Form which will mean that their child has officially been allocated a place. Starting date, time and procedures will be supplied to parents when enrolment procedure has been completed.

**Parents should bring their child's Birth Certificate and Proof of address – i.e. Council Tax Form is the only form we can accept for this. (As requested by North Lanarkshire Council).**

All requests for a change must be made **in writing** and addressed to the Head Teacher.

## Attendance

Children are expected to attend during the sessions as arranged with parents.

If your child is sick, or likely to be off Nursery for any length of time, you should inform the school clerical staff who will then inform the Nursery staff. If your child is having problems in attending regularly, we shall be happy to discuss any difficulty with you and seek to assist you in easing the situation. If you move from the area, please find the time to let us know that your child will no longer require their place.

If a child is absent from nursery for more than two days and the parent/guardian has not contacted the nursery, the nursery will telephone the parent/guardian on the **3rd day** and enquire as to the reason for the child's absence.

At this stage if contact cannot be made by telephone with the parent/guardian and a reason for the absence cannot be confirmed, a letter will be sent to the parent/guardian on the **5th day** that the child is absent.

If a reply to this letter is not received by the **10th day** of absence a further letter will be sent by recorded delivery to the parent/guardian. Parents/guardians will be given 5 days to reply. Should all of the above attempts to contact the parent regarding the absence be fruitless, then a final letter will be sent on the **15th day** of the absence. If no contact is made with the nursery, thereafter the place will be withdrawn and reallocated if necessary, after the **20th day** of absence.

The procedures are in accordance with North Lanarkshire Council Policy.

## Non-attendance

Continued or serious non-attendance may result in the child losing their placement.

## Arrival and Collection of Children

It is expected that a **responsible** adult (aged at least 16) will bring a child to and from the nursery. Please fill in the section on our enrolment form with the names of ALL of the people you are authorising to collect your child from nursery. A child will not be handed over to someone the nursery does not know of or have been informed about. As an additional safety measure you will be asked to give the nursery a password and anyone collecting your child must know the password you have chosen. It is vital that you keep staff informed of any changes to your details.

You will be asked to sign in and out on a daily basis. Please also indicate on this sheet who is collecting your child each day and if this changes at any point during the session we ask that you call the nursery to let us know.

In extreme circumstances, contact the nursery by telephone if someone we do not know is collecting your child.

If a child is not collected by a certain time and no-one has informed the nursery of any reasons, the Head Teacher will contact the Social Work department to arrange care.

## Times for collection

The nursery session ends at 3pm but the doors will be open from 2.45pm to help reduce congestion in the cloakroom area, allow parents the opportunity to speak to staff if necessary and to support the collection of siblings who may be at school.

Please note as part of our Covid-19 Recovery Plan there will be staggered drop off and collection times in place for everyone's safety.

## Settling In

Since children are all individuals and react differently to strange situations, we treat them as such. Starting nursery is often the first major separation of children and parents and our aim is to make it as natural as possible. As your child gets to know staff, other children and which activities they like the best, so their dependence on their parent's wanes and their confidence in themselves and their new environment grows enough to let you go for increasingly longer periods of time. As we only have a few children starting each week, staff have time to devote to the settling in period and we ask parents to play their part by returning at the stipulated time. Since children are treated as individuals and have their needs responded to accordingly, this gradual approach takes varying lengths of time and parents should be prepared to be patient for as long as it takes. Our Settling In Policy has been developed with the children at the heart of it as we aspire to ensure a smooth transition into early education.

## Valuables

Parents should ensure that valuable items are not left in the nursery, as the nursery cannot replace the loss of personal items. We also try to discourage children from bringing their own toys to nursery. Difficulties can sometimes arise with sharing these and if other children have the same toys at home they don't always understand that it's not theirs. We would however

encourage a small soft toy or comforter if it would offer reassurance during your child's settling in period.

