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St Brendan's Primary & Nursery School  
45 Barons Road  
MOTHERWELL  
ML1 2NB

Tel: 01698 274914

Dear Parents

Thank you for your interest in our nursery.

Our nursery class opened in August 2009 and is a valued and valuable addition to our school and to the service we provide.

I trust that, with your support we can guide the children to foster friendship, respect and develop lifelong enthusiasm for learning.

This handbook has been compiled in order that we might:

- a) give you some general information about the school and nursery.
- b) offer a brief outline of our educational aims for your children, and
- c) give statements on the content of our curriculum.

Mrs Maura Oates  
Head Teacher

## St Brendan's Primary School Nursery Class Aims and Objectives

In St Brendan's Primary & Nursery class we aim to provide a happy, welcoming, supportive, nurturing environment in which children can reach their full potential physically, emotionally, socially, academically and spiritually through providing high quality stimulating learning experiences to develop skills for life-long learning and to promote and live Gospel values.

- We aim to work in partnership with the whole school community to provide the highest quality of learning and teaching within a nurturing, stimulating environment.
- We aim to provide a well ordered, safe and well-resourced environment where success is celebrated and promoted.
- We aim to advance social justice and equality of opportunity valuing diversity and promoting social inclusion.
- We aim to develop and facilitate leadership at all levels to ensure continuous improvement.
- We aim to strive for continuous improvement through ongoing vigorous self-evaluation.

Through all of this we aim to develop the skills and talents of all our children, enabling them to become successful learners, confident individuals, responsible citizens and effective contributors.

### **Covid-19 Pandemic**

NLC will continue to align supports, from across the service, in response to the Covid-19 pandemic, to support children and families and maintain educational provision. Further information is available directly from the school or from North Lanarkshire Council's website [www.northlan.gov.uk](http://www.northlan.gov.uk)

Please see Head Teacher for Nursery Operational Guidance during the COVID-19 Pandemic for most up to date information.

Head of Establishment	Mrs M Oates
Principal Teachers	Miss T Hill Mrs C Colton
Lead Early Learning Practitioner	Mrs P O'Brien (3-5 room) Mrs K Muircroft (2-3 room)
Excellence and Equity Lead	Mrs Maria Irvine
Early Learning Practitioners	Miss V Airlie Mrs J Dykes Mrs R Gray Miss D Lowe Miss L Scougall
Nursery Support Worker	Mrs K Begum Miss C Doyle Mrs S Rashid
Clerical	Mrs L Hogg Mrs R Dickie Mrs D Cozzari
Address	45 Barons Road Motherwell ML1 2NB
E-Mail Address	<a href="mailto:ht@st-brendans.n-lanark.sch.uk">ht@st-brendans.n-lanark.sch.uk</a>
Website Address	<a href="http://www.st-brendans.n-lanark">www.st-brendans.n-lanark</a>
Telephone	01698 274914
Capacity	32 (3-5 year old room) 10 FTE (2-3 year old room)

**Other Professionals**

From time to time we work with other professionals who may visit the nursery on a regular basis. These professionals can be from Partnership Nurseries, Primary Staff. Pre-5 Support Staff, Speech and Language Therapists, Educational Psychologists and 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 Nursery, or in placement to gain practical hands-on experience of working with children, while they study, to gain their nursery nurse or teaching qualification. We introduce students to our parents and display photographs of staff and students in the foyer.

**Please note:**

All personnel within the Nursery should wear identification badges.

**Other Relevant Visitors:**

On a regular basis, community police officers and the dental hygienist visit us. Other visitors will be invited in to enhance the children's' learning experiences following our planned topics.

**NURSERY HOURS**

8.40 am – 2.40 pm (3-5 room)  
8.50 am – 2.50 pm (2-3 room)

THE NURSERY YEAR

2022 / 2023

**August 2022**

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**

Schools 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**

Schools close: Wednesday 28 June 2023 at 1pm

<http://www.northlanarkshire.gov.uk/index.aspx?articleid=1525> NLC Website

## ENTRY TO THE NURSERY

*For safety reasons the front doors of the Nursery are locked at all times. If you require access please ring the buzzer on the right hand panel at the front door.*

A member of Staff will greet you at the gate and escort your child into the cloakroom area and prepare them for their day. At the end of the session, a member of staff will escort your child to the gates for collection.

