

Education & Families



St. Edward's Nursery Class Handbook 2023



NORTH LANARKSHIRE COUNCIL EDUCATION & FAMILIES

ESTABLISHMENT HANDBOOK

The Education & Families department takes as its motto ‘Service and People First’ and pledges to do this by:

- ◆ **improving learning and teaching**
- ◆ **raising achievement and realizing potential**
- ◆ **encouraging lifelong learning**
- ◆ **working with communities for a better future**
- ◆ **listening and learning together**
- ◆ **celebrating success**
- ◆ **respecting the dignity and value of all**
- ◆ **giving pupils and staff a safe, happy and attractive place to work**



Establishment Name: ST. EDWARD'S NURSERY CLASS
Address: SOUTH BIGGAR ROAD
AIRDRIE
ML6 9LZ
Tel: 01236794830

We moved into our new nursery in August 2019. We are now part of a joint campus with Tollbrae Primary School and Nursery Class. We also share our nursery building with Tollbrae Gaelic Nursery.

In St. Edward's Nursery Class, we seek to create a happy, stimulating, learning environment where children are encouraged to develop their individual potential in preparation for life.

The well-being, safety and security of children are paramount and are prerequisite for their progression and development.

Our nursery offers a challenging, child-centered learning environment appropriate to ages and abilities of the children. Our curriculum reflects national and local authority guidelines.

Parents are actively encouraged to be involved in their child's nursery education. We promote parental involvement in all aspects of nursery life and provide opportunities for links with all areas of the wider community.

Our nursery is non-denominational. We respect and welcome children & parents of all religions, faiths and beliefs. The curriculum content, practice and staff attitudes promote self-respect, tolerance and caring attitudes. The nursery supports and adheres to North Lanarkshire's policy of raising achievement through our commitment to total inclusion. Children and staff work in harmony where they are all held to be of equal worth and accorded the dignity of equal opportunity.

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Section One: Establishment Aims

In St Edward's Nursery we aim to:-

To promote successful learners by

- Providing a broad curriculum
- Employ a wide range of teaching strategies
- Setting clear targets
- Providing a range of stimulating and relevant materials/resources
- Offering personal choice
- Creating opportunities for different learning styles
- Making learning fun

To foster confident individuals by

- Setting achievable targets
- Creating a secure environment
- Promoting positive behaviour
- Ensuring equal opportunity for all pupils
- Creating an inclusive community and celebrating diversity
- Recognising talents and achievements in the nursery
- Providing pupils with an opportunity to perform before an audience

To develop responsible citizens by

- Encouraging pupils to take responsibility for their own learning
- Raising their awareness to the impact of their actions on the environment and on other people
- Fostering self-respect and respect for others
- Being involved in the decision making of the nursery through pupil councils, eco/health committee
- Involvement in the local community
- Developing an understanding of other faiths and cultures

To encourage effective contributors by

- Developing thinking skills
- Using cooperative learning techniques
- Developing teamwork
- Valuing pupils' opinion

We will seek to create a happy and caring learning environment where children are encouraged to develop their individual potential in preparation for life

In particular we would like you to note the following:

Non-denominational policy of the nursery.

The nursery is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

Our equal opportunities policy

All pre-five services should reflect the council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work or care for children. Provision should take account of the needs of children with disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to nursery and in the curriculum of all the establishments.

St. Edward's is committed to ensuring its policies and practices do not impact adversely on any particular group(s) of people and opportunities to promote equality are actively pursued.

The Equality and Human Rights Commission's Technical Guidance for schools in Scotland outlines the essential requirements of the Equality Act 2010 for schools. This can be accessed at;

<https://www.equalityhumanrights.com/en/publication-download/technical-guidance-schools-scotland>

Section Two: General Information

Names and job titles of our staff members

Below is a list of staff at the nursery and details of our regular opening hours.

Mrs Siobhan Egan	Head Teacher
Mrs Laura Wal	Principal Teacher with Nursery Responsibility
Mrs Irene Spence	Lead Early Learning & Childcare Practitioner
Mrs Roseanne Sneddon	Early Learning & Childcare Practitioner
Mrs Heather McDonald	Early Learning & Childcare Practitioner (3days)
Mrs Gillian Buchanan	Early Learning & Childcare Practitioner
Miss Sinead McMullen	Early Learning & Childcare Key Worker (2days)
Mrs Kerry Walters	Senior Clerical Assistant
Mrs Janette Mitchell	Clerical Assistant

Address:

South Biggar Road
Airdrie
ML6 9LZ

Telephone number:

01236 794830 (Main Office)

Daily Session:

8.45am - 2.45pm



SECURITY

To ensure that the school premises and grounds are as secure as possible, a security plan has been put into action and has been disseminated to parents .The main action points have resulted in:-

- All staff must wear security badges.
- All visitors working in the school must sign in and wear a badge.
- All visitors to the school must enter through the C.C.T.V. controlled doors and gain entry by permission of the school staff on duty.
- All gates, except Main Gates are locked to the public during the school day.
- All doors will be protected by security entry
- School staff have undergone development work regarding school/pupil/personal safety
- Parents must sign children in on arrival to the nursery and sign them out prior to leaving at the end of the session.
- Parents must advise staff of anyone collecting children from the nursery on their behalf.

