



## WELCOME

August 2015

Dear Parents

Thank you for enrolling your child in St. Mary's Primary School Nursery Class.

Starting nursery is a big step...for you and your child! We know that you will have many questions and may be feeling anxious at this time. Here at St. Mary's we are happy to discuss any concerns and answer any of your questions, both now and in the future.

The school community of St. Mary's is a welcoming, happy and friendly community – a community that I hope you will quickly feel part of and will contribute positively to throughout your child's time with us.

St. Mary's Nursery Class supports its children to develop as:

- successful learners
- effective contributors
- confident individuals and
- responsible citizens.

St. Mary's Nursery Class is committed to the promotion of:

- healthy, active lifestyles
- sustainable communities and
- lifelong learning.

The school has been recognised as a Health Promoting School and an Eco-School and as such has been awarded the green flag. The school has been working more recently on developing a rights based approach to learning.

This handbook is designed to provide you with important information about the nursery class and the service you can expect. Further information will be provided when your child starts nursery. In the meantime, should you have any questions, please don't hesitate to speak to myself or any other member of the nursery team.

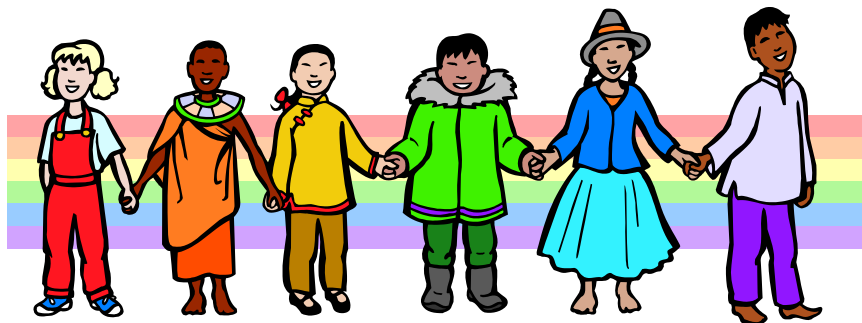
I look forward to meeting you in the coming weeks.





Yours sincerely

Helen Friel  
Head Teacher



### St Mary's Nursery Class Aims

- 1 To ensure that every child in St Mary's Nursery receives a broad, quality curriculum suited to his/her individual needs.
- 2 To ensure that every child achieves his or her full potential.
- 3 To ensure that the quality of learning experiences is of the highest standard and that the needs of each individual child are successfully met.
- 4 To ensure that, working in partnership with other agencies, there is effective support for all children and their families and support is monitored to ensure quality of provision.

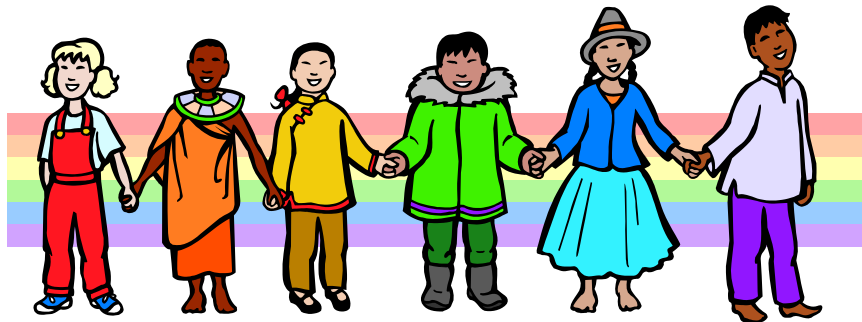




5 To ensure that the nursery class is a welcoming place for all users; children and adults alike, and that there are effective links between nursery class and parents/carers.

