

Telephone:

Fax:

Email:

My Ref:

Contact:

Date:



Children's Services

Dear Parent

Each year nurseries issue copies of their handbooks which outline the current policies and practices of the Council and of the nursery. Renfrewshire Council Children's Services is committed to the quality of service that is provided. This commitment is reflected in our vision and values which were developed after extensive consultation. Our vision is a learning Renfrewshire which empowers individuals to fulfil their potential and contributes to the economic, social, cultural and environmental development of communities.

Our values are those of the Council. Our service will:

- involve and empower
- listen and communicate
- aim to be the best
- treat our customers well
- value our employees
- tackle inequalities
- work in partnership
- represent the community

I commend the nursery handbook to you as a source of helpful information, not only on day to day matters of nursery procedure, but as an interesting insight into the nursery itself.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Peter Macleod".

Peter Macleod

Director of Children's Services



Dear Parents and Carers,

Welcome to Gallowhill Nursery Class. Our ethos is very much that everyone matters and will be supported and nurtured academically, socially and emotionally.

Our aim is to provide a secure, happy learning environment that encourages every child to achieve their full potential.

We look forward to getting to know your family and working in partnership with you in order for your child to be a **successful learner**, a **confident individual**, an **effective contributor** and most of all a **responsible citizen**.

Yours sincerely

Sheila Hood

Head Teacher

Our Staff Team

Head Teacher

Mrs Sheila Hood

Depute Head Teacher/

Mrs Caroline Morgan

Nursery Manager

Principal Teacher

Mrs Cheryl Dalziel

Senior Nursery Officer

Mrs Lorraine Waltham

Nursery Officer

Mrs Julie McAllister

Nursery Officer

Mrs Tiffany McKelvie

Nursery Officer

Mrs Margaret Brown

Nursery Officer

Miss Melanie Clements

Nursery Officer

Miss Lynne Maclean

Nursery Teacher

Mrs Jenna McKernan

Clerical Assistant

Mrs Irene Boyes

Janitor

Mr Tom Downs

The nursery staff look forward to meeting you and your child. We hope that your association with us will be a happy one.



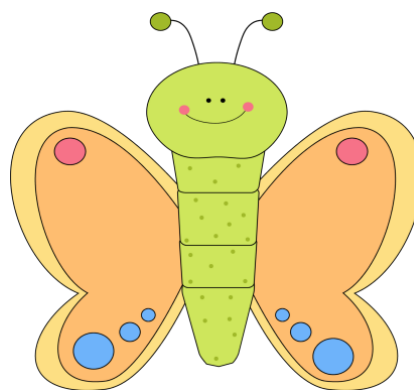
Nursery Class Provision

Gallowhill Nursery Class provides 60 places for children aged 3-5 years and 20 places for children aged 2-3 years between 8.40-11.50 and 12.40-3.50, during school term time. All children are entitled to 5 x 3 hr 10 min sessions, each week, during term time. For most children attending Gallowhill Nursery this means 5 mornings or 5 afternoons. Some all day sessions may be available subject to consideration by the Admissions Panel.

In addition to this, a limited wraparound service is offered between 11.50-12.40, subject to availability and at a cost set by the council of £3.85 per hour. Wraparound care for the children of parents who are working or in training is available term time only. Proof of working hours or attendance at training is required for allocation of a wraparound place.



Ladybird Room 2-3 years



Butterfly Room 3-5 years

Inclusion and equality

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

Provision takes into account the needs of children with additional support needs. These principles are reflected in the criteria used to admit children to nursery and the curriculum of all establishments.

Admission to Nursery

All Renfrewshire nursery classes adhere to the council's admission policy and all applications are dealt with in line with its guidelines.

The school's nursery class is a member of the local admissions panel which is made up of nearby nursery classes and partnership nurseries. All applications are discussed at this panel meeting and agreement about the allocation of places is made by the members. Parents will receive notification when their child is allocated a place and information will accompany this about starting dates and times.