## **Excursions and Consent Forms**

When outings or trips for children are planned, the staff will advise you in advance. You will be asked to complete an annual consent form which gives your permission for your child's participation and also asks for medical details about your child. You will be informed by letter when outings are taking place so that you can update any information, medical or personal, as required. Children cannot take part in outings unless a consent form has been completed.

## **Transport**

Transport is not normally provided for children attending pre-five establishments. The Council may, however, provide transport to and from nursery for children with special needs who may require to travel some distance to take up their placement. Parents are normally expected to make their own arrangements for their child travelling to and from the nursery.

## **Emergency Closure Arrangements**

The nursery will be opened on the times already outlined, but on some occasions, circumstances arise which mean the nursery has to close.

Establishments may be affected by, for example, severe weather, transport problems, power failures or difficulties with fuel supplies. If this happens, we will do all we can to let you know about the details of closure and re-opening?

We may keep in touch by telephone, notices in local shops and community centres, announcements in local churches, in the press and on local radio.

## **Photographs/ Video Footage**

On occasion, events in school and nursery may receive coverage from the local or national press resulting in photographs/ video footage of child appearing in newspapers, leaflets and/ or school/ authority documents/ website/ Twitter. At enrolment parents/ carers will be asked for permission to allow their child's photos to be used.

## **Suitable Clothing**

Your child will be working with glue, paints and dough to name but a few of the activities. We will always try to make sure that they wear aprons but accidents happen, so please dress your child in easy to wash clothes.

We ask that you leave a spare pair of pants, socks and bottoms in your child's bag in case they do not make it to the toilet in time. If they are busy playing, they can sometimes forget to go. We do have spare clothes in the nursery for such emergencies. Please wash and return any items that your child borrows.

Make life easy for your child by putting on clothes and shoes they can manage by themselves. Trousers or leggings with no buttons or zips and velcro or slip-on shoes are best to start with.

We will provide the children with waterproofs and wellington boots for outdoor play.

## **Uniform**

A uniform is available to order from Scotcrest and consists of a white polo-shirt and purple sweatshirt, both with the nursery logo. Our children were fully involved in designing our nursery logo and in making the decision about uniform colours. Wearing our uniform is not compulsory so you are under no obligation to purchase it.

## **Soft Indoor Shoes**

We ask that your child changes into plimsoles/gym shoes or slippers while in the nursery. Not only are they more comfortable but it will help to protect the carpeted areas and ensure greater safety if children are using physical equipment. Please ensure all items of clothing are labelled. Spare clothes and indoor shoes can be kept in the bags on the pegs.

## **Sun Protection**

Please apply sun cream to your child before he/she comes to nursery and encourage them to wear a sun hat which protects their neck and shoulders. Children will be encouraged to make use of shaded outdoor spaces and staff will reapply sun cream throughout the day as required.

## **Emergency Contacts**

### **May we remind you of the importance of emergency contact numbers?**

Parents whose children are in the nursery are asked where possible to provide us with the names, addresses and telephone numbers of two contact persons for use in case of an emergency. Please consider how far away from the nursery your potential emergency contacts stay or work and how long it would take them to get to the nursery in an emergency.

You are also asked to keep the nursery up-to-date with any changes. You can inform nursery staff or telephone the school office to have your information changed at any time.

## **Snack and the Promotion of Healthy Choices**

Snack time in our nursery provides excellent opportunities for the children to:

- Practise personal hygiene by washing their hands before eating and drinking
- Learn about healthy snacks and drinks
- Develop social skills
- Make their own choices
- Learn to try new foods and talk about their likes and dislikes.

Snacks mostly consist of fresh fruit and vegetables, plain biscuits, sandwiches, savouries and milk or water.

The children are encouraged to identify favourite snack foods and they help to create shopping lists and snack menus. We sometimes plan picnics and cooking/baking experiences with the children too. Occasionally they request things like pancakes or biscuits and we do purchase these items for them. We continuously explore healthy and not so healthy choices, sweet treats in moderation and the importance of brushing our teeth and exercising.

If your child is allergic to any food or drink, the nursery should be informed.