6 To ensure that resources in the nursery class are used effectively to benefit development and learning.

7 To ensure that all staff members use self evaluation procedures to examine their own effectiveness in the playroom.



### NURSERY INFORMATION

#### Nursery Staff

Mrs Helen Friel

Mrs Anne McGarrigle

Miss Tracy Newlands

Miss Sarah Fletcher

Ms Louise Dow

Mrs Elizabeth McLardie

Miss Cheryl Donachie

Mrs Elaine Strang

Mr Tony Tobin

Ms Angela Evans

Head Teacher

Principal Teacher (Nursery Class and PSADU)

Senior Pre-5 Officer (Nursery Class)

Nursery Officer (Sunflower Room)

Nursery Officer (Sunflower Room)

Nursery Officer (Buttercup Room)

Nursery Officer (Buttercup Room)

Senior Clerical Assistant

Janitor

Cleaner

#### Visiting Staff

Mrs Amanda Collins

Early Years Teacher





### **Contact information**

St Mary's Primary School (Nursery Class)  
Maxwellton Road  
PAISLEY  
PA1 2RJ

Tel: 0141 889 3960

Website: [www.st-marys.renfrewshire.sch.uk](http://www.st-marys.renfrewshire.sch.uk)  
Email: [stmarysenquiries@renfrewshire.gov.uk](mailto:stmarysenquiries@renfrewshire.gov.uk)

## **GENERAL INFORMATION**

### **Nursery year**

The Nursery is open during the school year and has the school holidays. Notification of the sessions' holidays are given at the start of the year and in the monthly news bulletins.

### **Daily session times**

The nursery operates two session times:

|                   |                         |
|-------------------|-------------------------|
| Morning Session   | 08.40 a.m. – 11.50 a.m. |
| Afternoon Session | 12.25 a.m. – 03.35 p.m. |

### **Capacity**

The nursery capacity and registration is 60 places. The age groups are as follows:

|                |                   |                                     |
|----------------|-------------------|-------------------------------------|
| Buttercup Room | 2 years – 3 years | 20 places (10 morning/10 afternoon) |
| Sunflower Room | 3 years – 5 years | 40 places (20 morning/20 afternoon) |

### **Admissions**

All Nursery places are allocated in line with the Council's admissions policy and the nursery staff will advise you how this policy operates when you apply for a place for your child.





The nursery class is a member of the local and central Admissions Panel. The panel meets at regular intervals throughout the year to discuss and band applications and to decide how nursery places will be allocated. The panel will consist of heads of local authority and partnership pre-five establishments in the area.

The local Admissions Panel consists of a representative from each of the following establishments:-

St Mary's Nursery Class  
West Nursery Class  
Maxwellton Park Nursery  
Abbey Nursery  
Hugh Smiley Nursery  
Wallace Nursery Class

Application forms for a nursery place are available from the school office and should be returned after completion. You should include a copy of your child's birth certificate and proof of your address with your returned application form. Only one application should be made and your preference of nursery indicated on the form.

### **Register of applicants**

A register of all applicants will be kept by the nursery. If circumstances change which affects your application then you should speak to the Head Teacher. Please note that the length of time a child's name has been on the register will not affect the child's priority of admission. Parents can ask to see their application form at any time.

### **Enrolment**

Once nursery places have been allocated, children and their families are invited to take part in our induction programme. All new entrants are invited to attend our 'open day' and we also offer home visits prior to the children starting the nursery. Families are then informed by letter about when their child can start nursery. Start dates for new entrants are staggered to ensure the process is as smooth as possible. Initially children do not stay for the full nursery session and parents may be invited to stay to support their child at these times. Each child is allocated a key worker, a member of the nursery team who will have special responsibility for his/her care and wellbeing, development and learning.





### **Attendance**

Regular attendance at nursery is very important to ensure learning opportunities and new experiences for your child are not missed. It would be helpful if parents could inform the school office by telephone if your child is not able to attend on any particular day. If your child is absent for a noticeable period of time and not contact has been made a letter will be sent to discuss your child's placement.

### **Emergency contacts**

Parents of children attending the nursery are asked to provide, where possible, the names, addresses and all telephone numbers of two relatives/friends who may be contacted in the case of emergency.

**Please remember to inform the nursery of any changes in this information.**

### **Arrival and collection of children**

It is expected that a responsible adult will bring a child to and from nursery. In the interests of your child's safety, your child's key worker must be notified if he/she is to be collected by someone who would not normally do so. No child will be permitted to leave the building with an adult unknown to the staff without the parents' consent. In the case of an emergency, please telephone the nursery to let the staff know.

### **Suitable clothing**

Learning should be fun and children particularly enjoy messy work. We will always try to ensure they wear aprons, but accidents will happen, so please dress your child in suitable clothes.





