

**Stepps Primary School Nursery Class**



**MC900346925[1]**

**Handbook**

**2020 - 2021**

**Nursery Information**

***Name*** Stepps Primary Nursery Class

***Address*** Stepps Primary School

10 Blenheim Avenue

Stepps

G33 6FH

***Telephone***  01236 632 148

***Fax Number***  0141 779 3162

***E-mail*** ht@stepps.n-lanark.sch.uk

***Present Roll*** 32 places term time

***Denominational Status*** Non-denominational

***Educational status*** Co-educational

**Your Welcome Party**

Our Nursery team currently consists of five members of staff, our Nursery Lead Early Learning Practitioner, Mrs Burns, our Early Learning Practitioners, Mrs Young, Miss Traynor and Miss O’Byrne and our nursery support worker Mrs Ward. There are also several other members of staff that your children will have regular contact with. Please show these photographs to your child in order to associate themselves with them before coming to Nursery:

Mrs Corinne Burns Mrs Lorna Young

Lead Early Learning Practitioner Early Learning Practitioner  

Miss Nadene Traynor Miss Caitlin O’Byrne

Early Learning Practitioner Early Learning Practitioner

 

Mrs Jaccquie Ward

Early Learning and Childcare Support Worker



Mr Paul McKeever Mrs Shirley Allan

Head Teacher Principal Teacher



Mrs. Margaret Gibson Mrs Anne Smith

Senior Clerical Clerical Assistant



**Introduction by Head Teacher**

Welcome to Stepps Primary Nursery Class and to a partnership between your home and our Nursery which we hope will result in the best possible start to education for your son or daughter. The Nursery’s part in the partnership is to provide the conditions whereby this can be achieved.

In our Nursery we aim to give your child as many opportunities for learning as we possibly can.

Our aims are to:-

* Provide a safe and stimulating environment in which children can feel happy and secure
* Encourage the emotional, social, physical, creative and intellectual development of children
* Promote the welfare of children
* Encourage positive attitudes to self and others, and develop confidence and self-esteem
* Create opportunities for play
* Encourage children to explore, appreciate and respect their environment
* Provide opportunities to stimulate interest and imagination
* Extend children’s abilities to communicate ideas and feelings in a variety of ways

Mrs Allan’s remit currently includes the daily management of our Nursery. Please do not hesitate to contact Mrs Allan or myself if you have any concerns/questions regarding your child.

We look forward to working with you.

Paul McKeever

Head Teacher

**Nursery Hours and Holidays**

**Nursery Hours**

In line with Authority policy, the Nursery sessions are as follows:

Mondat to Friday 8.45 am -2.45 pm, term time.

***Please Note:*** In the interests of Health and Safety, all children must be collected by someone over 16 years of age. If possible, please let us know the name of everyone who is likely to collect your child from Nursery.

**Nursery Year**

There are four terms during each session:-

**Term 1** August until October break

**Term 2** Post October break until Christmas

**Term 3** January until Easter

**Term 4** Easter until the end of June

**Nursery Holidays**

The length of School terms and holiday dates are fixed each year. Holiday dates this year are as follows:-

See overleaf

**Holiday Dates**

**August 2020**

In-service day: Tuesday 11th August 2020  
Pupils return to school: Wednesday 12th August 2020

**September 2020**

In-service day: Thursday 24th September 2020

September weekend holidays:

Friday 25th September 2020 to Monday 28th September 2020

**October 2020**

October break:  Monday 12th October 2020 to Friday 16th October 2020

**November 2020**

In-service day: Monday 16th November 2020

**December 2019 - January 2020**

Christmas and New Year Holidays: Wednesday 23rd December 2020 – Tuesday 5th January 2021 (inclusive)

(School closes on Tuesday 22nd December 2020)

(School returns on Wednesday 6th January 2020)

**February 2021**

Mid-term break: Monday 8th February 2021 and Tuesday 9th February 2021

In Service Day: Wednesday 10th February 2021

**April 2021**

Spring break: Friday 2nd April 2021 to Friday 16th April 2021 (inclusive)