**Please note our school and nursery are nut free zones.**

## **Lunches**

All children in our nursery receive a free meal as part of the Early Learning and Childcare entitlement. A weekly menu will be available for parents and carers to see and we'd encourage you to spend time talking to your child about what foods are being offered. Staff will offer additional support to children as they make their meal choice each day.

Lunch is a sociable time where lots of learning continues to take place. Children may be involved in the setting or clearing away of our table, they are encouraged to be independent in using cutlery and they will be invited to share their experiences of e.g. going to a café or restaurant and share their thoughts about e.g. favourite foods, ice cream flavours or where foods come from.

## **Nursery Fund**

There is a nursery fund to which parents/carers are invited to make a weekly voluntary contribution of £2.00. This fund is used to purchase snack foods and additional materials for use in the nursery on a day-to-day basis, e.g. ingredients to make playdough.

It is also used to pay for the children's Christmas gifts, cover any costs during outings in local area and to purchase additional items of equipment felt by staff and parents/carers to be of benefit to the children.

We really appreciate everybody's contributions and thank you in advance!

## **Accommodation for Parents**

There is a parents' room located within the nursery building. This room allows parents/carers from the school and nursery to meet informally. Visiting services may also access this room to work with children or meet with parents.

## **Breastfeeding Friendly Scotland**

Scotland is breastfeeding friendly, and so are we. We are members of the Breastfeeding Friendly Scotland Early Learning scheme which promotes supports and protects breastfeeding. We want parents to feel comfortable in our centre, and that includes supporting breastfeeding families. If you are in our centre you can breastfeed in any space where parents have access. If however you would prefer a private space to breastfeed, please ask and we will do our very best to help.





## SECTION 3 MEDICAL INFORMATION

### Medication

If your child requires medication during his/her time at nursery you should discuss this with nursery staff. Only prescribed medication will be administered and you will be required to complete a form which gives your authorisation for the nursery staff to administer the medicine to your child. You will be asked to sign each day when your child has been administered medication. Please be assured that shared information about your child is confidential.

Please note: All medication must be clearly labeled, in the original container with the information leaflet.

If your child suffers from asthma it is advisable that you let staff know what activities or circumstances may bring on an attack. If your child suffers from Epileptic Attacks, you must tell staff what emergency treatment to give. This discussion will form a care plan for your child.

### If your child becomes ill

We have a registered First Aider within the school. If your child becomes ill in nursery, first aid will be administered as necessary and you will be informed of this when you arrive. Parents will be contacted immediately and asked to come and collect their child. If we cannot contact you, we will contact the emergency contact number given to us at enrolment. In the event of a more serious accident or illness we will contact parents and if necessary, the family doctor or a local doctor. In an extreme emergency, a member of staff would accompany your child to hospital until you arrive.

### Visits by medical staff

Visits by medical personnel can be arranged on parental request. An orthoptic technician may visit to check eyesight. You will be notified prior to this visit.

A member of the dental team shall visit routinely and assist children with toothbrushing. Your permission will be asked before this oral hygiene programme is started with your child.





## SECTION 4 LEARNING AND TEACHING

### Curriculum for Excellence

The first five years of your child's life are very important and encompass a complex period of growth and development. The experiences that children have during these formative years have a strong influence on:

- their physical wellbeing
- their sense of worth and self-confidence
- their feelings about other people
- their capacity to learn and their attitude towards learning



At Shawhead Nursery we operate in such a way that maximises your child's potential.

Through observation and planning we will seek to:

- foster self-esteem and acknowledge achievement
- encourage the development of positive relationships
- empower each child to become an independent successful learner, a responsible citizen, an effective contributor and a confident individual.

### How we promote learning

Through observation and assessment of children we plan programmes of play activities, which are designed to provide many opportunities for children to develop and learn.

We react flexibly and responsibly to the immediate and long-term needs of each child.

We ensure each child is given sufficient time, resources and support to think, explore and experiment, to link new experiences to previous learning and complete tasks to their satisfaction.