A member of staff will sign your child in and out of Nursery.

All of the above procedures are in line with COVID-19 mitigations.

## COLLECTING YOUR CHILD

No one under the age of sixteen years can collect a child from the Nursery. If the Staff are in any doubt, proof of age will be required. We ask Parents / Guardians / Relations to sign their name on entry / exit.

If someone other than the person named on the enrolment form is collecting any child, the Nursery Staff should be informed beforehand and the person's name is written on the sign in / out sheet.

All nursery parents/carer/children should use the new gate and pathway near the car park entrance. This new entrance has been created for the safety of all school and nursery users. We remind nursery parents/carers not to walk through our staff car park or school playground.

## ADMISSIONS POLICY

All Nursery places are allocated in line with the Council's Admissions Policy and the School's / Nursery's office Staff will be happy to advise you on this when you apply for a place for your child. A leaflet detailing the Council's Policy is available from any Early Years Establishment. Copies are available on request.

## ADMISSIONS POLICY (2 YEAR OLD ROOM)

Our 2 year old room offers places to eligible twos and children who are referred via 2-3 panel. Eligible children receive 1140 hours while children offered a place through the panel, hours are determined depending on need and availability.

## NUMBER OF PLACES AVAILABLE and AGE RANGE OF THE CHILDREN

At present the Nursery is staffed to offer places to 32 children between the age of 3 and 5 years old. In our 2 year old room we have provision for up to 10 children FTE.

## ENROLMENT PROCEDURES

To ensure that the children are given opportunities to settle into the Nursery environment we stagger the intake.

On the first day, you and your child will be invited along to the Nursery where your child will have an opportunity to interact with other children and meet the Staff. The session will last about one hour. On the second day the child will be invited to come to the Nursery for 1 hour without you. If at this time your child has settled, on the third day your child will be able to attend for a full session.

If for any reason your child does not settle we will work with you and your child to gradually increase his / her time in the Nursery until he / she is ready for a full session. During this time you are welcome to stay in the Nursery.

Enrolment forms will be completed on your child's first day. A member of the nursery team will meet with parent/carers to discuss policy and procedures.

## ATTENDANCE

Regular attendance at Nursery will ensure continuity and progression in your child's development and learning. If your child is unable to attend Nursery, we ask that you contact the Office as soon as possible. If your child has sickness or diarrhoea, we ask that you keep them at home for a few days until the symptoms have subsided. We also ask that should your child have an infectious illness you get in touch with the Office as soon as possible.

In line with North Lanarkshire Council's admissions policy, letters will be sent if we have not been informed of non-attendance.

## PROMOTION OF HEALTHY EATING

We provide the children with a snack during their session at Nursery. The snack consists of a drink of milk or water with a choice of food such as yoghurts, fruit, toast etc. In order to do this we ask for a small donation each week from each family. The Nursery has a dedicated snack area. The children sit together, are encouraged to chat and socialise, display good manners and afterwards tidy up and wash up. All of these activities encourage co-operation social skills and good interaction among children and staff.

Please note: If your child is allergic to any food or drink or if there is anything your child will not eat or drink, please make sure the staff are aware of this.

From September 2020, all eligible two year olds and all children aged from 3 to those not yet attending primary school, that attend a North Lanarkshire Council Nursery or a Funded Provider (childminder or voluntary/private nursery), will be entitled to 1140 hours Early Learning and Childcare provision . Those children attending for four hours per day, or more, will receive a free meal as part of the Early Learning and Childcare entitlement



### CLOTHING

As you will be aware, children are at their best when they are engaged in messy activities. In the Nursery we endeavour to protect your child's clothing against these elements but this is not always possible. Therefore we ask that you do not dress your child in their best clothes to Nursery. We also ask that you do not wear football clothing or jewellery or other items that may restrict your child's movement or cause him / her any distress as they see to their personal hygiene needs, which is part of North Lanarkshire's clothing and personal effect policy.

