

Whitelees Primary School & Nursery Class



Nursery Handbook



Nursery Class Information

Whitelees Nursery Class
6 Whitelees Road
Cumbernauld
G67 3NJ

Telephone – 07583673243
01236 794814



Email - enquiries@whitelees.n-lanark.sch.uk

Twitter - @WhiteleesPS

Website – Search for Whitelees Primary to Access the Nursery Website

Our Team

Nursery Manager

Mrs Sheryl Ferguson

Lead Early Learning Practitioner

Miss Julie Ramsay

Keyworkers

Mrs Kaylene Deacon

Mrs Vicky Kilday

Miss Yvonne Carchrie

Support Workers

Mrs Corinne Smith

Mrs Helena Sherwin

Head Teacher

Mrs Laura Murdoch (Acting)

Principal Teachers

Mrs Gioia McAuley (Acting)

Mrs Carol Stewart



Opening Times

The class operates a term-time provision and is closed on school holidays, public holidays and staff in-service days. Normal operating hours are Monday – Friday between 9.00 am – 3.00 pm. Due to the current COVID-19 situation, the pattern of attendance and drop-off collection times have been staggered to ensure Whitelees Nursery Class is adhering to Scottish Government guidelines.

Nursery Holidays

August 2020

In-service day: Tuesday 11 August 2020

Pupils return: Wednesday 12 August 2020

September 2020

September Weekend: Friday 25 September 2020 and Monday 28 September 2020

October 2020

October Break: Monday 12 October 2020 to Friday 16 October 2020 (inclusive)

November 2020

In-service day: Monday 16 Nov 2020

December 2020 – January 2021

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

February 2021

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

In-service Day: Wednesday 10 February 2021

April 2021

Friday 2 April 2021 to Friday 16 April 2021 (Inclusive)

(Good Friday 2 April 2021 and Easter Monday 5 April 2021)

May 2021

May Day holiday: Monday 3 May 2021

In-service day: Thursday 6 May 2021

May weekend holiday: Friday 28 May 2021 and Monday 31 May 2021

June 2021

School closes: Thursday 24 June 2021

Care Inspectorate

The Care Inspectorate is an organisation which monitors the quality of care provided to a wide range of users, including schools and nurseries. We will be regularly inspected by the Care Inspectorate to ensure we are delivering a high-quality service to children and their families.

COVID-19 Protocols and Procedures

As you are aware, we are currently facing very unusual times but if we work together, we can help to minimise the spread of COVID-19. Every child has a right to an education therefore we must operate as near normal as possible to give your child the best start to life. To do this successfully, we need to work together and follow the guidelines set out by the Scottish Government. In this handbook, you will find information regarding the procedures that have been put in place to allow the nursery to run smoothly, despite the current situation.

The main symptoms of coronavirus are:

- A high temperature
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- A loss or change to sense of smell or taste – this means being unable to smell or taste anything, or things smell or taste different from normal

If your child has the above symptoms of coronavirus then:

- Stay at home (self-isolate) – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must self-isolate.
- Get a test – get a test to check if you have coronavirus as soon as possible. Anyone you live with and anyone in your support bubble should also get a test if they have symptoms.

Source: <https://www.nhs.uk/conditions/coronavirus-COVID-19/symptoms/coronavirus-in-children/> - This information has been extracted directly from the NHS website.

In summary, if your child has any of the above symptoms then your child needs to self-isolate for 10 days and other members of the household need to self-isolate for 14 days. If another member of the household has the above symptoms then they need to self-isolate for 10 days and the rest of the members of the household need to self-isolate for 14 days, including your child. Please let the nursery team know as soon as possible if such a situation

arises. Tests are now available for children under 5 in Scotland, you can request a home test kit or arrange a test at a local testing centre, within the first 5 days of having the symptoms.

We recommend you visit the NHS website for regular updates as well as keeping up to date with current Scottish Government advice, for example accessing twitter updates.