Good Friday 2nd April 2021 and Easter Monday 5th April 2021

**May 2021**

May day holiday: Monday 3rd May 2021

In-Service day: Thursday 6th May 2021

Mid-term holiday: Friday 28th May 2021 and Monday 31st May 2021

**June 2021**

School closes Thursday 24th June 2021**t**

**Admissions Policy**

All nursery places are allocated in line with North Lanarkshire Council’s admissions policy. The school office staff will be happy to advise you on how this policy operates when you apply for a place for your child. Admissions details can be found on the North Lanarkshire Council website and then by following the links to the Family Information Service. An admissions panel will meet at regular intervals throughout the year to decide how nursery places will be allocated. The panel will consist of all heads of early years establishments in the area, the early years officer and representatives of the other agencies involved in supporting children and their families e.g. Social Work Department, Health Board.

**Enrolment Procedures**

Our enrolment procedures are common to other North Lanarkshire Early Learning and Childcare establishments. Once your child has been allocated a nursery place you will be invited to enrol at nursery. During this visit we will have the opportunity to tell you about the nursery, complete paperwork and answer any questions that you may have.

**Induction**

To ensure a smooth introduction to the nursery your child will be given an invitation to visit the nursery just before starting full time, this will be their Induction Day. You will receive more information about this when you receive your letter with your official start date. Children will then follow our induction process. Some children take longer than others to settle into nursery so don’t be alarmed if your child is not able to stay at nursery for long periods of time or needs your support during their first settling in period. Your child’s Key Worker will advise you of how we will tailor the settling in period to best meet the needs of your child.

**Our Strategy for Participation**

The Nursery aims to have as full participation as possible with children, their families and the community that it serves.

***How will we do this?***

● Children are given a number of opportunities to be involved in planning.

● Children’s planning folders are available, parents and children have the opportunity for

regular access.

● Service users work together with staff on various committees such as Health.

● Child friendly questionnaires are used on an annual basis to gather children’s views on a

range of issues.

● Children are invited to visit the nursery prior to their first day of admission.

● Children with the support of their family, complete an ‘All About Me’ activity.

● Children’s work is arranged around the nursery on various displays to celebrate success.

● Subject to prior arrangement parents/carers are welcome to visit at any time.

● During the settling in period parents/carers are consulted about their child’s individual

care needs.

● A copy of the nursery handbook is provided to every family.

● Parents are kept informed of all activities/events via the monthly newsletter and

information board in the cloakroom.

● Formal parent/carer interviews are held with the nursery staff twice annually.

● Various Notice Boards are displayed and updated regularly.

● We share facilities with the primary school.

● We have joint In Service training with the primary school where appropriate.

● We work in partnership with a range of professionals including, but not limited to, Pre-5

Support for Learning, Speech and Language Therapy, Occupational Therapy,

Physiotherapy, Psychological Services, Community Health Team and the Public Health

Nurse.

● Visits are organised on a regular basis to the library, shops, park, and other areas.

**Child Protection**

The safety and well- being of our children is our highest priority. Staff receive regular training in child protection procedures in line with North Lanarkshire Council guidelines, and a member of the Senior Management Team; Mr Paul McKeever (Head Teacher) is the designated Child Protection Co-ordinator. Guidelines on our Child Protection procedures are displayed on the information board in the cloakroom.

Any information shared between children, parents, carers and staff will be treated sensitively and confidentially and respected as far as possible. However, there may be occasions where information received may have to be shared with other agencies for the benefit and well-being of the children. In the event of this happening the nursery will follow the North Lanarkshire Council guidelines and procedures.

If you have a concern or are worried about the safety of any child please speak to any member of staff or contact your local Social Work Department or the Police.

Statement of Principles:

The following principles underline these guidelines and mirror the UN Convention on the Rights of the Child (1989)

The welfare of the child is paramount

Every child has the right to be treated as an individual

Every child has a right to a positive sense of identity

Every child has the right to be protected from all forms of abuse, neglect and exploitation

Children have the right to express their views about issues or decisions affecting or worrying them.