A Nursery sweatshirt and polo shirt are available but not essential. Please contact Nursery for suppliers.

To access all areas of the curriculum, the children will take part in a variety of Outdoor Play activities in all types of weather conditions therefore it is important that you ensure that your child is suitably dressed for the weather conditions. Wellingtons and soft shoes can be left in the Nursery, provided they are labelled. The Nursery are able to provide outdoors clothing and wellingtons if required.

To ensure the safety of the children in the Nursery we ask that all children wear soft shoes while in the Playrooms.

The children will be allocated a specific peg for their coat and their shoebox, which will be clearly marked with their name. We ask that you mark all your children's' belongings with their name so that staff can identify personal belongings. We would also ask that in the event of an accident where your child may need his / her clothes changed that you leave a change of clothes in a bag on your child's peg.

### INSURANCE

Parents should be aware that the Authority has no insurance to cover the loss or damage to any valuables left in the Nursery. It is therefore advised that you do not allow your child to bring anything of a valuable nature to the Nursery. Claims submitted are likely to be met only where the Authority can be shown to have been negligent.

### EXCURSIONS / OUTINGS

When excursions or outings are planned, a member of staff will notify you in advance. You will be asked to complete a consent form giving permission for your child to take part. Please note that children cannot take part in any excursion or outing unless their parent or guardian has submitted a completed consent form. Staff will conduct a risk assessment before the children go on an outing.

## **TRANSPORT**

Transport is not normally provided for the children who attend an Early Years Establishment. However the Authority may provide transport to and from Nursery for children with special educational needs who may have to travel some distance in order to take up a placement.

## **INFORMATION IN EMERGENCIES**

We make every effort to maintain a full educational service, but on some occasion's circumstances arise which lead to disruption. For example, schools 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, on the NLC website, Nursery App and twitter.

## **EMERGENCY CONTACTS**

Parents are asked to provide the Nursery with the names, addresses and telephone numbers of two persons for use in the case of emergencies only.

If there is any change in your emergency contact details, please inform the Nursery Staff immediately.

## **FREEDOM OF INFORMATION**

Freedom of Information (Scotland) Act 2002 came into force in 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 Coordinator can be contacted by telephone on 01698 302484

## **General Data Protection Regulations (GDPR) Statement for Education**

What is this statement?

This statement explains when and why we collect personal information about you, your child or young person and how this information is used, the conditions under which it may be disclosed to others and how it is kept secure.

Who are we?

North Lanarkshire Council is a Local Authority established under the Local Government etc. (Scotland) Act 1994. Education, and Families is located in Civic Centre, Motherwell, ML1 1AB.

Why do we need your personal information and that of your child or young person?  
The Council has a legal obligation to deliver an effective education service to all children and young people in North Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

## Legal basis for using your information

We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

## Your personal information

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

We may also ask you for information about medical conditions, additional support needs, religion, and ethnicity. 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 in the child or young person's establishment. If the establishment has requested 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 enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe

- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people 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
- when we require to contact you by post, email, telephone or text.

Who do we share information with?

To support your child or young person's access to appropriate education and meet our legal obligations, personal information may be shared internally between Services 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 and young people's learning.

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

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 and young people. 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 this on our website at

<http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003>

## Your rights under GDPR

You can:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.
- Request a correction to your information – we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.
- Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- Request the transfer – you can request the transfer of your information to another party.
- Deletion of your information – you have the right to ask us to delete personal information about you, your child or young person where:
  - you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - you have a genuine objection to our use of personal information
  - or, use of personal information is contrary to law or our legal obligations.

If you wish to update any personal information, retrieve it, or have it removed from records please contact your child or young person's head teacher or head of establishment in the first instance.

## The Council's Data Protection Officer

If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer.

Data Protection Officer (DPO)

Civic Centre,

Windmillhill Street,

Motherwell ML1 1AB

or by email to [AITeam@northlan.gov.uk](mailto:AITeam@northlan.gov.uk)

The Information Commissioner

You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).