Enrolment

Enrolment Procedures

The Nursery follows North Lanarkshire Council's Policy on admissions. If your child is offered a place, enrolment takes place shortly before his/her third birthday.

We operate a key worker system and each child is allocated a practitioner who will work with the parent and child to complete the necessary enrolment procedures and forms. We do, however, aim to form relationships with all children and families and we encourage children to work with all adults in our nursery. We also ask parents to update details on these forms if there are changes to circumstances.

Settling-In Procedure

On your child's first day they will spend a short time in the playroom. Due to the new government guidelines regarding COVID-19, we are unable to invite parents to stay with their child on their first day at nursery. If your child becomes unsettled, we will contact you and discuss next steps. If you feel that your child is not settling in the nursery for the full session, we can reduce the hours to help your child settle into nursery and gradually increase the hours. This would be a joint decision which will be reached after a discussion with the keyworker and you as the parent/guardian and agreed on an action plan on the way forward.

Admissions Policy

All places are allocated in line with the North Lanarkshire Council Admission Policy.

<http://www.northlanarkshire.gov.uk/nurseryplaces> Admissions panel meet before the academic year to allocate places for all eligible children who will attend nursery the term after their third birthday.

Attendance

If your child is going to be absent from nursery then please let us know as soon as you know either by telephone call (during opening hours). If your child is not going to be attending nursery due to illness, then please note that in the case of a **sickness bug or diarrhea, children must not return to nursery until 48 hours AFTER the last bout**. This is in line with NHS exclusions and guidance document.

If your child is going to be absent for a prolonged period, then please keep in contact with the nursery. If you will be going on holiday, then please notify us of a return date but if the holiday is extended then please try to inform us, we have a duty to ensure that your child is well and

safe. If the prolonged absence is due to an illness, then please keep us informed as often as possible of your child's illness so that we can provide any support that is needed.

If your child is absent from nursery for a prolonged period and we are not given a reason for the absence, a letter will be sent out asking if the nursery place is still required for your child. If we do not receive a response the matter will then be passed on to North Lanarkshire Council.

Arrival and Collection of Children

Staggered arrival times will be allocated to each child to ensure social distancing is maintained, as per the government guidelines. You and your child will be asked to use the hand sanitizer at the entrance upon arrival to the nursery and before leaving at the end of the session. Staff will be following the same Government guidelines.

A responsible adult (over 16) is required to bring and collect your child to/from nursery every session. A member of staff will greet you and your child at the door. The member of staff will sign the register to confirm your child's attendance and will also require the name of the person collecting your child at the end of the session, which will be marked on the register.

At the end of the session, a member of staff will bring your child to the corridor where you can get them ready to leave. Again, please ensure that your child sanitizes their hands before leaving the nursery. The member of staff will sign your child out on the register once they leave.

If anyone other than the person mentioned on the sign-in sheet turns up to collect your child, unfortunately, we will not be able to release the child until we have made contact with a parent/guardian to confirm the identity of the person collecting, therefore mobile/contact numbers must be kept up to date at all times. To avoid such issues from arising, if any changes do happen then please call the nursery at your earliest convenience to inform us of the change.

Emergency Closure

Very occasionally there may be circumstances which arise and lead to disruption of our service, for example, adverse weather conditions. Please check local radio stations, NLC website, Facebook and Twitter pages for updates. **Please keep your contact information up to date in case we have to contact you to collect your child in the event of a closure.**

Healthy Snacks and Lunches

We are a Health Promoting Nursery; we provide a healthy snack for children both morning and afternoon and children are offered milk or water to drink throughout the session (**Please inform us if you child has any allergies/intolerances**).

In line with the new 1140 hours provision, your child will be given a hot lunch while at nursery. This has currently been put on hold by NLC due to the current COVID-19 situation, but your child will be offered a choice of sandwich for lunch, complete with yoghurt/fruit and on

occasion a sweet treat. Once the Government have given the green light for hot lunches to be served, we will provide hot lunches to all the children in the nursery.

