

# Whitelees Primary School & Nursery Class



## Nursery Handbook



## Nursery Class Information

Whitelees Nursery Class  
Whitelees Road  
Cumbernauld  
G67 3NJ

Telephone – 01236 794814

Email – [enquiries-at-whitelees@northlan.org.uk](mailto:enquiries-at-whitelees@northlan.org.uk)

Twitter - @WhiteleesPS

Website – <https://blogs.glowscotland.org.uk/nl/whitelees/>

## Our Team

### Lead Early Learning Practitioner

Miss Julie Ramsay

### Keyworkers

Mrs Kaylene Deacon

Mrs Vicky Kilday

Miss Yvonne Carchrie

Mrs Helena Sherwin

### Support Workers

Mrs Emma Benton

Mrs Michelle Beattie

Miss D'arcy Lloyd

### Head Teacher

Mrs Laura Murdoch

### Principal Teachers

Mrs Gioia McAuley

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 8:50am-9:00am – 2:50pm-3:00pm

## Nursery Holidays

### School term dates 2025/2026

#### August

- Tuesday 12 August 2025 (Return date for teachers & in-service day)
- Wednesday 13 August 2025 (In-service day)
- Thursday 14 August 2025 (Return date for pupils)

#### September

- Friday 26 September and Monday 29 September 2025 (September weekend holiday)

#### October

- Monday 13 to Friday 17 October 2025 inclusive (October week)

#### November

- Monday 17 November 2025 (In-service day)

#### December - Christmas and New Year

- Schools close at 2:30pm on Thursday 18 December 2025
- Friday 19 December 2025 - Friday 2 January 2026 inclusive (Christmas holidays)

#### January

- Schools return on Monday 5 January 2026

#### February midterm break

- Monday 16 February 2026
- Tuesday 17 February 2026
- Wednesday 18 February 2026 (In-service day)

#### April - Spring holiday (Easter)

- Schools close at 2:30pm on Thursday 2 April 2026
- Friday 3 April - Friday 17 April 2026 inclusive (Spring break)
- Schools return on Monday 20 April 2026

#### May

- Monday 4 May 2026 (May holiday)
- Thursday 7 May 2026 (In-service day to coincide with Scottish Parliamentary election, but may be subject to change)
- Friday 22 May 2026 and Monday 25 May 2026 (May weekend)

#### June - Summer holidays

- Schools close at 1pm on Friday 26 June 2026

## 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.

## Enrolment

### Enrolment Procedures

The table below outlines start dates for all 3–5-year-olds.

Childs Birthday	Start Date
3-year-olds whose birthday falls between January & February	Beginning of April Term
3-year-olds whose birthday falls between March & August	Beginning of August Term
3-year-olds whose birthday falls between September & December	Beginning of January Term

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. During this time you will fill out all necessary paperwork. On day 2 your child will spend two hours in the playroom. Day 3 will be 3 hours including lunch and on day 4 we aim for a full day. Our transition process is in place to support your child's positive transition from home to nursery. We will take your child's lead on this and increase the time they spend in the nursery when they are comfortable within the setting. We will work with you on this to ensure your child feels safe and secure. 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/carer.

### Admissions Policy

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

[Early learning and childcare applications | North Lanarkshire Council](#) 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) or via email. 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

Adults and children should arrive between 8:50am-9:00am. Adults should change children and enter the playroom to sign them in. It should be indicated at sign in who is picking the child up. If this changes the nursery should be informed who to expect for pick up.

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 in the room where you will sign your child in and identify who will be picking them up at the end of the session.

At the end of the session, please arrive between 2:50pm-3:00pm. Adults should enter the cloakroom and wait for their child to be called to them.

If anyone other than the person stated on the morning register attempts 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 school office 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 an alternative/enhanced snack in the morning and afternoon. Children are offered milk or water to drink throughout the session **(Please inform us if your child has any allergies/intolerances)**.

In line with the new 1140 hours provision, your child will be given a hot lunch while at nursery, complete with yoghurt/fruit and on occasion a sweet treat.

### Clothing

Your child will spend their time both indoors and out, allowing them the opportunity to be involved in a variety of learning experiences. They will get messy, so please ensure that your child is wearing play clothes, not their best clothes, also that their footwear is both safe and comfortable. The nursery does have a uniform which consists of a light blue polo shirt and a royal blue jumper. Embroidered items can be bought from Scotcrest, items can also be bought from your local supermarket. We would ask you not to dress your child in football tops or team colours when they attend their session. 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.

### Celebration Fund

Each week we will collect £2.50 for our Celebration Fund. The money will be used to provide opportunities for celebrations, Christmas party, treats, fun days and offer a range of new foods to be enjoyed within the nursery day to encourage a healthy and varied diet. This 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 (This includes paracetamol and antihistamine). 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 drops off /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. All doors lock and require fobs to exit or enter the setting.

### No Smoking Policy

Whitelees Primary School and Nursery operate a no smoking policy in or around the nursery grounds, this includes the use of vapes.

### 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. 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 to their learning and development.

### 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.

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 call or face to face meeting.

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

### 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.

Elow is a link to the webpage for further information.

[Freedom of information | North Lanarkshire Council](#)

### Transferring Educational Data about Pupils

#### Why do we need your data?

To make the best decisions about how to improve our education service, 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 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](http://www.scotxed.net)).

### Concerns

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

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

### [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

### [Positive Partnerships Policy](#)

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

Our Promoting Positive Partnerships 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 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
- HWB Workshops
- Book Bug Sessions

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

### 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)
- 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.

### 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](http://www.careinspectorate.com)

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

Enquires: 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:

Civic Centre  
Windmillhill Street  
Motherwell, ML1 1AB  
Telephone: 01698 302030

### **Early Years Manager**

Jennifer O'Hara Telephone: 01236 812292

### **Quality Improvement Officer**

Cheryl Valentine Telephone: 07958552548

### **Community Learning and Development Team**

Baird Memorial Primary School  
6 Avonhead Road  
Condorrat  
Cumbernauld, G67 4RA

Telephone: 01236 638384  
Email: [CLD-North@northlan.gov.uk](mailto:CLD-North@northlan.gov.uk)

### **Additional Support Manager**

Lynsey Malley  
St Mary's Primary School  
Liddell Road  
Cumbernauld, G67 1JB  
Telephone: 01236 632363

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](mailto:info@enquire.org.uk)

[www.enquire.org.uk](http://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](mailto:enquiry@siaa.org.uk)

[www.siaa.org.uk](http://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](mailto:ASNTSinquiries@scotland.gsi.gov.uk)

#### **NHS Lanarkshire**

Abronnhill Health Centre. Telephone: 01236 723223

Central Health Centre Telephone: 01236 737214

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.

**#WEEWHITELEES**