Information Commissioner's Office,  
45 Melville Street,  
Edinburgh, EH3 7HL  
or by e-mail to  
casework@ico.org.uk

Transferring Educational Data about Pupils

Education authorities and the Scottish Government

Education Portfolio (SGEP) exchange data about pupils 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 pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil 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 and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order 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 all pupils,
- 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 GDPR rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the GDPR. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. GDPR 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.

Further details are available on:

<https://www2.gov.scot/Topics/Statistics/ScotXed/PrivacyInformation>

## Any Concerns

If you have any concerns about the ScotXed data collections you can email [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, <http://www.scotxed.net>.

## CHILD PROTECTION

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations.

The Head Teacher is responsible for the schools actions in response to Child Protection concerns

If there are any Child Protection concerns the Head Teacher or the Child Protection Co-ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines

Child Protection Co-ordinator is: Maura Oates 01698 274914

## 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. If there are any Adult Protection concerns the Head Teacher or the Adult Protection Co-ordinator will follow North Lanarkshire Adult Protection Procedures and Guidelines

Adult Protection Co-ordinator is: Maura Oates 01698 274914

## MEDICAL INFORMATION

The Staff will take immediate action should your child have an accident in the Nursery. Mrs Cassidy is the designated 'First Aider'.

If your child requires medication during his / her time at Nursery you should discuss this with the Nursery Staff. Only prescribed medication will be administered and you will be required to complete a medication form, which gives 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 note: All medication must be clearly labelled; in the original container with the information leaflet.

## MEDICAL AND HEALTH CARE

Parents are requested to inform the nursery of any particular medical conditions their child might have. Parents should also keep the nursery informed of arrangements if a child requires to be sent home.

If your child has a particular health problem, please bring it to the attention of nursery staff, particularly where the condition might affect the child's work or may have implications for his/her safety.

**PLEASE NOTE THAT SOME OF OUR CHILDREN HAVE NUT ALLERGY. THIS MEANS THAT COMING INTO CONTACT WITH SNACKS OR SWEETS CONTAINING NUTS OR WITH ANY TRACES OF NUTS IN THEM, HOWEVER SLIGHT, COULD HAVE POTENTIALLY FATAL CONSEQUENCES. PLEASE ENSURE THE PEACE OF MIND OF THOSE PARENTS INVOLVED BY BEING ESPECIALLY VIGILANT ABOUT PACKED LUNCHES, PLAYTIME TREATS AND SNACKS. REMEMBER – WE ARE A “NUT-FREE” ZONE!**



What is Curriculum for Excellence?

Curriculum for Excellence is Scotland's national curriculum. It provides a coherent and inclusive curriculum from 3-18 years wherever learning is taking place, including early learning childhood centres, schools, colleges and community learning. It places children and young people at the heart of Scottish Education.

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.

These four capacities govern the entire curriculum from age 3 to 18 and aim to raise the standards of achievement for all learners.

Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament – wisdom, justice, compassion and integrity.

Throughout Curriculum for Excellence there is a strong focus on Literacy, Numeracy and Health and Wellbeing across all aspects of learning and every teacher will support learners with the development of these, including digital literacy skills.

Curriculum for Excellence is defined as:

The totality of all that is planned for children and young people throughout their education'. The opportunities for learning and teaching are governed by the Four Contexts for Learning, which ensure that the education your child receives is informative, interesting, relevant and fun.

These contexts are:

- Ethos and life of the nursery as a community
- Curriculum areas and subjects
- Interdisciplinary learning
- Opportunities for personal achievement.

What are the Curriculum for Excellence levels?

There are five levels and these are flexible depending on children's needs and abilities (some children and young people may achieve these levels earlier or later dependent on ability):

- Early level pre-school to P1
- First level to the end of P4
- Second level to the end of P7
- Third and fourth levels S1 to S3
- Senior phase S4 to S6 and other forms of study.

What is the Broad General Education?