Children should be listened to and their view considered according to their age, maturity and understanding.

Every effort should be made to preserve the child’s family home and contacts.

Parents should normally be responsible for the upbringing and care of their children.

Any intervention in the life of a child or a family should be on formally stated grounds, properly justified, in close consultation with all relevant parties.

Any intervention in the life of a child, including the provision of supportive services, should be based on collaboration between all relevant agencies.

All staff receive annual training in the Child Protection procedures which operate in our Nursery.



**Children’s Charter**

A copy of the Children’s Charter is on display in the nursery cloakroom and can also be found online. The charter is a list of agreed rights for children, which has been developed through consultation and is based on the principles of the United Nations Convention of the Rights of the Child. It also gives roles and responsibilities for children and adults to ensure that these rights are ensured for all.

**Drop-off and Collection**

Admission to the Nursery can be obtained by pressing the buzzer located at the Nursery entrance. For safety reasons, the door is also alarmed and therefore you must press the buzzer beside the door to exit.

In line with NLC guidelines and as agreed during enrolment, a responsible adult over the age of 16 years must bring your child to and from the nursery.

When you drop your child off at nursery you should sign your child in. Please note parents are responsible for their child’s safety until they enter the Nursery class. You should also indicate on the register who will be collecting your child from nursery. On collection of children, staff will expect the person named on the register to collect your child. If the person collecting the child is different to the person expected we will make contact with the person whom we are expecting, in order to clarify the situation. In the event that we are unable to contact the expected person we will contact the child’s parent and/or emergency contact. If you need to change who will be collecting your child, please call the nursery before the end of session to clarify the situation. Please be patient as we know that security procedures can sometimes be frustrating. Ultimately these are in place to ensure the safety of your child. Please be aware that the cloakroom is very busy at start/end of session times. For the safety of your child please hold their hand after you have signed them out in order that they do not leave the premises without you.

**Attendance**

If your child is unable to attend nursery we would appreciate it if you would phone the school and leave a message giving the reason for the absence and expected date of return.

If a child is absent from nursery and no reason has been provided, the office will contact you by telephone or text on the third day, this is in line with NLC Guidelines.

**Emergency contacts**

Parents whose children are in the nursery are asked to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of emergency. It is very important that you keep the nursery up to date with any changes in this information.

**Emergency Closure Arrangements**

The nursery will be open at the times already outlined. Sometimes circumstances arise which may mean the nursery has to close. The nursery may be affected by severe weather, transport problems or power failures. If this happens, we will do all we can to keep you informed about the details of closure and re-opening. We may keep in touch by SMS messaging, the North Lanarkshire Council website, email, local radio and by telephone. It is therefore extremely important to keep your personal information up to date. Change of details forms are available from the school office.

**Snack Donations/Nursery Fund**

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Every day your child will be given a selection of snacks and a drink of milk or water if required. As we try to encourage healthy eating, a selection of fresh fruit is on offer daily. If your child has any allergies to certain foods, or if there are other restrictions on the foods which may be eaten, please let us know.

**Fundraising**

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We like to make your child’s learning opportunities as varied as possible and outings play a large part in this. We require funds to pay for these trips, as well as for snacks and baking materials. Throughout the year we therefore have fundraising events.

Parents are also welcome to make a weekly donation of £3.00 which is greatly appreciated. Weekly donations can be added to your child’s individual pocket in the donation holder in the corridor. The donations we receive go a long way in helping to buy or replace resources for the nursery and for snacks.

**Suitable Clothing**

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Throughout your child’s nursery day he/she will be engaged in a variety of exciting activities, some of which can be a bit messy e.g. painting, baking, sand and water. Please dress your child in comfortable clothes which are suitable for these activities. Sweatshirts and polo shirts with the Nursery logo are available for purchase from the Nursery. Please ask a member of the Nursery team for an order form.

While inside the Nursery, the children are required to wear soft shoes. As we go outside as often as possible we also ask that suitable outdoor clothing is provided for all weathers, including wellington boots and sun hats.