The nursery has its own uniform, a blue polo shirt which has the nursery logo. Information regarding the uniform can be obtained at the school office or by nursery staff. However, it should be noted that the uniform is optional.

Please provide children with a pair of soft shoes or slippers, clearly marked with their name, which they can keep in the shoe bay.

Outdoor activities take place throughout the year so it is important where possible to dress your child with suitable clothing (i.e. Winter months – boots, hat, gloves, scarf. Summer months – sun cream, hat etc)

### **Excursions**

When outings or excursions are planned you will be notified in advance. You will be asked to complete consent forms which give your permission for your child's participation. Please note that children cannot take part in outings without the parents having completed and handed in consent forms.

### **Snacks**

As part of the nursery's programme to promote healthy lifestyles, children are encouraged to eat balanced diets. St Mary's Nursery Class promotes healthy eating and will provide nutritional snacks, milk and water for the children. The snack menu is displayed on the Nursery noticeboard and changes every week. Please inform staff of any dietary requirements or allergies your child may have.

### **Voluntary contributions**

Parents/Carers are asked to contribute a weekly donation of £3. This helps the nursery provide a varied snack menu as well as helping to support the nursery to provide all the extras that make the children's experiences at nursery so enjoyable (e.g. celebrations, excursions etc). It should be noted that this contribution is not compulsory.





There may be other sponsored and fun events held throughout the year and this enables us to improve nursery funds.

### **Transport**

Transport is not normally provided for pre-five establishments. The Council may, however, provide transport for children with additional support needs who may require to travel some distance to take up an appropriate placement. Generally, parents should make their own travel arrangements.

### **Insurance**

Please note that the Council cannot accept responsibility for personal belongings left in the Nursery. Submitted claims are likely to be met only in circumstances where the Authority can be shown to be negligent.

### **Emergency closure arrangements**

The Nursery will be opened on the times already outlined, but on some occasions circumstances may arise which means the Nursery has to close.

Establishments may be affected by, for example, severe weather, transport problems, power failures or difficulties with fuel supplies. If this happens, we will do all we can to let you know about the details of closure and re-opening. We may keep in touch by telephone, notices in local shops and community areas, announcements in local churches, press and radio.

### **Security**

Renfrewshire Council has introduced procedures to ensure the safety and security of all children and staff when attending and working in the nursery. We use a number of security measures including buzzer entry system and camera, visitors' book, badges and escorts while visitors are in the nursery building. In order to ensure the system operates effectively we need the support and assistance of parents/carers and visitors. It is important that parents should not permit entry of any unknown persons by holding the door open for them.







### **Nursery Policies**

St Mary's Nursery Class has many policies so parents are aware of procedures and the importance these have in the smooth running of the nursery. Parents can ask to see copies of these policies at any time.

### **Child Protection**

All children have the right to be protected from harm, abuse and neglect. The vision of Renfrewshire Child Protection Committee is that "It's everyone's job to make sure that children in Renfrewshire are safe."

Renfrewshire Council has a child protection policy and guidelines are in place to make sure that all council staff are alert to the welfare of children they come into with. All nursery staff work closely with other agencies to protect children and keep them safe. All staff receive training each year and must report any concerns they have about the welfare of children. In every situation, the welfare of the child overrides other considerations.

### **Non-Denominational policy of the nursery**

St Mary's Nursery class is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

### **No smoking policy**

Smoking is not permitted within the Nursery building or grounds.

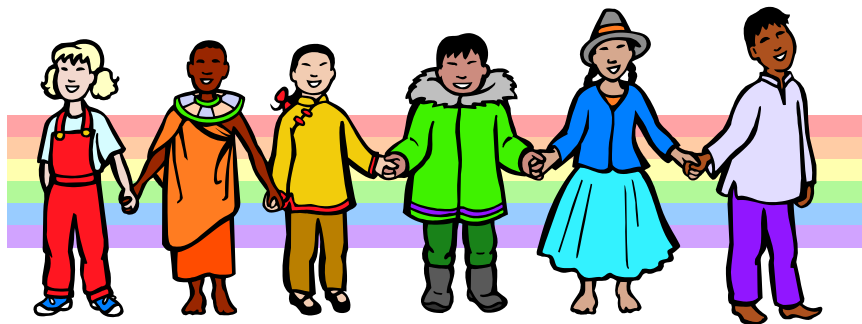
### **Equal Opportunities Policy**

All pre-five services should reflect the Council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work or to care for children. 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 in the Early Years Curriculum.