The Broad General Education (BGE) is the first phase of two closely connected phases of education. The BGE phase stretches from age 3 until the end of S3 after which learners move into the Senior Phase which starts in S4.

Curriculum Areas and subjects

The BGE is delivered via 8 curricular areas which, in secondary school cover years S1 to S3, and may be subdivided further into individual subjects.

The 8 curricular areas are:

- Expressive Arts
- Languages and Literacy
- Health and Well Being
- Mathematics and Numeracy
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies.

Personal Support/Career Planning

From 3-18 years, learners are supported to achieve their full potential and, as they progress through broad general education into senior phase, to plan and prepare for further learning, training or employment. All schools and nurseries 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. As part of developing skills for learning, life and work, young people will be offered careers information advice and guidance to ensure they leave school and enter a positive post-school destination of higher education, further education, pre-employment training, employment (including modern apprenticeships), activity agreement or volunteering.

## HOW WE PROMOTE LEARNING

The Early Years Curriculum is based on Active Learning which engages and challenges children's thinking using real life and imaginary situations in order that they develop as successful learners, confident individuals, effective contributors and responsible citizens.

Children learn by interacting with their environment and with the people in it.

At St Brendan's Nursery we support children's learning in a number of ways:-

- by talking and interacting with them
- by showing interest and pleasure in their achievements
- by encouraging them to share their feelings, ideas and concerns
- by selecting equipment, resources and activities which nurture children's natural curiosity and extend their interests

## WHAT WE DO

We work as a staff team to deliver a child centred curriculum for all children. In our playrooms, we observe the children at play, consult with them and plan a wide range of experiences and opportunities both indoors and out to meet their individual interests. The children learn through play and by having lots of fun!

Active learning is embedded into our curriculum in St Brendan's Nursery. This enables our children to develop as:

- successful learners through using their imagination and creativity, tackling new experiences and learning from them, and developing important skills including literacy and numeracy through exploring and investigating while following their own interests
- confident individuals through succeeding in their activities, having the satisfaction of a task accomplished, learning about bouncing back from setbacks and dealing safely with risk
- responsible citizens through encountering different ways of seeing the world, learning to share and take, learning to respect themselves and others and taking part in making decisions
- effective contributors through playing together in leading or supporting roles, tackling problems, extending communication skills, taking part in sustained talking and thinking and respecting the opinions of others

## GOLDEN RULES

We negotiate the rules with the children who together with the staff decide what our rules will be:

### INDOOR RULES

Share and take turns  
Be kind  
Look after our toys and our nursery  
Tidy up together  
Don't run, be safe

### OUTDOOR RULES

No hitting  
Play safely  
Share and take turns  
Don't throw the sand  
Have fun!

## ASSESSMENT AND REPORTING

Assessment is an important part of the Curriculum for Excellence and, at all levels, children's progress is closely monitored by teachers and staff.

In turn, teachers and staff work with children to reflect on their results, looking at their strengths and learning needs, agreeing next steps and action based on these. As they progress, children become more involved in this process, as they develop the skills to make effective judgments on their own learning, developing personal expertise that will be important to them throughout life. Assessment also helps teachers plan learning experiences which are motivating and challenging. Children who may have additional support needs will be assessed using methods best suited to their individual requirements.

## ASSESSMENT

Children's learning is assessed every day. Staff observe the children at play, listen to them and talk to them, so as to be able to develop the children's learning. An individual record of children's progress will be built up which may include examples of children's work, photographs and comments on children's strengths and interests and what they need to learn next. In this way, information about strengths, developmental needs and possible next steps are identified. This allows feedback to be given to the child about his/her own learning and for information to be reported to parents, colleagues and other professionals. Observations are kept in your child's care plan.

## ADDITIONAL SUPPORT NEEDS

St Brendan's Primary School and Nursery complies with the Additional Support for Learning (Scotland) Act 2004 as amended by the Additional Support for Learning (Scotland) Act 2009 and the Additional Support for Learning: Statutory Guidance 2017.