Clothing

Your child will spend his/her time both indoors and out, allowing them the opportunity to be involved in a variety of learning experiences. He/she will get messy, so please ensure that your child is wearing play clothes, not their best clothes, also that his/her footwear is both safe and comfortable. The present Whitelees pupils will design a logo for our new nursery polo shirts, we will encourage children to wear these when we officially open our new building. We would ask you not to dress your child in football tops or team colours when he/she attends their session. Please ensure that your child changes their outdoor footwear before entering the playroom. As we encourage children to be as independent as possible, we ask that they change into Velcro plimsols, and not high top or laced trainers.

Children will have daily opportunities for outdoor learning. Therefore, they must have suitable outdoor clothing to wear, wellingtons, hats (woolly or sun), warm jacket, gloves etc.

Please ensure that all items of clothing, footwear and outdoor jackets, as well as the bags they are stored in, are clearly labelled with your child's name on it. The contents of the bags need to be replenished as often as possible and the bag itself needs to remain at the nursery to reduce the risk of spreading infection.

Toy Fund

Each week we will collect £2.50 for toy fund. The money will be used to buy toys, provide opportunities for celebrations, Christmas party and fun days. Toy fund is a voluntary donation to help support the nursery.

Medical Conditions and Medication

Should your child have any medical requirements please disclose this at your child's enrolment. Any changes to your child's health needs after enrolment please inform your child's key worker **immediately**.

If your child does require medication during the session you are required to complete a medication form. We can only administer medication that has been prescribed for your child by your GP and must be labelled with the child's details and the dosage to be given. All medication will be kept in a locked cabinet in the office to be administered when the child requires it.

If a child becomes ill whilst in the nursery, we will contact the parent first. In the instance that we are unable to reach them we will contact their child's emergency contacts detailed in the enrolment form. We will ask the parents to come and collect their child to minimise the risk of infection to other children. The nursery follows the Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings) 2018 document. This document provides guidance on infection prevention and control for staff working within nurseries.

We have put measures in place within the nursery and the day to day running of the nursery to minimise the risk of spreading infection but if you are still worried about your child then please speak to a member of staff over the phone.

Accidents and Incident Records

All accidents and incidents are recorded appropriately. If necessary, we will inform the parent/guardian by phone if their child has had a head injury. When a parent collects their child, they will be asked to sign an accident/incident form.

Security

The class has a secured door entry system where at the start and end of each session a senior member of staff will greet you at the door. The doors will only be opened once your child is ready to enter/leave the building as we aim to minimise groups as much as possible, as per the Scottish Government guidelines. Once your child has entered/left the nursery you should leave immediately as other parents will also be arriving to drop off/ pick up their children. We kindly request that you do not stand with the nursery grounds in groups as this increases the risk of spreading infection from one person to another. If we all work together, we can control the virus and keep ourselves and our communities safe.

No Smoking Policy

Whitelees Primary School and Nursery operate a no smoking policy in or around the nursery grounds.

Curriculum

What is Curriculum for Excellence?

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing an improved, more flexible and enriched curriculum for all children and young people from ages 3–18. The curriculum includes all the planned experiences for children and young people through their education. All nurseries in North Lanarkshire are working hard to raise standards to ensure all children and young people develop the skills necessary to be confident individuals, successful learners, effective contributors and responsible citizens when leaving school and entering the world of higher education, training or work.

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

What are the curriculum areas in Curriculum for Excellence?

There are 8 curriculum areas:

- Health and Wellbeing
- Languages (Literacy)
- Mathematics (Numeracy)
- Expressive Arts
- Religious and Moral Education
- Social Studies
- Sciences

- Technologies

Literacy, Numeracy and Health and Wellbeing are given added importance because these skills are so vital in everyday life.

Learning Phases

The Broad General Education (BGE) is from nursery to the end of Secondary School Year 3. Children aged 3- 5 years will be working within the Early Level stage.