**Outdoor Play**

Outdoor play is an integral part of the nursery curriculum and children will be given the opportunity to go outside every day, in all weathers. Children will access outdoor play on a daily basis in order to develop their muscles, fine and gross motor skills, experience an environment that is different to the inside of the nursery and more importantly access sunlight in order to absorb vitamin D more effectively. Our outdoor learning is not restricted to the nursery or school grounds The outdoor areas, both within the nursery grounds and in the local community have a wealth of resources which help children to develop in a variety of ways, including independence, exploration and investigative skills, risk taking and self-esteem all of which support children to develop skills for now and the future.

If you are interested in finding out more or would like to support outdoor learning in the nursery please let a member of the team know.

**Drills and Emergency Procedures**

The nursery children will participate in regular fire drills to allow speedy evacuation of the building should the need arise. In the event of a fire, a continuous high pitched siren sounds.

At these drills the children will assemble at their designated area at the front of the school. Should we be unable to return to nursery due to a real emergency you or an emergency contact will be contacted to collect your child.

**Medical Information or incidents**

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We adhere to the Authority policy on administration of medicines. Should your child require medication please inform a member of the nursery team, you will be asked to complete an Administering Medication form and provide the medication to be given. You will be informed of any medication given on a daily basis.

Every care is taken to ensure your child’s safety within the nursery but should a minor accident occur there are members of staff within the school, qualified and experienced in dealing with such situations. In the event an accident, or if your child is ill, you will be contacted immediately. Minor ailments will be discussed with the person who collects the child at the end of the session.

**Visits by medical staff**

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Throughout the pre-school Nursery year, your child will be visited by the dental hygienist who will teach your child how to clean his/her teeth correctly. Each child will be given a toothbrush and toothpaste which they will keep at Nursery and use each day after they have eaten their snack.

**Transition**

Throughout their time in Nursery, the children will have the opportunity to participate in a wide range of activities in the Primary School. They are regular visitors to the Gym Hall, Music and Drama Rooms. They are also invited to join the primary school children in sharing a number of activities across the curriculum. Shared activities include, attending assemblies and other presentations, participating in storytelling sessions and sharing experiences in purposeful play.

In their pre-school year children are involved in a planned programme of activities prior to their move into Primary School. All of these activities support the children effectively, ensuring they are confident and ready to enter the next phase of their learning in Primary 1.

**Curriculum for Excellence**

***What is Curriculum for Excellence?***

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18. The curriculum includes the totality of experiences which are planned for children and young people through their education, wherever they are being educated At the heart of everything that we do is Curriculum for Excellence. The philosophy being that all children during their time in education should develop their capabilities as:

● Successful Learners

● Confident Individuals

● Responsible Citizens

● Effective Contributors

The Nursery Teacher and Early Years Practitioners are key to the delivery of the Curriculum for Excellence. The inspiration, challenge and enjoyment which can come from their enthusiasm and commitment are critical to the quality of learning and teaching in our establishment. The focus is on an active approach to learning and teaching to meet the needs of all our pupils.

The areas of the curriculum are gathered under these headings:

● Literacy and English

● Numeracy and Mathematics

● Health and Wellbeing

● Expressive Arts

● Religious and Moral Education

● Sciences

● Social Studies

● Technologies

Each area of the curriculum makes its own unique contribution to developing the four capacities of children. We deliver these areas of the curriculum through a variety of contexts in the year. Please see nursery displays and our regular newsletters for further information.

Children from nursery until the end of Primary One (beyond for others) will work at the Early Level. Because of this, there is much more joint working between primary one and the nursery. This gives better opportunities for children to support each other’s learning and for aiding transition into primary school.

**Assessment**

Children’s progress is continuously monitored and evaluated by staff. Information is discussed at weekly staff meetings. This ensures that any child who needs additional support or challenge is provided for. We believe in promoting children’s strengths, building on from what the child already knows and can do.

Throughout the year, staff collate evidence of children’s achievements, which is used to compile a comprehensive report for parents and information for the transition to primary school.