Placement in the nursery class does not guarantee a place in the primary school, if a placing request is necessary.

Our staff will be happy to advise you, should you have any questions.



Nursery Class Hours

Morning session	8.40a.m. - 11.50a.m.
Afternoon session	12.40p.m. - 3.50p.m.

If you accept a place for your child he/she will be expected to attend regularly. Please let the nursery know if you do not wish to use all of the sessions you have been offered as there is a high demand for places and another child could be allocated these sessions. We would appreciate a telephone call if your child is unable to attend Nursery.

It would also be appreciated if the children could be in the nursery promptly to allow them the maximum possible time to enjoy the various activities.

Arrangements for Entry

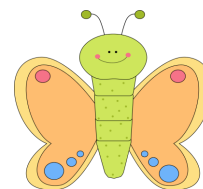
Once a place has been allocated parents will be notified by letter indicating a starting date and time. We operate a staggered intake to allow the children time to adjust to the nursery class.

Day 1	9.30 - 10.30 1.00 - 2.00	Day 3	9.00 - 11.00 12.40 - 2.30
Day 2	9.00 - 10.30 12.40 - 2.00		

The time in nursery is gradually extended until your child is attending for the full session.

Parent/carers are welcome to stay until their child is settled.

Once your child has been in nursery for a few weeks, a meeting will be arranged with you to talk about how they are settling into nursery.



The Nursery Curriculum

At present, there are 8 main components in the early level of A Curriculum for Excellence. The Butterfly Room (3-5 years) is set up to support these 8 curricular areas and ensure all children have an interesting, stimulating and fun experience at Nursery.

Literacy	This focuses on talking and listening skills, encouraging a love of reading and developing early reading and writing skills.
Numeracy	This focuses on basic number skills as well as developing mathematical concepts such as shape, time, length etc.
Health & Wellbeing	This focuses on all aspects of health from emotional and social wellbeing to physical health. We promote positive relationships and protective messages for young children. Physical play is encouraged outdoors as well as indoors.
Expressive Arts	Children are given the opportunity to be creative in art, drama, dance and music. Their feelings can be expressed through these aspects.
Social Subjects	We learn about people in the environment such as people who help us. We sometimes learn about people in the past such as Robert Burns.
Science	This focuses on appropriate scientific concepts such as sinking and floating. We also learn about the environment and Eco issues.
Technologies	This focuses on exploring and discovering the use of technologies in our world and developing computer skills through computers, smartboard and programmable toys.
Religious & Moral Education	We encourage children to be kind to each other, to share and be good citizens. We also explore the traditions and celebrations of the major world religions.



Pre-Birth to Three: Positive Outcomes for Scotland's Children and Families

The Ladybird Room (2-3 years) recognise the importance of the first years of life in influencing children's development and future outcomes. Staff use 4 key principles to support and provide learning opportunities for our young children. These 4 key principles are:

Rights of the Child	Our children have the right to thrive and be nurtured by staff who will promote their general wellbeing, health, nutrition and safety. Children will learn about expressing themselves, their interdependence with others, how to share and make choices.
Relationships	Staff will promote positive relationships to ensure children are welcomed into a safe, secure, loving and familiar environment. Children will be supported to develop the ability to enjoy experiences and cope with new challenges.
Responsive Care	Our children will be accepted, respected and cared for as individuals. Our children will feel valued, safe and secure in themselves.
Respect	Children will be encouraged to develop self respect and respect for others. Their needs and interests will be valued and they will be encouraged to resolve problems through expressing their feelings and being listened to.

Playing to Learn

Young children learn a great deal as they play. Attitudes, skills and knowledge are acquired as the child strives to understand the world around him by handling and thinking about it. Play is both a mental and physical activity and it absorbs the whole child but a child's ability to play must not be taken for granted.