Parking:

In our newly built nursery there is a small designated drop off and pick up area for parents to access at the front of the building.

7. The School Year

August 2023

In-service day: Monday 14 August 2023

In-service day: Tuesday 15 August 2023

Pupils return: Wednesday 16 August 2023

September 2023

September weekend holidays: Friday 22 September 2023 to Monday 25 September 2023 (inclusive)

October 2023

October break: Monday 16 October 2023 to Friday 20 October 2023 (inclusive)

November 2023

In-Service day: Monday 13 Nov 2023

December 2023 – January 2024

Christmas and New Year Holidays: Monday 25 December 2023 – Friday 5 January 2024 (inclusive)

(School closes 2.30pm on Friday 22 December 2023)

(School reopens on Monday 8 January 2024)

February 2024

Mid-term break: Monday 12 February 2024 and Tuesday 13 February 2024

In Service Day: Wednesday 14 February 2024

April 2024

Schools close: Thursday 28 March 2024 at 2.30pm

Spring holiday (Easter): Friday 29 March – Friday 12 April 2024 (inclusive)

- Good Friday 29 March 2024
- Easter Monday 1 April 2024

May 2024

In Service Day: Thursday 2 May 2024 (to coincide with UK Parliamentary elections, but may be subject to change)

May holiday: Monday 6 May 2024

May weekend: Friday 24 May 2024 and Monday 27 May 2024 (inclusive)

June 2024

School closes: Wednesday 26 June 2024 at 1.00pm

Admissions Policy:

All nursery places are allocated in line with 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 dealing with the Council's policy is also available from all establishments.

Children are entitled to a funded nursery place from the session following their 3rd birthday, however children can also attend on a paying basis after their third birthday. Providing the establishment has space. Please see a member of staff for details.

Age range of children in the establishment:

Ages 3-5 years

Numbers of children at each daily session:

Each session - 32 children

Total number - 33 children

Suitable clothing:

Children have the best fun when they are doing messy work. We will try to make sure they wear aprons but accidents happen so please dress your child in suitable clothes. Please make sure that your child has suitable clothing for daily outdoor play and excursions, these should include rain jackets and outdoor shoes. An optional uniform is available to order from Scotcrest Airdrie, yellow polo sweatshirt and blue joggers. In the summer term children should wear a hat and have sun screen applied prior to attending nursery.

Register of applicants:

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

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.

If circumstances change which affect the application you should speak to the head of the establishment.

Enrolment Procedures:

Children should be enrolled in the nursery after the allocation of places. Parents will be informed by letter of a time to visit the nursery to enroll their child. The enrolment into the nursery class will be part of our induction programme and will normally take place in the term before the child begins his/her nursery education.

Settling In Policy/Procedures:

Children's first few days at nursery settling in times are as follows:

- First day, children attend the nursery for 1 hour.
- Second day, children attend the nursery for 1 and a half hours.
- If a child is extremely upset or distressed on the first day, we will arrange settling in times with individual parents.
- Individual settling in times are to ensure the nursery experience and transition from home to nursery is a happy and enjoyable experience for everyone involved.
- Third day, children will attend the nursery until 11.30am.
- Fourth day, children will be assessed on individual children's needs.

Attendance

Good attendance is essential so that the children can benefit from nursery experience. Absence should be reported by telephoning the school office. The nursery staff will contact a parent if the attendance of the child is poor. Continued non attendance may result in the loss of the nursery place which may be reallocated to another child.

Arrival and collection time:

It is expected that a responsible adult will bring a child to and from the nursery. In the interest of your child's safety you should make a point of telling the head of establishment if he or she is to be collected by someone not known to the head of establishment or staff members.

This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.

We are legally bound for each child to be signed in and out of the Nursery as required by Care Inspectorate Scotland.

Insurance:

Sometimes children like to bring something special or new to nursery for their friends to see. However parents should ensure that valuable items are not left at nursery, particularly as the authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the authority can be shown to have been negligent.