A nursery session for your child will consist of child led free-play, directed activities, outdoor play and opportunities to develop their interests and skills.

They will have many opportunities to work, play and learn as an individual, in a small group and as a whole class group on a daily basis.

Activities and experiences are offered in the playroom and outdoor areas, in the construction area, imaginative and role play area, snack area, maths area, computer and ICT area, in the sand and water areas, malleable area, music area, painting and drawing area, literacy area, games area, sensory area and in the science and investigation area.

Not all learning takes place in the nursery class. We make full use of other environments in the school such as the gym hall and within our local community.

We involve parents as much as possible in promoting learning and we will keep you well informed of what we are planning. 'Home Link Experiences' enable the children to share resources from nursery with other members of their family.

### **How well is my child doing?**

When your child starts nursery, we will ask you for some information relating to the experiences your child has had prior to this. This provides staff with a starting point for planning a programme of learning experiences and setting individual targets that will meet the needs of your child. Staff value contributions you wish to make in this process.

Our staff closely observe children at play, nurturing their skills and independence. Their progress and development is recorded in a variety of ways, through samples of completed activities, photographs and observations made by staff. This provides a wide overview of your child's developing skills. A learning profile is compiled for each child and is available for parents to view and comment on throughout the year.

In addition, you will receive a final report in May. This information will be shared with your child's Primary School as this will facilitate a smoother transition for your child. As well as this, you will have opportunities throughout the year to be kept informed of your child's progress through day to day informal chats as and when appropriate and at formal Parent's Meetings in November and May.

Any parent who is concerned about their child's progress in any way should request to discuss this with their child's key worker. If concerns still exist a meeting can be requested with Mrs Hill or Mrs. Paterson at any time.

### **Supporting children with difficulties**

If a child is found to have difficulties with speech, language, learning, socialising with other children, etc. we will discuss this with parents initially.

We will then plan how to work together to best support your child. Assistance from specialists may be sought as we aim to get it right for each individual. Specialists will then use their skills and experience to advise parents and staff while working to help your child.

The rights and responsibilities of parents are always respected and they are encouraged to be involved in making decisions about the approaches taken to meet their child's needs.

### **Nursery Improvement Plan**

The priorities and targets identified in our Improvement Plan aim to support nursery improvement throughout the year. Each year these priorities are created following consultation with staff, parents and

learners. Parents are kept informed of each year's priorities. They are also displayed in the nursery entrance area. The Improvement Plan is available on request.

### **Partnerships with other agencies**

Our nursery class works in partnership with Psychological Services, Pre-5 Support Team, Health Service, Speech and Language and Social Work.

### **Child Safety/Child Protection**

Our designated Child Protection Officer is Mrs. Paterson, Head Teacher. If she is not available, either of our Principal Teachers, should be available to discuss any concerns.

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

We ensure that children are respected and listened to and that all staff are aware of child protection issues and procedures.

Should any member of staff or visiting adult have concerns regarding the welfare or safety of any child they must report these concerns to Mrs Paterson immediately. After judging if there may be grounds for concern regarding the welfare and safety of any child, Mrs Paterson will immediately advise the Duty Senior Social Worker at the local social services area office of the circumstances.

Shawhead Primary School and Nursery Class staff follow Local and National Guidance in relation to Child Protection and Safeguarding children.



## SECTION 5 PARENTAL PARTNERSHIP

### At Shawhead Nursery Class we aim:

- To foster and develop a partnership between home, nursery and community.
- To welcome and encourage parents into the nursery at all times and to share with them an interest in the growth and development of their child.
- To assist parents in developing an understanding of the ways in which children learn.
- To create a positive ethos by providing a welcoming atmosphere where all children and families feel well supported.

At Shawhead we recognise that the care of your child is of paramount importance and we are committed to working in partnership with you to support your child in developing confidence, self-esteem and enthusiasm for learning. We value the contributions that parents and carers make to children's learning and the life of the nursery.