St. Mary's Nursery Class  
Handbook 2015-2016





## **THE NURSERY CURRICULUM**

### **Our Aims**

Within the two nursery rooms, we set out to foster children's self esteem, empower the children with attitudes, skills and understanding which promote effective learning. We will take every opportunity to understand the needs of the children and build on their strengths. We will encourage positive relationships and work in partnership with the children, their parents and carers in the provision of a suitable and quality curriculum.

In recognising the importance of the family, community, nursery and local culture on the child's life and learning, we will work towards a partnership where all partners play an active role in meeting the needs of the child and support the child in reaching his/her full potential. Staff will monitor the progress of each individual child by observing, assessing and tracking their strengths and areas for development. This will assist in the planning of a programme of suitable and challenging activities and experiences for each child.

Each member of staff will provide a happy and secure learning environment where each child is valued as an individual. We will provide interesting experiences and activities both indoors and outdoors to assist in the all round development of each child.

### **Pre-birth to Three Curriculum**





Each member of staff in the Buttercup Room will follow the Pre-birth to Three Curriculum. We support the four key principles:

- Responsive care
- Relationships
- Respect
- Rights of the child.

Staff will

- build in routines that are familiar and welcoming
- be responsive and caring to children and their families
- develop strong relationships with the children
- be alert and 'tuned in' to the needs of the children
- support children's development and learning through play
- create enriching and enabling environments which encourage children to explore and play
- help nurture children's natural curiosity and creativity.

Each child will have a key person who will meet their needs by responding sensitively to their feelings, ideas and behaviours. The key person offers security, reassurance and continuity and will be responsible for feeding, changing and comforting your child. This key person will help your child develop relationships with others staff and other children. They will skilfully observe children at play during day to day activities in order to inform future opportunities and experiences that best meet the children's needs and interests. The Key person system also enables informed and sensitive communication with the child, family and other agencies.

Staff will introduce activities to meet the children's natural curiosity and challenge their growing energy and development. Toys and equipment are set at the children's level to encourage self selection and there is a wide range of sensory equipment provided for all children to explore and investigate.





### A Curriculum for Excellence

Each member of staff in the Sunflower Room follows the Curriculum for Excellence. This curriculum seeks to encourage personal development and make children and young people aware of the values on which the Scottish society is based: wisdom, justice, compassion and integrity. In so doing, it is hoped that our children and young people will establish their own stances on matters of social justice and personal and collective responsibility.

The aspiration of the Curriculum for Excellence is that all children and young people should be **successful learners, confident individuals, responsible citizens and effective contributors**. These are known as the 4 capacities and are central to your child's learning and development at nursery. The Curriculum for Excellence aims to provide a curriculum which will enable the young people of St Mary's Nursery to develop these four capacities.

The principles underpinning the Curriculum for Excellence are **challenge and enjoyment, breadth, progression, depth, personalization and choice, coherence and relevance**. The staff set out to ensure that:

- children find their learning challenging, engaging and motivating;
- children have opportunities for a broad range of experiences;
- children experience a continuous progression in their learning from 3–18 through a single curriculum framework;
- there are opportunities for children to develop their capacity for different types of thinking and learning;
- the curriculum gives children increasing opportunities for personal choice as they move through their education from 3–18;
- there are clear, coherent links between activities, drawing different strands of learning together;
- children understand the purpose of learning activities and the relevance to their lives, present and future.





The Curriculum covers 8 key aspects of children's learning which are: –

Health and Wellbeing

Language

Numeracy and Mathematics

Expressive Arts

Sciences

Social Studies

Technologies

Religious and Moral Education

The priority in planning teaching and learning programmes is for Literacy, Numeracy and Health and Wellbeing to be at the heart of nursery practice and to permeate the whole curriculum.

St Mary's Nursery Class values the importance of active learning through play and providing a wide range of learning opportunities that stimulate curiosity and creativity and encourage independent learning.