Excursions and consent forms:

When outings or excursions for children are planned, the head of establishment or a member of staff will advise you in advance. You will be asked to complete consent forms, which give your permission for your child's participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/guardian.

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 additional support needs who may require to travel some distance to take up their placement. A few establishments have their own transport but this is exceptional and generally parents should make their own travel arrangements.

Emergency closure arrangements:

The nursery will be opened on the times already outlined, on some occasions circumstances may 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, text, on Twitter, notices in local shops and community centers, announcements in local churches, in the press and on local radio.

In case of emergency and the building is evacuated, the children will be taken to a place of safety, designated as **St Edward's Church Hall**.

Emergency Contacts:

Parents whose children are in the nursery are asked where possible to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of an emergency.

You are also asked to keep the nursery up-to-date with any changes in this information.

Lunches

All children are given a free hot meal, served in the school dinner hall. The children are taken to the dinner hall by nursery staff and supervised by them at all times. Kitchen staff will serve the meals and nursery staff will sit with the children whilst they are eating. We want to make this an enjoyable experience for the children. We understand that not all children will want to eat what is being served, however, we are hoping that it will be a sociable time for them. There will be a menu on the cloakroom wall with details of what is being served daily.

Snacks and the promotion of healthy eating:

Snack time in the nursery is a very sociable and enjoyable time. Each day we try to provide children with a variety of different snacks. At all times we strive to promote healthy eating and as part of this policy we encourage children to eat a range of fresh fruits. We appreciate a £2.00 weekly donation towards this provision.

If your child has a particular food allergy or medical condition that requires a special diet please inform the head of establishment in order that provision can be made for your child's needs.

Accommodation for parents:

At present we have no Parents Room in the Nursery. However, we operate an open door policy and parents are most welcome to stay and play alongside their

child and to work with the other children under the supervision of nursery staff to help support the work of the school.

No Smoking Policy:

Smoking is not permitted in the Nursery or school or in the grounds of the school.

Child protection:

“Protecting children from harm is a major priority for North Lanarkshire Council. All children have a right to grow up in a caring and safe environment. It’s everyone’s responsibility to protect children and young people”

Child Protection (NLC)

At St Edward’s Nursery Class, our approach seeks to integrate matters of personal safety, care and welfare, personal and social development, ethos and pupil participation within a coherent strategy. The North Lanarkshire Child Protection Procedures and Guidelines are available in the school and are strictly adhered to when there appears to be grounds for concern that a child may have been abused. All staff are trained in the use of these guidelines on a yearly basis.

Grounds for concern may arise from a wide range of circumstances and will generally be covered by the following circumstances.

- A child states that abuse has taken place or that a child feels unsafe.
- A third party or anonymous allegation is received.
- A child’s appearance, behaviour, play, drawing or statement(s) causes suspicion of abuse.

The Head Teacher is the coordinator for the child protection issues and all concerns should be brought to her attention as early as possible.

Grounds for concern reported by a member of staff are treated as a priority for action.

- The immediate needs of all children concerned are considered
- Emergency action is taken if required
- Information is gathered and if appropriate clarification is sought (not proof)
- Staff are asked to record, sign and date relevant information
- All information stored in a Confidential Incident File

The Head Teacher will immediately report to the duty senior social worker at the social work office all cases where there are grounds for concern about child abuse. She will discuss with the duty senior social worker the action which will be taken including when and by whom. The parents will be informed and the child interviewed.

In all instances the welfare of the child is paramount even if this results in tensions between rights of the child and rights of the parents. All information concerning the child is treated as confidential. The sharing and discussion of information is on a “need to know” basis. It is not the responsibility of the school to investigate suspected or alleged abuse, to evaluate the grounds for concern or to seek proof. The school staff will keep an open mind regarding all information but will report and record the information in line with the Procedures and Guidelines.

Education staff have a responsibility to report suspicions of child abuse and have a professional and contractual obligation to report such suspicions.

Section Three: Medical Information

Medication:

If your child is in need of medication during his/her time at nursery you should discuss his/her requirements with the head of the nursery. Prescribed drugs will be given at the discretion of the head of the nursery and you will need to fill in a form, which authorises nursery staff to administer prescribed medicine to your child.

If your child suffers from asthma you must tell the head of the nursery if there are any activities or specific circumstances, which are likely to bring on an attack. If your child suffers from epileptic attacks you must tell the head of the nursery what emergency treatment to give.

If your child becomes ill:

The establishment would welcome a telephone call if your child is unable to attend nursery on a particular day.

If your child becomes ill while at nursery the clerical staff will contact you by telephone to make arrangements for the child to be uplifted. If we are unable to

contact you personally then the child's emergency contact will be utilised. Please ensure that these telephone numbers are kept up to date.