From on-going observation and assessment of the children during play we can learn how and what they learn and therefore be in a position to:-

● Obtain information about their strengths, development needs and next steps for learning ● Provide positive feedback and thus offer encouragement and praise

● Collect information for reporting back to parents and when required, to other agencies

● Plan appropriately to meet individual needs

In the nursery we use informal and formal methods of assessment.

**Pupil Profiles**

**ONLINE LEARNING JOURNALS**

We are very pleased to announce that after a successful trial we have decided to replace our old system of personal learning plans with an online system.

This means that you are now be able to access your child’s profile any time you want, as long as you have an internet connection. If you don’t have an internet connection at home please let us know and we will arrange for you to view your child’s profile from within the nursery by using our computer or print you a paper copy.

Learning Journals are going to enable your child’s keyworker to make observations of learning in a fraction of the time it would have taken previously.  This means they are going to have so much more time to play, teach and care for the children. It’s also extremely environmentally friendly too!

You are also going to have much easier access to the development and progress of your child, and it will be easier for you to contribute.

Security

The system is very secure. For the techy types among you the connection is made using a secure server holding a SSL certificate. (Meaning the address starts with http*s*and carries the padlock symbol.)  You will be the only one outside of the nursery that can view your child’s profile and you will access it with a unique username as well as a password and PIN that you create.

**Reports**

At the end of the year a written report is prepared about your child’s time at nursery. You will be invited to a Parents Interview where you can discuss aspects of the report or any other concern you may have.

**Supporting Children with Additional Needs**

By observing each child, members of staff will identify children who may require additional support. Any difficulties will be discussed with you and a special programme of games and activities will be devised for parents and staff to work on, and in most cases, the problem will be solved. We may wish to refer your child to a partner agency but no contact will be made without speaking to you first. If you have a concern about your child’s development please speak to any member of staff, you’re Public Health Nurse or GP and we will endeavour to put things in place to support you and your child.

**Working Together to Support Learning**

At Stepps Nursery Class we wish to work in close partnership with parents/carers. Parents are children’s prime educators and play the most important role in their child’s learning. It is important that you feel able to approach any member of the team at any time. We want to work together to provide the best possible nursery experience for your child.

We’re pleased to have an open door policy with parents/carers and we will be more than happy to talk things through with you. We may not be able to speak there and then but we will make an appointment to see you as soon as possible.

We work closely with a number of agencies who may offer support to children and their families.

• Pre- 5 Learning Support

• Speech and Language Therapy

• Physiotherapy

• Psychological Services

• Visual and Hearing Impairment Teacher

• English as an Additional Language Teacher

• Dental Health

• Health Visitors

• Social Work Department

Parents will be informed if their child receives additional support and may also be invited to cooperate by completing small tasks at home with their child.

Informal exchanges occur on a daily basis.

Formal exchanges of information will be available twice a year.

**Promoting Positive Behaviour**

We want children to be aware of and respect the needs and feelings of others. It is important that they understand the reasons for rules and importance of making the correct choices for their behaviour. We want them to play co-operatively and form positive relationships with other children and adults. We will work together to promote positive attitudes towards others in our multi-cultural society.

Staff reward good behaviour and a variety of strategies are used throughout the nursery to promote positive behaviour in line with the wider school and North Lanarkshire Council’s policy on behaviour. Where children do not respond to our positive behaviour strategies or are posing a danger to themselves or others, we may use ‘Time Out’ to settle children and to diffuse situations.

Where children display extreme behaviour which is out with the control of nursery staff and/or their parents/carers we may make referrals to partner agencies to support children and families with this. Our full policy on supporting behaviour is available in the policy folder

Situated in the cloakroom and on the website.

**Monthly Newsletters**

Newsletters will be issued to keep you up to date on a monthly basis. We value your suggestions and comments and invite you to make use of the suggestion box in the cloakroom. Other information will be displayed on the Notice Boards. We would ask you to check these each day for bulletins and updates. From time to time we may invite you to comment on a range of topics concerning the nursery curriculum, new initiatives, staffing and nursery management. Your responses will help us to continually assess and evaluate our performance, our provision and provide opportunities for us to further develop a quality service.