Some of the ways we encourage our parents and carers to play an active role in the life of the nursery include:

- Seeking their knowledge of their child via our Learning Profile.
- Involving them in setting personal targets for their child.
- Seeking their ideas and opinions via consultation and questionnaires.
- Inviting them to participate in trips and outings
- Asking them to contribute to planning.
- Inviting them to Stay and Play sessions.
- Engaging them in home and nursery link activities.

Effective communication between home and nursery is vital. We will keep you informed of events and activities in the following ways:

- Informal discussions at beginning and end of the nursery session
- Monthly newsletters will be distributed and emailed
- Notices will be placed on the Parents' notice board in nursery entrance
- Our nursery handbook
- Information posted on Twitter @ShawheadPS
- Verbal reminders of important events and information

### Nursery Parents Group

As we have just opened as a brand new nursery we do not yet have a Nursery Parents Group. It would be a great way to strengthen partnership working and is something we hope to establish in the near

future. If you would be interested in helping to develop a parents group within Shawhead Nursery Class, please speak to Mrs Hill.

## Promoting Positive Relationships

Our policy is based on reinforcing positive behaviour. Our aim is to provide a learning environment which nurtures individual respect and encourages children to behave positively towards themselves and others. We have high expectations of children's behaviour and learning and we use praise to promote the positive aspects of behaviour and learning. We have a clear code of behaviour which is consistently applied by staff and understood by children.

At Shawhead Nursery we expect children to:

- Be kind to others
- Listen
- Use a quiet voice
- Walk in nursery
- Share nursery toys and equipment
- Look after nursery toys and equipment

## Working together to promote positive behaviour

Positive behaviour on the part of each and every child is promoted by:

- Encouraging children to co-operate, to share with and to be fair to other children and adults.
- Staff acting as a role model when being kind, caring and consistent in their attitude to children.
- Celebrating children's achievements, good behaviour and contributions to nursery life.
- Enabling children to explore feelings in relation to themselves and others.
- Explaining why some behaviours are inappropriate.

We respond to challenging behaviour in a caring and sensitive manner and in partnership with parents.

## Supporting learning at home

We hold regular meetings with parents about the curriculum, new developments and children's progress. We also have several *stay and play sessions* throughout the year to allow parents to observe and participate in nursery experiences and routines with their child.

We are developing a Home and Nursery Link programme and will seek parent and carers support, opinions and ideas relating to this.

Please take time to look at the photographs displayed throughout the nursery and ask your child what he or she has been learning about. Staff will be happy to chat with you about your child's current interests and achievements anytime.

## Fundraising

In partnership with our parents and carers and after consultation, we may occasionally organise fundraising activities throughout the year. These will be family focused with all contributions going directly into the nursery fund and benefiting every child in the nursery.

Fundraising is something our Nursery Parents' Group could help support us with once it is up and running.



## SECTION 6 THE WIDER COMMUNITY

Shawhead Nursery Class supports the community by providing 24 places for children aged 3-5 years. We support parents by being flexible, accommodating and offering the use of the parents room for social and educational group activities.

We are also well served by the local community. We have access to the Health Service, Social Work, Library, Community Police and Fire Brigade.

We ask special people to visit the Nursery such as:

- Crossing Patrol Officers
- Community Police Officers
- Fire Fighters
- Dental Hygienist
- Storytellers
- Road Safety Officers
- Professional Musicians

### **Links with Primary Schools**

Most children will attend either Shawhead Primary School or St Bernard's Primary School. A full annual transition programme is planned for your child to support an effective transition to Primary school for you and your child.

### **Care Inspectorate**

The Care Inspectorate evaluate and inspect our nursery regularly. We constantly strive to improve our service at Shawhead.

Our most recent report is displayed at the nursery entrance. You can also obtain a copy online at [www.careinspectorate.com](http://www.careinspectorate.com)

### **No smoking policy**

The Scottish Parliament have passed a law to ban smoking in public places. Smoking should not take place in any Council building or grounds. This includes Vaping using e-cigarettes.