In order to play, the child must have the materials, the curiosity and the confidence to explore. Playing is doing, talking and thinking and the nursery environment helps build the emotional security that children need to explore. By providing a breadth and balance throughout all the activities, we offer the children we hope to lay the foundation for future education.



Themes

The staff plan regularly using a thematic approach to engage the children's interest whilst still ensuring the curriculum is being followed. Activities, displays, discussion and stories are all linked and we find this to be a successful way of working.

Themes may include People Who Help Us, Traditional Stories, The Seasons, as well as book topics. Our themes are cross-curricular, incorporating a range of curricular areas. Themes may also be planned in response to children's ideas and suggestions.

Snacks and the promotion of healthy eating

We offer the children a variety of snacks including, fruit, cereal, crackers, etc. Water and milk are offered for the children to drink.

Please inform the nursery staff of any known food allergies.

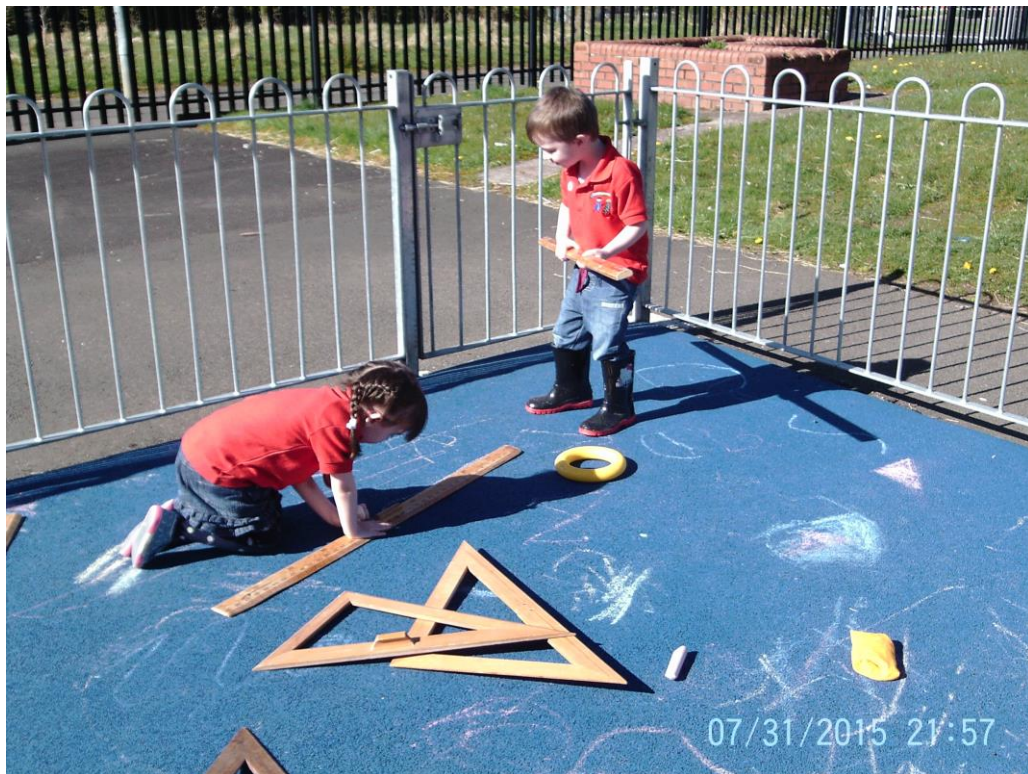
Assessment

The staff will assess your child through observation and interacting with your child. We plan carefully to ensure children's developmental needs are met in a challenging and interesting way. Information is gathered by staff on your child's stages of development and we compile a profile of your child's achievements and successes. If we notice your child is having difficulties we will take an early opportunity to talk things through with you.

Reporting to Parents

We set aside special times throughout the year for you to hear about our nursery curriculum and to discuss your child's progress.

