

Education & Leisure Services



**Williamsburgh Nursery Class**

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***All About Us***

## *The Nursery*

Williamsburgh Nursery Class provides Early Learning and Child Care for children from 3 to 5 years of age. The nursery has the capacity to offer 120 sessional places. The majority of children presently attend for five half day sessions per week. A number of children attend for full day sessions.

Additional sessions may be available in specific circumstances, in line with the Renfrewshire Council Admission Policy and as agreed by the local Admissions Panel or Headquarters.

## *Our Vision*

To work together, motivating each other, to be the best we can be.

### *OUR STRAPLINE*

Caring. Kind. Connected.

### *OUR VALUES*

Nurtured, Respected, Happy, Honest, Kind and Fair.

## *Our Aims*

**S**afe – Our children will be welcomed into a safe and caring environment. We will work together to protect our children and ensure their wellbeing. Staff will develop a trusting relationship with each individual and ensure that the appropriate procedures are followed.

**H**ealthy – All of our children will have the opportunity to attain the highest possible standard of physical, social and emotional health, through a cross curricular approach which encourages a healthy lifestyle.

*Achieving* - Our children will have access to a broad range of positive learning experiences. The children will have opportunities to develop their skills, knowledge, confidence and self esteem.

*Nurtured* - All staff will endeavour to ensure that each child has a positive and rewarding experience of school life. We will support all children and encourage good home links, ensuring all children have access to any services which will enhance this support.

*Active* - In conjunction with partners, we will encourage children to be active and to develop a healthy lifestyle.

*Respected & Responsible* - Everyone within our school community will be expected to treat others the way they want to be treated themselves.

*Included* - We will provide high quality learning and teaching that meets the needs of all children.

### ***Registering for Nursery***

You can register your child for Williamsburgh Nursery Class at any time on or after their 2<sup>nd</sup> birthday. Forms are available from the Nursery or on Renfrewshire Council Website at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

### ***Admissions***

An Admissions Panel meet at regular intervals throughout the session. The panel consists of Heads of Early Years establishments in the admissions area. Places are allocated in line with council policy. The Depute Head Teacher will be happy to explain the process at any time.

(Please also refer to Leaflet - Early Years Admissions to Nursery - available from nursery.)

### ***Settling In***

Prior to starting at nursery, new children are invited to attend a session in the nursery with their parents. This helps the child to become familiar with the setting and allows an opportunity for everyone to meet staff.

Your child's first day at nursery will be fairly short (1hr) and a parent/carer will be expected to stay with him/her.

All the children are different. Some settle very quickly and others may take longer and prefer a parent/carer to stay for several days. We wish your child to feel safe and secure within the nursery so will not hurry you away.

### ***Nursery Hours***

The nursery is open during the school year and has the school holidays.

Morning Session	08:45 - 11:55
Afternoon Session	12:30 - 15:40

### ***Staff***

The present staffing arrangements consist of a Depute Head Teacher, one Senior Nursery Officer, 8 Nursery Officers. (3 Nursery Officers work on a part-time basis). Support from an Early Years Team Teacher is also available on a weekly basis.

### ***Grouping of Children***

Your child will be allocated a Key Worker when they start nursery. The key worker and group formation may not be the same for a child's second year in nursery.

Every child is provided with learning opportunities suitable to their individual needs and ability.

### ***Nursery Curriculum***

#### ***How we promote learning***

The nursery provides a wide range of learning experiences which are carefully planned and evaluated in order to support the learning and care needs of each individual child. The nursery delivers a curriculum in line with National Guidelines.

We encourage children to be

- Confident individuals
- Successful learners
- Effective contributors
- Responsible citizens

### ***Observation and Assessment***

Every child will be observed and assessed as part of their nursery experience. Assessment is an integral part of learning and teaching.

Recognising achievement is as important part of learning and development.

### ***Early Years Care Plans***

Under the Children and Young People (Scotland) Act 2014, we are required to complete an Early Years Care Plan for every child in our care. When your child starts nursery, you will be asked to provide staff with information which will help us to support your child during their time in nursery. During the course of the session staff will carry out assessments and update your child's Care Plan. Each six month period staff will share the Care Plan

information with you to ensure that you are fully informed about your child's progress or support needs.

### ***Profiles***

Profile Folders offer a picture of a child's progress throughout their time at the nursery. Staff will support your child and encourage them to make decisions relating to the content of their folders. Profile folders are available for parents/carers to view at any time.

### ***Your Child's Progress***

You will be invited to attend Feedback and Target Setting meetings throughout your child's time at nursery. At this meeting your child's key worker will inform you of your child's progress in learning and their next steps.

There will also be further opportunities provided for parents to visit the nursery throughout the session.

### ***Transfer of Information***

Written Transfer of Information Reports will be shared with both parents and Primary 1 staff and are used to ensure continuity of learning in the transition from Nursery to Primary education.

### ***Accommodating Support Needs***

All children are welcome at Williamsburgh Nursery Class.

Some children may require special support for a variety of reasons. All the children are individuals and the curriculum is designed and planned to meet their individual needs. Where a child might have additional physical, developmental or social needs we can, in agreement with parents access the appropriate

specialist support to enable the child to enhance both their learning and social development.

### ***Working with Parents***

We invite parents/carers to share as much of your child's Early Learning experience as they wish. This policy also applies to extended families and carers where appropriate.

Informal events are offered to parents during the session.

Staff are always available to meet with parents who wish to discuss any problems or concerns they may have. Alison Vandal, DHT is also available to meet with parents/carers.

Parents/carers are invited to join Williamsburgh Parent Council as a member or a helper.

### ***Clothing***

Learning should be fun.....and it can be messy. We will always try to ensure the children wear aprons, but accidents do happen, so please dress your child in suitable clothes. Trousers should be easily manageable as this allows independence for toileting. Easy pull up sleeves allow children freedom at water play, art, baking etc. For your convenience, nursery polo shirts and sweatshirts are available to purchase from the nursery.

Please make sure that your child has suitable clothing as outdoor play is part of their daily routine. Please provide a sun hat if the weather is hot and ensure that sun cream is applied before coming to nursery.

### ***Forest Kindergarten***

Every child will have the opportunity to experience Forest Kindergarten during the session. Nursery will provide suitable waterproof suits for each child if required.

### ***Snack***

The nursery promotes healthy eating as well as offering opportunities to provide new tasting experiences for the children. Milk and water is available for children in the snack area.

### ***Donation***

A donation is collected each week. All donations help us to fund a variety of activities and resources for all the children.

### ***Minor accidents or incidents***

Staff record minor accidents and incidents. These will be explained to you and you will be required to sign the record book.

### ***Illness***

The nursery would welcome a telephone call if your child is not able to attend on any particular day. Children who are ill should not attend nursery as they risk spreading infection to others. If your child has an upset stomach, please keep them at home until at least 24 hours after symptoms have ceased.

### ***Toileting***

The expectation is that your child will be fully toilet trained by the time they start nursery at 3 years old unless they have underlying health issues which should be discussed in advance of their start date. If your child is still training then staff will support them in their toileting.



### ***Equal Opportunities***

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

All Early Years establishments reflect the Council's equal opportunities policies and are anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work or 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 curriculum of all establishments.

### ***Concerns, suggestions and comments***

Williamsburgh Nursery Class welcomes concerns, suggestions or comments about our practice. We provide regular opportunities for parents to give feedback. Parent/Carers are invited to put their comments/suggestions in the box in the entrance area. We are also subject to the Renfrewshire Council and the Care Inspectorate complaints procedures.