**Inspectorate Bodies**

The work in the nursery is regularly inspected to ensure that we continue to deliver a quality service to all our children. The Environmental Health Officer pays regular, unannounced visits to inspect health, safety and hygiene routines in the nursery.

On 1st April 2011 the work of the Care Commission passed to a new body, Social Care and Social Work Improvement Scotland (SCSWIS). They are now responsible for undertaking inspections or handling complaints for our service. SCSWIS visits are carried out on a bi-annual basis with a selection of ‘Key Standards’ or areas being inspected at each visit. The SCSWIS inspector will administer questionnaires and speak to parents/carers during the visit to ascertain levels of satisfaction with the service that the nursery provides. Please answer fully and honestly if you are selected for survey. Every few years there will be a joint inspection with HMIe where the emphasis will be focused on the curriculum.

**Our Nursery Policies**

The Nursery policies are in the foyer on the table and on the school website available for your perusal.

**Smoking**

Children’s health and wellbeing is of the utmost importance for the children in our care. Smoking has proved to be a health risk and therefore in accordance with childcare legislation and UK smoking legislation 2007, the nursery operates a strict no smoking policy within its buildings and grounds. The whole school site has been deemed a **No Smoking Site**. It is illegal to smoke in enclosed places and workplaces. Parents, staff, students, carers, visitors, contractors etc. are respectfully required to abstain from smoking on arrival to the school site. Staff accompanying children outside the nursery are not permitted to smoke e.g. whilst on an outing.

We respect that it is a personal choice to smoke, although as an organisation we support healthy lifestyles and therefore help staff and parents to stop smoking by:

● providing fact sheets and leaflets

● providing information of local help groups

● providing details of the NHS quit smoking helpline (www.smokefree.nhs.uk)

● offering information regarding products that are available to help stop smoking

● offering in-house support

**Complaints**

The Nursery will deal with complaints promptly and efficiently. Parents/carers are encouraged to express any concerns to their child’s key worker in the first instance. The nursery team will inform each other of any complaints received and discuss how to resolve issues arising from this. If a parent/carer is not satisfied they should contact the Depute Head Teacher or the Head Teacher. If a parent/carer feels that their complaint has not been dealt with satisfactorily within Stepps Primary School , they may contact North Lanarkshire Council or Social Care and Social Work Improvement Scotland on the details below:-

Education Officer

North Lanarkshire Council

Education Department

Coatbridge

Tel no. 01236 812280

Social Care and Social Work Improvement Scotland

Princess Gate

Castle Street

Hamilton

ML3 6BU

Tel no. 01698 208 150

In accordance with Standard 14 (Well Managed Service) of the National Care Standards for Early Education and Childcare up to the age of 16, parents and carers can access the Care Inspectorate‘s complaints procedure without having to use the internal complaints procedure of the service. Details of how to contact the Care Inspectorate are as follows:

Social Care and Social Work Improvement Scotland

Princess Gate

Castle Street

Hamilton

ML3 6BU

Tel no. 01698 208 150

Tel no. 0845 600 9527/01698 208 150

Email: [enquiries@scswis.com](mailto:enquiries@scswis.com)

Web: www.scswis.com

**Suggestions**

We are always interested in your ideas and suggestions regarding anything which happens in the Nursery. Please feel free to read over our planning documents situated on the wall beside the nursery entrance. Any suggestions with regards to planning can be written down and put in the folder located underneath the planning documents.

There is also a suggestions box available if you have ideas about any aspect of the nursery. Our ‘You said, we did’ board will inform you of the steps we have taken to address your ideas or concerns. Our Parents Board is also located in the foyer. This is updated regularly to keep you informed and to invite your comments.

Alternatively you can approach any member of staff. They will always be happy to discuss what you say and any concerns, issues or questions you have raised will be taken on board.

**Care Inspectorate**

We were inspected on the 15th of September 2017. We were assessed on two different areas: Quality of care and support and Quality of environment. We are pleased to note that we received ‘Very Good’ for both areas.

If you wish to find out more information about this inspection, please visit [www.careinspectorate.com](http://www.careinspectorate.com)