However, if you have any concerns about your child, please come and talk to us about them. We will always do our best to help





Parents as Partners

Gallowhill Nursery staff consider the views and ideas of its parents/carers of great importance and value. We believe that staff and parents/carers should work together for the personal, social and educational benefit of the nursery children. We aim to create an environment of mutual respect, trust and open communication.

Parents/carers are kept informed of nursery activities through regular newsletters and informal displays in the nursery foyer. Settling in is discussed with parents/carers once children have settled into the nursery routine. Towards the end of the nursery year parents/carers are invited to a meeting to discuss their child's progress.

We regularly send home library books for you to enjoy reading at home with your child. Each term we will also send home a curriculum bag, which will focus on Literacy, Numeracy or Health & Wellbeing. These allow you to work with your child on something that is related to activities being done in Nursery.

Please visit our website for information and pictures about what we have been learning about:

www.gallowhill.renfrewshire.sch.uk

Working together to promote positive behaviour

Gallowhill Nursery recognises the importance of positive behaviour and aims to create an environment where children are safe and secure, able to develop self esteem, self discipline and treated with respect and treat others in a similar manner.

Parental Contribution

Parents are asked to make a voluntary contribution of £2.00 each week. This money helps to buy healthy snacks, baking ingredients, food for parties, Christmas gifts, outings, etc. Your contribution is very much appreciated.

Parent Forum

All parents/carers are automatically members of the Parent Forum. It is the first job of the parent forum to decide how to set up their parent council.

Parent Council

By law, schools have a duty to promote parents' involvement in children's education.

Gallowhill Primary and Nursery Parent Council

Chairperson - Tracy Garvey

For more information on parental involvement or to find out about parents as partners in their children's learning, please contact the school or visit the Parentzone website at www.parentszonescotland.gov.uk





Emergency contact

Parents whose children are in the nursery must provide the nursery with the names, addresses and telephone numbers of two contact persons for use in case of an emergency - LOCAL addresses please.

Please inform the nursery as soon as possible of any changes in this information.

Arrival and collection of children

In the interest of your child's safety you should inform your child's key worker if he or she is to be collected by someone not known to the staff or manager.

Nursery staff will not release a child without prior knowledge and consent.

It is expected that a responsible adult (over 16 years of age) will bring a child to and from nursery.

Absence

Parents should inform the nursery if their child is unable to attend on a particular day.

Tel: 0141 887 7109

Clothing

Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons for messy activities but accidents can happen. We do keep a supply of spare clothing should an accident occur but would also ask that your child has some spare clothing in a bag on their peg.

An optional nursery uniform of polo shirt, sweat shirt and jogging trousers is available from Schoolwear Made Easy if you wish.

Please also make sure that your child has suitable outdoor clothing as we have regular outdoor play or a trip is planned.

Please make sure your child's name is on all clothes, as they can get mixed-up.

Nursery Trips and consent forms

Local visits will occur from time to time, these will generally be to the shops or park.

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



Policies

We have a wide range of policies to ensure the smooth running of the nursery.

All the policies are available within a folder in the cloakroom area for your perusal and any comments you have are very welcome.



Medication

If your child is in need of medication during his /her time at nursery, you must discuss his/her requirements with the head of the nursery. You will need to fill in a form, which allows nursery staff to administer medication.

If your child suffers from any condition which is likely to require emergency treatment, parents must inform staff of likely triggers and what emergency treatment is required. Please note that establishments must be informed and kept up to date of any medical conditions your child suffers from.

The parent/ carer/ emergency contact will be telephoned to arrange for your child to be taken home if your child becomes ill while at nursery.

Illness

We ask that you do not bring your child to nursery if they are unwell as this can cause the child distress and may spread infection. If your child takes unwell during the session we will telephone you or your emergency contact to inform you and for your child to be collected. Most recent guidelines state that children who have been sick or have had diarrhoea should not attend nursery for 48 hours.

Please keep your emergency contact details up to date.