Staff carefully observe and interact with children and thereafter plan programmes of work suited to the child's age and development stage, making use of all areas and resources within the nursery.

### **Assessment and Reporting**

Progression and depth are evidenced through both formative and summative assessment. Assessment serves a number of purposes:

- encourages children to learn
- helps children identify ways of improving their work
- provides an indication of overall ability
- helps staff determine next steps
- measures the effectiveness of teaching methods and resources.





The staff at St Mary's Nursery Class recognise that for assessment to impact positively on children's progress, children must be actively involved in the assessment process. For this reason the class has built its assessment procedures around the 'Assessment is for Learning' programme; a programme designed to increase the effectiveness of assessment and learning.

The staff use Assessment is for Learning strategies to monitor children's ongoing progress. The staff also make up a profile for each child which contains information about each child as well as samples of their work. The children are encouraged to have an input in their profile. Parents are welcome to view their child's profile at any time and are encouraged to visit the nursery to observe and participate in their child's learning. It is important for you to tell us of your child's wider achievements out with the nursery so that we can celebrate their successes at St Mary's.

Parent's Evenings take place during the first and third terms and provide opportunities for parents to discuss their child's progress with his/her key worker.

### Working Together – Sharing the Learning

Wherever possible it is beneficial for both parents/carers and children to share learning activities together. This is best achieved through play activities and games. Several programmes are in place to encourage home–nursery learning. These are:

- Play at Home
- Library bags
- Adventure Ted
- Impact / Active Maths
- Learning fans
- 'Stay and Play' sessions

### Additional Support for Learning

Getting it Right for Children and Young People in Renfrewshire

We want all our children and young people to be fully supported as they grow and develop. There are 8 areas of wellbeing which they need to progress to do well now and in the future. Children's wellbeing is important at every stage of childhood. Every child needs to be **healthy, achieving, nurtured, active, included, respected, responsible** and above all, **safe**. These are the eight indicators of wellbeing





(SHANARRI) which are set within the 'four capacities' which are at the heart of the Curriculum for Excellence.

The Getting it Right for Every Child (GIRFEC) approach ensures children, young people and their families receive the help they need when they need it. For nurseries in Renfrewshire the GIRFEC approach is implemented via the Getting it Right for Every Learner policy which gives more detail of additional support needs and help children receive from nurseries, schools and other services.

The nursery's approach to additional support for learning focuses on the following key areas:

- early identification of support needs (short or long term)
- effective communication and liaison between nursery, parents and other relevant personnel
- effective implementation of Extended Support Team procedures
- implementation of appropriate support programmes
- use of a support programmes (e.g. child's plan, IEPs) as appropriate
- monitoring the effectiveness of support programmes
- keeping appropriate records.

Where concerns are identified, nursery staff will work in partnership with parents to find ways to best support the child. If specialist help or advice is required (e.g. speech and language therapist, psychological services, social services etc) then, with parental consent, the nursery can refer children to the appropriate service.

St. Mary's Nursery Class recognises the importance of home school partnership and good communication in relation to additional support needs. Parents will be kept informed throughout the process and will be offered opportunities to meet with staff supporting their child. Parents are welcome to approach the Nursery at any time for further information or to discuss concerns.

### **Early years transition teacher**

As part of Renfrewshire Council's vision to ensure all children gain the best start to learning, an Early Years Transition Teacher has been appointed to work in a variety of nursery and Primary 1 settings. This will ensure your child makes good progress







in pre literacy and pre maths skills. The teacher's role will be to enrich the learning experience alongside nursery staff, by supporting teaching and learning and curriculum development and delivery.

### **Transfer from Nursery to Primary**

Before leaving nursery a transfer of information record for each child will be prepared by nursery staff and with parental consent will be shared with the staff in the child's receiving school. This will ensure a smooth transition and continuity of education for the child transferring to primary.





## **MEDICAL INFORMATION**

### **Medication**

Parents/carers should notify the Nursery of any medical requirements or allergies that their child may have. If medication is required it is better if this can be provided outwith the nursery day but, in cases where it is necessary during the child's time in nursery, parents/carers should contact the Nursery to make appropriate arrangements. Staff are not obliged to administer medicine.