Outdoor Play

Our children will regularly spend time outdoors exploring their local environment. The current outdoor space allocated for use will be risk assessed before undertaking any play. We await outdoor play equipment and wet weather suits to ensure we have as much fun outside as possible. It is important to note the Scottish Government perspective on the benefits that outdoor learning can bring for young children in terms of their health and wellbeing, as well as physical and cognitive development. It is our role to ensure that our children have the daily, active outdoor play experiences that we know are fundamental.

Free Play

The Scottish Government Play Strategy states that all learning environments need 'free play'. Play supports the development of social skills and collaboration. It stimulates physical activity and the development of important physical competencies. It encourages creativity, imagination and problem-solving. When children have access to natural spaces for play, it fosters a sense of close connection with and respect for, nature. This and a combination of structured, small group experiences create the routine of the day.

Assessment and Reporting 3-5 Years

Assessment of children's progress is an on-going process. Practitioners will use a variety of observations as a means of assessment to plan for your child's development and learning.

We are required by the Care Inspectorate to complete a personal plan for each child within 28 days of them starting the class. This will involve yourself and your child's keyworker, where you will discuss your child's next steps within their learning and development. Here you will have the opportunity to raise any concerns you have regarding your child's development, their time at nursery etc. The nursery will support the child and families by involving other agencies if needed.

Evidence of a child's learning will be in their profile which parents can access at any time. The profile not only evidences the child's learning but also their achievements throughout their time in the class and any achievements from home. Parents can bring in or email a photograph, certificate or evidence of achievement and practitioners will place a copy into their profile. Parents are encouraged to add any comments to their child's learning profile.

PLP Meetings

We understand and believe that it is important to have parent involvement in their child's learning as much as possible. To aide this we hold meetings with parents, to discuss their child's progress and/or raise any concerns that we may have as well as supporting you as the parent with any concerns that you may have, concerning your child's early learning.

Under normal circumstances, parents will be invited to a progress meeting within the academic year where children's progress will be discussed. Since we are in these unprecedented times, we have no choice but to suspend the face to face meetings until it is safe for everyone. Meetings will still take place, but they will be over the phone as opposed to face to face. If a parent/ guardian feels that they need to see someone face to face then this can be arranged, provided that the Government guidance is always followed, i.e. social distancing is observed, face coverings are worn, etc.

If a parent would like to discuss anything with a member of staff then the best way to do this would be to arrange an appointment, either by telephone or email, to have a telephone meeting with the member of staff. This is following the latest guidance from the Scottish Government regarding COVID-19. We must protect ourselves and our children as well as the community around us; therefore, we have adapted to the new guidelines and will still be able to offer meetings to those who need them but only over the telephone. Once the guidance is updated then we shall inform parents of this and once again, open our doors for informal meetings face to face.

You will be able to keep up to date with your child's learning journey through the nursery twitter, school website, learning wall and displays within the nursery which are updated regularly.

Getting it Right for Every Child (GIRFEC)

Getting it right for every child is an approach from the Scottish Government that sets out how education and other services should work with children and their families. GIRFEC is all about ensuring that children get the help they need when they need it – the right help at the right time. For you and your child, GIRFEC means that you are the expert on your child and what you think matters. Getting it right for every child means that the nursery will always seek to involve and listen to your opinions and take them seriously.

Taking a 'Getting it Right for Every Child' approach to supporting every child is a priority within our nursery and we aim to assist every child to reach their potential in each of the areas listed below.

Healthy – Experiencing the highest standard of physical and mental health, supported to make healthy safe choices.

Achieving – Receiving support and guidance in their learning.

Nurtured - Having a nurturing and stimulating place to learn.

Active - Offering opportunities to take part in a wide range of activities.

Respected – To be given a voice and involved in the decisions that affect their well-being

Responsible – Taking an active role within their community.

Included – Receiving help and guidance to overcome social, educational, physical and economic inequalities: accepted as full members to the communities in which they live and learn.