Minor accidents and upsets

Minor cuts and abrasion are attended to by nursery staff. Nursery staff will inform parents and ask them to sign the accident book if treatment is required.

Visits to the establishment by medical staff

Eye screening is carried out by the community orthoptist each year.

Parental consent forms have to be completed before your child can be included in the screening programmes.

Could we also remind you to check your child's hair each week in case of any head lice? A video is available for parents if you would like to find out more. Please ask any of the nursery staff.

Transfer to Primary School

Most of the children who attend Gallowhill Nursery Class transfer to Gallowhill Primary School. Children should be enrolled in their local primary school and a placing request filled out if necessary.

Advertisements about times and dates of registration and enrolment for beginners generally appear in the local papers, usually in January but possibly earlier.

Details will be sent out in the school newsletter and information is also displayed on the Nursery notice-board.



Transfer of Information

Before leaving nursery a transfer of information record for each child will be prepared by the nursery staff. With parental permission, this will be shared with the staff of the school; the child will attend, to ensure a smooth transition and continuity of education.



Suggestions and Complaints

We are always striving to maintain and improve our service. If you have any suggestions to make about the service, please contact the manager of the establishment in the first instance, Mrs Morgan or the establishment head, Mrs Hood who can be contacted by telephone on 0141 887 7109. We hope that you will not need to complain but sometimes things go wrong and we would like to hear from you as soon as possible so that we can put things right. You can telephone to make an appointment for an informal chat. Many difficulties can be resolved quickly and easily. If you are still unhappy with the service or with our response then you can put your complaint in writing or fill in a complaint form available in the school or any council office. Completed forms should be sent to:

Renfrewshire Council

Education and Leisure Services

Cotton Street

Paisley PA1 1LE

Telephone 0141 842 5591

Complaints can also be made directly to

Care Inspectorate

4th Floor

1 Smithhills Street

Paisley PA1 1EB

Tel No: 0141 843 4230

Important Note

Although this information is correct at the time of printing, there could be changes affecting the details, 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.

2016/2017

School Term/Holidays	Starts	Finishes
Spring First Term	5 Jan 2017 (Thu)	10 Feb 2017 (Fri)
Spring Half Term Holidays	13 Feb 2017 (Mon)	14 Feb 2017 (Tue)
Spring Second Term	15 Feb 2017 (Wed)	31 Mar 2017 (Fri)
Easter Holidays	3 Apr 2017 (Mon)	17 Apr 2017 (Mon)
Summer Term	18 Apr 2017 (Tue)	28 Jun 2017 (Wed)
Summer Holidays	29 Jun 2017 (Thu)	14 Aug 2017 (Mon)

2017/2018

School Term/Holidays	Starts	Finishes
Autumn First Term	15 Aug 2017 (Tue)	21 Sep 2017 (Thu)
Autumn Half Term Holidays	22 Sep 2017 (Fri)	25 Sep 2017 (Mon)
Autumn Second Term	26 Sep 2017 (Tue)	12 Oct 2017 (Thu)
Autumn Holidays	13 Oct 2017 (Fri)	20 Oct 2017 (Fri)
Winter Term	23 Oct 2017 (Mon)	20 Dec 2017 (Wed)
Christmas Holidays	21 Dec 2017 (Thu)	3 Jan 2018 (Wed)
Spring First Term	4 Jan 2018 (Thu)	8 Feb 2018 (Thu)
Spring Half Term Holidays	9 Feb 2018 (Fri)	13 Feb 2018 (Tue)
Spring Second Term	14 Feb 2018 (Wed)	29 Mar 2018 (Thu)
Easter Holidays	30 Mar 2018 (Fri)	13 Apr 2018 (Fri)
Summer Term	16 Apr 2018 (Mon)	27 Jun 2018 (Wed)
Summer Holidays	28 Jun 2018 (Thu)	13 Aug 2018 (Mon)