## SECTION 7 OTHER INFORMATION

### 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

Education and Families uses the national IT system, SEEMiS, to store personal information electronically. We ask parents during registration and enrolment to provide us with their child's name, date of birth, gender, address, and family contact details. We will also ask you to update this information annually.

We may also ask you for information about medical conditions, additional support needs, etc. We may also record information you might wish to provide about your family circumstances. We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing.

During a child's journey through education a pupil's record is kept; this core record is mainly paper based and is stored securely. If we request assistance from educational staff outwith the nursery or school, key staff from these services may also store information securely about your child or young person.

### How will we use this information?

Your personal information will be used:

- to provide your child or young person with an appropriate education
- for teaching, enrolment and assessment purposes and to monitor educational progress
- to support pupil learning, improve outcomes and identify where additional support is needed to help children
- to provide appropriate pastoral care to support health and wellbeing of children
- to keep children safe

- to maintain records of attendance, absence and behaviour of children
- to support children during transitions, when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland.

### Who do we share information with?

To support your child's access to appropriate education and meet our legal obligation, personal information may be shared internally between departments of the Council. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Social Work, Health.

We also share information with Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children's learning.

When a child moves or transfers to another school or nursery the Council has an obligation to pass on information with regards to pupil records to the new establishment.

Only identified staff and those who require to have the information to enable them to carry out their job, will have access to you, your child or young person's information. We care about the information we hold in respect to the education of children. We will keep this information safe and secure.

### How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law but, in most cases, it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for.

You can view more information about GDPR displayed within the school and nursery, request a hard copy from Education and Families, Kildonan Street, Coatbridge ML5 3BT, or view details online at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003>

## Suggestions and Complaints

### Suggestions

At Shawhead Nursery we are committed to maintaining and improving the service we provide to children and parents. Suggestions as to how we might provide a better service are always welcomed. These suggestions can be given and explained to nursery staff or placed in the suggestions/comment box at the entrance of the nursery.

You will be asked to complete a *How we are doing?* questionnaire at some point during the nursery year.



## Complaints Procedure

We would hope that all service users would feel comfortable about approaching any member of staff to discuss an issue or concern and would be confident that staff would deal effectively and promptly with the complaint.

- The member of staff would attempt to sort out the difficulty
- The nature of the complaint and action taken would be recorded
- Mrs. Paterson would be informed of the nature of the complaint, the action taken and resulting outcome
- All complaints will be dealt with by Mrs. Paterson within 5 days

We pride ourselves in having good relationships with our parents and partners so will at all times strive to resolve your complaint at school level. If you feel your complaint hasn't been resolved to your satisfaction you can escalate it to:

North Lanarkshire Council and/or Care Inspectorate.

The council will strive to resolve your complaint as quickly as possible and will aim to give you a response in 5 working days or less unless there are exceptional circumstances.

If the council can't resolve your complaint at this stage they will explain why and tell you what you can do next.

The named person for North Lanarkshire Council is Nikki Thomas at Education and Families Services – 01698 403140 or 01236 812548

Or alternatively you can go onto North Lanarkshire Council's website and download a form which can be completed online.

All North Lanarkshire Council Early Years establishments are regulated by the Scottish Commission for the Regulation of Care.

Complaints about any establishment may be referred to them.

The Scottish Commission for the Regulation of Care

Princes Gate  
Castle Street  
Hamilton  
ML3 6BU  
Tel: 01698 897800

### Useful Contacts

Cheryl Valentine  
Early Years Officer  
Education & Families  
Civic Centre  
Windmillhill Street  
Motherwell  
ML1 1AB

Jan McCrone  
Education Manager  
Education & Families  
Civic Centre  
Windmillhill Street  
Motherwell  
ML1 1AB

I hope you have found this handbook to be useful and informative. We hope that as parents you will find our nursery class a friendly welcoming place where your child will spend many happy hours!

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt within it, either before your child's placement begins or during the course of their placement. We will endeavour to inform you of any important changes to the information.



Thank you for choosing



**Shawhead Primary School**  
**and Nursery Class**

Growing and  
Learning  
Together