Minor incidents and upsets:

If your child is involved in a minor incident at nursery the child will be treated by a member of staff trained in first aid procedures. All accidents are recorded in the Accident Handbook and parents will be informed of any incidents by nursery staff.

Visits to the establishment by medical staff:

The nursery has very close links with local health departments. A range of medical staff attend the nursery on a regular basis. These include School Nurse, Speech Therapist, Dentist, Physiotherapist and Audiologist. During the year your child may be assessed for speech, hearing or visual difficulties. Notice of these visits will be sent to you by letter at the appropriate time.

Section Four: The Nursery Curriculum

Our aims:

Through the curriculum provided for children staff seek to

- develop self esteem, respond to and meet the needs and interests of every child
- empower each child with the attitudes, skills and understanding which promote effective learning
- foster achievement
- encourage the development of positive relationships
- develop self help and self thinking skills

How we promote learning:

All staff are committed to ensuring children have access to a broad and balanced curriculum in a positive atmosphere where learning experiences allow for progression and continuity of learning between the home, the community and other educational establishments. To support us in this task we use A

Curriculum for Excellence and In the Moment Planning. Staff plan for quality resources to stimulate interest and to encourage children to make choices and become independent thinkers. Every child in the nursery will have the opportunities to experience achievements, thus helping to acquire the four capacities of successful learners, confident individuals, responsible citizens and effective contributors.

What we do:

Children learn through play. They are at the centre of the planning and identification of learning opportunities. Learning experiences are delivered in contexts that are meaningful and relevant to young children. Staff observe children closely at play to identify their individual interests, stage of development and learning styles (schemas). They use this information to plan for resources and the environment to promote their interests. Staff use effective interaction and questioning with the children to scaffold and extend their learning.

Tracking and Assessment:

Tracking and Assessment in the nursery is on-going and carried out by the staff in an informal manner i.e. observing and talking to children. Observations are recorded during the session and these are then used to inform children's next steps and identify areas for development and challenge, tailored to their age and stage of development. The next steps are also recorded in the children's online learning journals. Both the children and parents are able to see the progress they are making in the nursery by accessing the learning journals on their smart devices. Parents can discuss their child's progress at any time with their key worker. They are also invited to comment and add to their child's learning journal regularly to allow them to contribute to their learning and interests.

Working together to support learning:

St Edward's PS & Nursery Class complies with the Education (Additional Support for Learning) (Scotland) Act 2009.

North Lanarkshire Council's policy is contained within "Support for Learning Policy into Practice 2", a copy of which is available 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.

All children in the nursery are treated equally and fairly in a non-discriminatory way reflecting the authority's policy on equal opportunities. Each child regardless of their difficulties, are given the opportunity to take a full and active part in all aspects of the nursery curriculum. Programmes of work planned by the staff are tailored to meet the needs of individual children thus ensuring that each individual is receiving appropriate and meaningful learning experiences. However if a child appears to be having difficulty or is not showing a development progression parents are invited to discuss the problem with nursery staff and a course of action agreed.

Through a process of staged intervention and, where appropriate in conjunction with other appropriate agencies, the school will work to support these pupils and their families within the framework of the new legislation and in line with the Code of Practice. In Line with NLC policy those pupils who have been identified as requiring additional support will follow a staged intervention process, that is:

Level 1 – where education staff identify that a child or young person needs support or planning which can be met within the school using classroom and whole school resources.

Level 2 — Requesting support from within Education and Families (services/resources out with school) e.g. Education Psychologist, Community Learning and Development.

Level 3- Requesting support from another agency (Joint working with partner agency/agencies including 3rd Sector). When further planning is required to further develop the wellbeing of children and young people the Named Person may request assistance from colleagues in partner agencies.

Level 4 – Integrated and Compulsory working with other agency/agencies. Targeted intervention(s) required to promote the wellbeing of the child would be identified by relevant agencies (child's Network of Support) and included in the Child's Plan. A Lead Professional would be identified. At level 4 there would an expectation that a statutory Child's Plan with integrated assessment, integrated chronology and Lead Professional is in place.

Section Five: Parental Partnership

Our Aims:

Encourage parents to work in partnership with staff in developing and contributing to their child's learning both in the nursery and at home.

Foster better relationships with parents and families, by providing opportunities for involvement in the life of the establishment.

Enable parents to become more involved in their child's learning by offering workshops and programmes of work to assist and support in their child's learning.

Working with you:

Parents are welcome in the nursery at all times. Parents who are coming to stay and play with their child, or are helping out in the playroom will not be left alone with the children at any time and will be supervised and supported by staff throughout their time in the nursery.