North Lanarkshire Council's policy is contained within "Support for Learning Policy into Practice 2", a copy of which is available in the school. The school has a Support for Learning Policy, available from the school on request, which is consistent with North Lanarkshire Council guidelines. St Brendan's Nursery follows a staged approach to assessment and planning.

All children can experience difficulties with their learning at some point in their school career and may require additional support over the short or longer term. When an issue is identified support materials and a programme of individual work is prepared for the child. The delivery of this programme is the responsibility of the class teacher but other non-class committed members of staff may assist the class teacher for periods of time during the day/week. We will let you know and discuss ways in which you can support your child at home.

Appropriate records are kept on any school interventions. Reviews for children with additional support needs are carried out regularly by SMT and when involved the Educational Psychologist or Multi Agency teams. If appropriate, a GIRFME Plan will be put in place to plan for a child who requires a level of support. This will be shared with the child, and the child's parents. It is generally written by the class teacher with parental input and advice from the SMT and if required the Area Learning Support Manager.

Psychological Service also give advice and assistance when required and parents can request a consultation with our Educational Psychologist to discuss their child.

Speech and Language and Visual/ Hearing support services can also provide support as appropriate.

- Care Experienced 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.
- Parents and young people can request an assessment to establish whether a child or young person has additional needs or requires a Co-ordinated Support Plan.
- Parents and children are an essential part of the assessment, planning and review process and your views will be actively sought.

### GETTING IT RIGHT FOR ME PLANS

(GIRFMe) enable staff to plan effectively for children and young people when interventions are required to support their learning and improve outcomes. Parents/carers and children are an essential part of the assessment; planning and review processes and their views will be actively sought.

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 school or another agency.

Parents/carers and young people can, if they wish, request that a CSP be considered and would be involved in the process.

Parents/carers will receive letters from the Education Authority throughout the CSP process.

Parents/carers and young people will be invited to take part in multiagency meetings and their views will be recorded in the plan.

Where more intensive support for a child or young person needs to be planned for, usually when a number of agencies are involved in supporting their wellbeing then a Child's Plan may be developed. The plan will tell you what actions need to be taken and who will help with each action. It will usually be someone called a 'Lead Professional' who will have the job of making sure that the actions outlined in the plan take place and things get better for the child or young person.

### **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/carers and young people through Resolve (see contact details at the back of this handbook). Mediation is free through Resolve and independent of the Education Authority.

In the event that a disagreement cannot be resolved through mediation, then an application for Independent Adjudication (see contact details at the back of this handbook) can be made by parents/carers 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/carers 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

### **HOME / NURSERY LINKS**

We encourage children and their families to take part in 'Family Fun bags' and 'Lending Library' programmes, which have been a tremendous success in the past. The idea of the bags is that your child chooses the topic of the bag. He / she takes it home and shares the activities with the rest of the family. The bag is on loan from the Nursery for a week and at the end of that week the child should return the bag complete with a questionnaire. i.e. who used the bag, was the bag fun to use, did your child like the bag etc. we appreciate completion of these questionnaires as it helps us to improve what we do.

It is important parent check the contents of the bag before returning to school.

We hold regular meetings with parents about the curriculum, new developments and children's progress. We also have introduced 'open sessions' to allow parents to participate in the Nursery experience.

### FUND RAISING

The Nursery is funded by North Lanarkshire Council's Education Department, but in order to provide extra activities such as snack, outings, parties etc. we ask parents to make a weekly contribution towards the cost of some activities. The amount is entirely voluntary and is used to your child's benefit.

All monies raised are used to enhance the range of learning experiences we offer to the children, purchase larger more expensive resources etc.

We hope you will support us.

### THE NURSERY AND THE COMMUNITY

St Brendan's Nursery Class supports the community by providing 32 places for children aged 3-5 years and 10 places (FTE) for children aged 2-3. We are also well served by the local community. We have access to the Health Service, Social Work, Community Police and Fire Brigade etc.

As required through the curriculum we ask special people to visit the Nursery such as:

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

### LINKS WITH PRIMARY SCHOOLS

Most of the children will attend either St Brendan's Primary or Muirhouse Primary and we have excellent relationships with these schools.