And above all to be **Safe** - Protected from abuse, neglect or harm.

Equal Opportunities

Our nursery 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.

Implementation of the Education and Families Equality Policy including The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland details 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>

Freedom of Information

The Freedom of Information Act (Scotland) Act 2002 came into force in January 2005. The Act allows anyone to ask for information held by the Council and imposes a timescale of 20 working days for the Council to respond. To deal with Freedom of Information requests, this Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information and Records Management Officer can be contacted by telephone on 01698 524712.

Data Protection

The processing of personal information by North Lanarkshire Council is carried out following the Data Protection Act 1998. The information given is held securely, treated confidentially and only used for statutory educational purposes or to improve the quality of the service. Under the Data Protection Act 1998 anyone is entitled to access the information held. In terms of section 7 of the Act, such requests should be sent to Freedom of Information and Records Management Officer.

Such requests should be sent to:

Freedom of Information and Records Management Officer
Municipal Buildings
Kildonan Street
Coatbridge
ML5 3BT

Transferring Educational Data about Pupils

[Why do we need your data?](#)

To make the best decisions about how to improve our education service, SGEP and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better educational outcomes. Accurate and up-to-date data allows SGEP, education authorities and schools to:

- plan and deliver better policies for the benefit of 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

Data Protection Rights

The collection, transfer, processing and sharing of ScotXed data is done following the Data Protection Act 1998. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives someone the right to know how we will use their 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).

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 academic institutions to carry out research and statistical analysis. Also, we will provide our partners with the information they need 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 because of the data sharing and that such data will not be used to take any actions in respect of an individual.

Concerns

If anyone has any concerns about the ScotXed data collections, they can be contacted by email at school.stats@scotland.gsi.gov.uk or write to:

The ScotXed Support Office
SEGP
Area 1B
Victoria Quay
Leith
EH6 6QQ

Child Protection

All practitioners working in our nursery are PVG checked by Disclosure Scotland. It is everyone's job to make sure that all children in Scotland are kept safe and protected from harm. The Head Teacher is responsible for the class's actions in response to all child protection concerns. If there are any child protection concerns the Head Teacher, our Child Protection Coordinator, will follow North Lanarkshire Council Child Protection Procedures and Guidelines.

Child Protection Coordinator: Mrs Laura Murdoch/Mrs Carol Stewart

Contact Number: 01236 794814

If you have any child protection concerns regarding any child, you have a responsibility to contact Social Work:

Social Work Locality Teams

Cumbernauld: 01236 638700

Social Work Emergency Service

0800 121 4114

[Behaviour Management Policy](#)

At Whitelees Nursery Class we strive to create an atmosphere that encourages positive behaviors by adopting a nurturing approach.

Our Behaviour Management Policy will provide practitioners with the guidance required to ensure a consistent and positive approach to supporting children's behaviour. Within the class, practitioners will be positive role models for the children through their interactions with each other and the children.

We operate on a zero-tolerance policy, meaning we will not allow our staff and children to be abused, verbally, mentally, emotionally and/or physically by anyone. If we find that our children or staff or even parents have suffered any abuse, then we will take the necessary actions to help the individual/family.

[Parental Participation](#)

At Whitelees Nursery Class we understand that parents are the main educators. Therefore, we are continually looking for ways to increase parental participation. If anyone would like to share their expertise please contact the Nursery Manager or Lead Practitioner.

Throughout the year we hope to offer family learning-based workshops these will be led by practitioners, with sessions including:

- Literacy Workshops
- Numeracy Workshops
- Book Bug Sessions
- Play on Pedals

Please let us know if you have any sessions you would like us to deliver.

Under the current circumstances, our activities involving parents will be restricted. Once we are given the green light by the Scottish Government, we will resume our normal timetable but until then we must follow the limited timetable in terms of parental involvement.