### **If your child becomes ill**

Minor accidents will be dealt with by the Nursery's qualified first aider. If a child takes ill or has an accident at Nursery which requires that the child is sent home or for treatment, first aid will be provided and parents/carers contacted. It is therefore important that the Nursery has contact details for parents/carers and an additional contact person in case parents/carers cannot be reached. This information should be kept up to date.

All incidents relating to medical care will be recorded in the Nursery Medical Folder.





## **PARENTAL PARTNERSHIP**

Our parents are very much part of our Nursery Community. Our aim at St Mary's Nursery Class is to work closely in partnership with parents in order to help each child to achieve his/her potential. Our aim is to help all parents to be:

- involved with their child's education and learning
- welcomed as active participants in the life of the Nursery
- encouraged to express their views on Nursery education generally and work in partnership with their children's Nursery

### **Parents' Views**

We place great value on Parents' views and offer many opportunities for parents to be involved in the education of their child. A suggestion box is situated in the Early Year's foyer and parents are encouraged to give ideas on ways we can improve. We issue questionnaires to gain parent feedback on a number of issues.

### **Communication with Parents**

During the first term the Nursery organises a Curriculum Evening to explain the Curriculum and what children will be learning.

Parents are also invited to visit the nursery to spend time with their child by attending 'Stay and Play' sessions. This is an opportunity to see what the children are learning each day.

Parental feedback about their children takes place during the first and third term. These provide opportunities for Parents to discuss their child's progress with his/her Key worker. Parents have access to their child's profile during the year and this is sent home at the end of the nursery year.

Monthly newsletters are issued which inform Parents of ongoing events in the Nursery.

## **THE WIDER COMMUNITY**





### **Links with Primary Schools**

St Mary's Nursery Class works closely with the local feeder Primary Schools throughout the year to ensure that transition from Nursery education to Primary education is smooth.

Nursery Staff are also available to support children on their entry into Primary One.

The Nursery Staff encourage and welcome staff from feeder Primary Schools into the Nursery to observe and meet the children who they will be receiving.

### **Links with the Community**

Nurseries are special and important members of local communities. St Mary's Nursery Class has established good relationships within the community.

Some examples of how the Nursery is involved with the community, to enhance learning experiences for the children are:

- members of the local community visiting the Nursery and talking to the parents and the children
- visits to the local library
- inviting community groups/local businesses to support nursery projects
- educational and fun outings to places of interest
- participation in community projects
- raising money for different charities

However, the Nursery is always keen to further develop and broaden its links with the community. Parents who are able to assist the Nursery with this should contact the Head Teacher.

### **Work Experience**

The nursery provides placements for trainees from a variety of establishments providing Childcare and Education courses. It also supports local secondary schools by offering weeklong placements to students on work experience.





### Links with Colleges and Universities

The nursery has forged strong links with universities and colleges by playing a key role in student training.





## **OTHER INFORMATION**

### **Suggestions and Complaints**

We aim to ensure the Nursery is a welcoming place for all users, children and adults alike and that we provide care and education of the best quality, suited to individual needs.

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service, please speak to the Nursery Staff or place your suggestion in the box provided at the entrance.

We hope that everyone is satisfied with the service we provide but if you have a concern about any aspect of our standards, please do not hesitate to take these concerns to your child's Key Worker, who will deal with your complaint. If you feel it is not appropriate to approach the Key Worker you should take your complaint to a member of the senior management team of St Mary's Primary School. This can be done in person, by telephone or letter and your complaint will be dealt with accordingly.

There is a Council Complaints Procedure. Information and forms about this can be obtained from the School Office or the Council Offices at Cotton St.

### **Useful Addresses**

Renfrewshire Council  
Education and Leisure Services  
Renfrewshire House  
Cotton Street  
Paisley PA1 1LE  
0300 300 0170

Care Inspectorate  
4<sup>TH</sup> Floor  
1 Smithhills Street  
Paisley  
PA1 1EB  
0141 843 6840

### **Please Note**

Although the information in this handbook is correct at the time of printing, there could be changes affecting details, either before your child's placement begins or during the course of their placement. The Head Teacher will inform you of any important changes to the information.







St. Mary's Nursery Class  
Handbook 2015-2016