A full programme is organised with the Nursery and Primaries to ensure the smooth transition of your child from Nursery to Primary school.

This programme involves Teacher / Parent / Nursery / meetings, visits by the Primary Staff to the Nursery, visits by the children and Staff to the Primary, Road Safety talks and practices with the Crossing Patrol, having playtime, lunch-time and visits to the Primaries by the Nursery Staff and when the children start school in August.

### CARE INSPECTORATE / EDUCATION SCOTLAND

The Care Commission will inspect our Nursery regularly.

In line with North Lanarkshire Council guidelines, the Nursery operates through a set of Policies. For you and your child's safety we have listed the most important policies in this section. All policies are there for you to view. They are located in a ring binder in the foyer.

## EMERGENCY EVACUATION AND FIRE POLICY

In line with the Policy, regular fire drills are carried out throughout the year to ensure everyone is aware of the procedures to be used in the event of a fire in the building.

## NON - DENOMINATIONAL POLICY

The Nursery is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs and of none.

## EQUAL OPPORTUNITIES

The Nursery is committed to assessing all policies and practices to ensure there are no negative impact on any group of people. Issues of class, race, ability and disability are of central concern. We believe that all children are different, are special, are of equal worth, have equal claim on the nursery and have equal rights within it.

## 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 is a Policy, included in the Ring binder in the Foyer.

## SUGGESTIONS

Suggestions as to how we might provide a better service are always welcomed. These suggestions can be given to the Nursery Staff or placed in the suggestions / comment box in the foyer of the Nursery.

You will be asked to complete a 'How we are doing?' questionnaire in May or June.

## COMPLAINTS

We try to please everyone who uses the Nursery and meet the needs of all children and parents. If you feel unhappy about anything, please speak to Mrs Oates and we will do our best to understand your query and do our best to sort things out.

In the event you feel your complaint has not been satisfactorily resolved, you can contact Early Years or the Care Inspectorate at the following addresses:

Our Early Years Officer is Lorraine Smith (nlSmithLo@northlan.gov.uk)

Early Years Officer

Civic Centre

Motherwell ML1 1AB

Our Care Inspector is Kara Doonan

Social Care and Social Work Improvement Scotland

Princes Gate

Castle Street

Hamilton ML3 6BU

Tel: 01698 208150



North Lanarkshire Council, Education and Families  
Education and Families  
North Lanarkshire Council,  
Civic Centre,  
MOTHERWELL ML1 1TW

Tel: 01698 403200

Contacts in relation to Support for Learning

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

Gillian Goldie ([GoldieG@northlan.gov.uk](mailto:GoldieG@northlan.gov.uk))

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.irg.uk](mailto:info@enquire.irg.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

**Children in Scotland Resolve Mediation**

0131 313 8844

(Independent Adjudicator)

Independent Adjudication

Scottish Government

Directorate for Learning

Support and Wellbeing Unit

Area 2C

Victoria Quay

Edinburgh

EH6 6QQ

[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

Health and Educational Chambers

First Tier Tribunal for Scotland

Glasgow Tribunals Centre

20 York Street

Glasgow

G2 8GT

Tel: 0141 302 5868

NHS Lanarkshire

Motherwell

Motherwell Health Centre

Tel: 01698 242610

Wishaw

Houldsworth Health Centre

01698 355511

Social Work

Motherwell

Scott House

73/77 Merry Street

Motherwell

ML11 1JE

Tel: 01698 332100

Wishaw/Shotts

Kings House

King Street

Wishaw

ML2 8BS

01698 348200

Community Learning and Development

Our Lady's High School

Dalziel Drive

Motherwell ML1 2DG

01698 403830

Councillors - ,

Kenneth Duffy

Tel: 07939280006

Agnes Magowan

01698 302655

Alan Valentine

01698 302631

Nathan Wilson

07939280012

## 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 Nursery year in question.
- b) In relation to subsequent Nursery years.

By law Authorities are required to issue a copy of the Nursery handbook to certain parents in December each year. It details the current policies and practices of both the council and the Nursery.