[Working with Other Agencies](#)

Throughout the academic year, we work in partnership with a variety of partners. These include:

- Community Learning and Development (CLD)
- Childsmile (Toothbrushing and Fluoride Varnishing)
- Early Learning Communications and Transitions (ELCaT)
- Speech and Language
- Educational Psychologist
- Social Work
- Health Visitor
- NHS Lanarkshire Pre-School Orthoptist

Our work with these agencies is to support children's health and wellbeing needs and their development and learning.

Under the current circumstances, our activities involving other agencies will be restricted, where possible.

Transitions to School

School enrolment takes place in the January of the interned school year. When enrolling your child please take along your child's birth certificate, proof of address, and your current council tax bill.

When a child is ready to make the transition from nursery to school there will be a series of transition events that will be planned for by the nursery in partnership with the school. These transition visits and events will be purposeful in supporting your child on their learning journey into Primary 1.

Complaints

We follow North Lanarkshire Council's Complaint Policy. If a parent has a complaint regarding the service provided, they should discuss this further with the Nursery Manager or Lead Practitioner. Within 20 days of the complaint being made the Head Teacher will complete an investigation and report back to the complainant. If they feel this has not been resolved they may choose to contact:

Care Inspectorate

Website: www.careinspectorate.com

Email: enquiries@careinspectorate.com

Care Inspectorate Enquiries: 0345 600 9527



Useful Addresses and Phone Numbers

Executive Director

Derek Brown
Education and Families
Civic Centre
Windmillhill Street
Motherwell
ML1 1AB

Councillors

All local councillors can be contacted at the following address:

PO Box 14
Civic Centre
Motherwell, ML1 1TN
Telephone: 01698 302030

Early Years Manager

Jennifer O'Hara Telephone: 01236 812292

Quality Improvement Officer

Cheryl Valentine Telephone: 07958552548

Community Learning and Development Team

Telephone: 01236 812595

Additional Support Manager

Lynsey Malley
St Mary's Primary
Cumbernauld
G67 1JB
Telephone: 01236 794828

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.

Telephone: 0345 123 2303

info@enquire.org.uk

www.enquire.org.uk for parents and practitioners

<https://reach.scot/> for children and young people

Resolve

Telephone: 0131 222 2456
(Independent Adjudicator)

Scottish Independent Advocacy Alliance

Melrose House
69a George Street
Edinburgh
EH2 2JG
Telephone: 0131 260 5380
enquiry@siaa.org.uk
www.siaa.org.uk

Reference to Additional Support Needs Tribunal (Scotland)

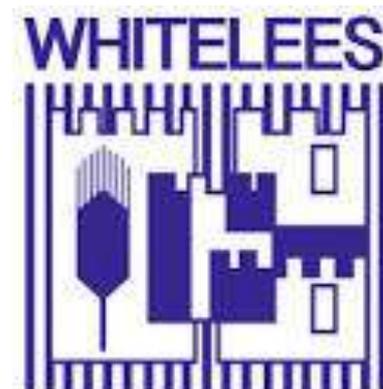
ASNTS
Europa Building
450 Argyle Street
Glasgow
G2 8LH
Helpline: 0845 120 2906
Fax: 0141 242 0141
Email: ASNTSinquiries@scotland.gsi.gov.uk

NHS Lanarkshire

Abronhill Health Centre	Telephone: 01236 723223
Central Health Centre	Telephone: 01236 731771
Kildrum Medical Practice	Telephone: 01236 721354
Kenilworth Medical Centre	Telephone: 01236 727816

Social Work

Cumbernauld Social Work Locality
Bron Chambers
Bron Way
North Carbrain Road
Cumbernauld
G67 1DZ
Telephone: 01236 638700





Although this information is accurate at the time of printing, there could be changes affecting any of the matters dealt with in the document:

- a) Before the commencement or during the school year in question.
- b) In relation to subsequent school years.

Education authorities by law are required to issue a copy of the school handbook to parents in December each year. It details the current policies and practices of both the council and the school.

Thank you for taking the time to read our handbook.
#TEAMWHITELEES