We also encourage parents to attend our visits and excursions. If you are able to come along and help in the nursery please give your name to a member of staff. Details of outings, parent workshops and committee meetings are displayed on the Nursery Notice Board.

Working together to promote positive behaviour:

In the nursery class children's achievements are recognised in a very positive way. All children are treated with equal concern and respect and are encouraged to build positive relationships with adults and their peers. Nursery staff work with children to encourage appropriate social skills and recognise and reinforce positive behavior.

Each child in nursery has a learning story. This is a personalized online journal of their achievements. When a child leaves nursery their progress report will be passed to the receiving P1 Teacher.

Home/Nursery Links:

Good relationships and effective communication between home and nursery are crucial to a child's early education experience. Regular newsletters are issued giving information about nursery events etc. Throughout the year regular opportunities are offered to receive an update on your child's progress. Parents are welcome at anytime to speak to staff regarding their children.

We maintain good home links through our website

<https://blogs.glowscotland.org.uk/nl/stedwards/> and Twitter @St Edwards PS

which parents can access anytime at home. Through this we can provide important information such as nursery closures, reminders of special events and photographs of experiences the children have been participating in throughout the session. This has proven very popular with our parents.

Once started in nursery your child will be allocated a Glow email account. Through the use of Sway on glow we have electronic learning journals for each child. These journals are away to support all round learning and experiences both at nursery and home. Parents will have access to these journals and be able to add pictures and comments of learning, special family events etc. We encourage parents to add to these journals as much as possible as it gives us ideas to extend their learning at nursery based on their interest and what's happening at home.

We also have a Parent's Committee, which is open to all parents who wish to participate. We hold regular meetings with our committee, who are very much encouraged to voice their opinions and get involved with the work of our establishment. Our Parent's Committee is also actively involved in the planning and implementing of fundraising events, Christmas Fayre, Easter Coffee Morning, raffles etc.

We also offer support and containment to our parents through our Solihull Approach Parents Programme, which runs for ten weeks throughout the year. Through this parents learn about child development, communication and attunement and support each other with behavior or other developmental issues they may be experiencing at home with their children.

Fundraising:

The Nursery has several fundraising events, which take place throughout the year. Details will be given out prior to events and parents are advised to consult the Parents Information Board on a regular basis. The information board is situated in the foyer of the Nursery.

All funds raised are used to benefit the children within the nursery.



Section Six: The Wider

Community

The establishment and the community:

The establishment is situated in the Community of Gartlea but provides pre five education for the whole of Airdrie. Good links exist between the nursery and the local community and staff strive through their curricular contexts to make children more aware of the wider community in which they live.

Children and Staff visit Rawyards park once a week and have links with the Sports Centre. We also shop at Morrisons and have a great relationship with the Community Champion who provides a snack for the children in the Café.

Services within the community:

The nursery utilises many of the services in the community, including regular visits to Central Park, Gartlea Community Park, Morrison's to buy the weekly snack and woodland areas near the nursery for forestry play. We also take part in competitions and events organised by North Lanarkshire Council. Children also go out on local walks and visit many of the local shops and library.

Links with Primary Schools:

The nursery has close links with local primary schools as our children transfer to a number of different schools, including St Edward's, Tollbrae, Dunrobin, Clarkston, All Saints and St. Dominic's Primaries. As part of our liaison programmes the receiving teachers are invited to come to the nursery in the summer term to speak with staff and meet the children due to enter their establishment at the beginning of the new term.

Section Seven: Other Information

Suggestions and complaints:

We are always keen to maintain and improve our service. If you have any suggestions to make about the service, please contact the head of the establishment in the first instance. Similarly if you have a complaint about any aspect of the service you should contact the establishment head. If you feel your complaint has not been satisfactorily resolved with the establishment head, please contact the education officer for your area, who is Alan Henry.

Des Murray
Chief Executive
Education and Families
Civic Centre
Windmillhill Street
Motherwell
ML1 1AB
(01698 302675)

Useful Addresses:

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

Councilor's (Central Airdrie)

Mr James Logue, Mr. David Stocks, Ms Nancy Pettigrew and Trevor Douglas
P.O. Box
Civic Centre
Motherwell
(01236 752053)

Please note:

Although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters dealt with in it, either before your child's placement begins or during the course of their placement. The head of the establishment will tell you of any important changes to the information.

Appendix: Travel Information

The nursery is within walking distance of Airdrie & Drumgelloch Train Stations and is a short walk from Carlisle Road where a variety of bus routes to other areas of Airdrie can be accessed.