



Coalburn Nursery Class
Coalburn Primary School
Coalburn Road
Coalburn
Lanarkshire
ML11 0LH

Tel: 01555 820221

School E-mail: gw14coalburnpsoffice@glow.sch.uk

Nursery Email: gw20coalburnnursery@glow.sch.uk

NURSERY STAFF:

Miss Heather Scott	Early Years Team Leader
Mrs Lorraine Frame	Early Years Practitioner
Miss Caitlin Stewart	Early Years Practitioner
Ms Lorraine Low	Early Years Practitioner

SCHOOL MANAGEMENT

Miss Lorna Hyslop	Headteacher
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NURSERY HOURS 9am - 3pm

ROLL 32 children, with a ratio of 1 adult to 8 children (age 3-5)

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THE AIMS OF THE NURSERY

The aims of the nursery are:

to provide a welcoming, happy and stimulating environment for all children

to provide safe and secure accommodation

to provide a wide range of activities and experiences which allow children to develop emotionally, physically, intellectually and socially

to meet each child's individual needs

to encourage children to work and play individually, to co-operate and share with a small group of friends and to join in with larger groups

to work in partnership with parents and to provide a variety of opportunities for parents to be involved in their child's development and nursery life.

to take account of every child's cultural background and beliefs



★ ARRIVAL AND COLLECTION ★

★ Bringing your child to Nursery. ★

★ Please make sure children arrive between 9a.m. and 9.10 a.m.

★ This ensures that all children settle quickly, and may begin their day quickly.

★ Please ensure whoever is bringing your child to nursery knows where their coat peg/shoebox is situated and knows how to help your child choose lunch.

★ Children should change shoes and hang jackets on pegs.

★ Your child should go into the nursery room where their keyworker is located and place their name card in the box. The sign in sheet for the adults is found beside your child's name card and should also be completed with who will be picking child up.

★ Picking up at nursery ★

★ At the end of the session the children will be sitting with their key worker for together time. Staff will open the cloakroom door when everyone is ready. Please be patient at this time and understand that for safety and security reasons children will be encouraged to sit with key worker until parent/carer arrives.

★ When you come into the nursery please complete parent sign out sheet.

★ **Please ask only those people known to our nursery staff to collect your child.** ★

★ If an emergency arises and you must send another adult, please do everything within your power to contact the nursery first.

★ If an unknown adult arrives to collect a child, nursery staff will initially phone parent/carer and then inform Headteacher. No child will leave the nursery with an unknown adult until contact with the parent has taken place.

★ ATTENDANCE ★

★ We hope that you will make full use of your nursery place and bring your child every day.

★ If your child is unable to attend nursery, we would ask you to telephone the school **on 01555 820221** as soon as possible. In line with SLC policy, unexplained absences will require a telephone call from nursery or office staff to parent/s and then emergency contacts. These procedures ensure the safety of all children.

★ If no contact is made, nursery may then notify other agencies including the police and social work to ensure the safety of the child.

★ If your child has sickness or diarrhoea, you must keep them at home for a period of 48 hours (this is in accordance with Health Board guidelines).

★ Children with infectious ailments should not be sent to nursery and the school should be informed of the nature of the illness as we must protect the health of other children and adults attending nursery/school e.g. chicken pox, measles, mumps, conjunctivitis.

★ Although not as common, head lice can still be a problem. Please regularly check your child's hair and inform nursery if a problem arises.



NURSERY ROUTINES

Once your child has put their namecard into the box on arrival, they are free to choose an activity in the playroom. When everyone has arrived, staff will have a short welcome time with their key group and then children resume their free play.

Snack will be available from approx. 10am -11am and children choose when they are ready for it. Staff will let everyone know 10 minutes before snack is tidied away to remind any child who has not yet had it.

Children have a short group time before lunch. Staff then supervise handwashing and everyone walks to lunch hall. Children collect their lunch from the dinner ladies at their hatch. Nursery children sit together with nursery staff in the lunch hall, and staff return to the nursery with children when lunch is finished.

At the end of the day we have tidy up time! Staff try to give each child a job to do to help tidy the nursery. The children then sit with their key worker for a short song time, news, story or nursery rhyme activity

Every couple of days staff sort out any drawings or paintings so that the children can take them home. As it is not possible to do this every day, please help your child to understand that they may have to wait to collect all their pictures (paintings, collage etc)

SNACK

One member of staff sets up the snack area each day. There are various jobs that the children can take turns helping to do, with staff guidance e.g. sorting name cards, setting out milk cartons, peeling and cutting fruit.

When a child is ready to come for snack, they put their name card at an empty seat of the snack table and wash their hands. They collect a plate and use serving tongs to self-select their snack and fruit/veg. They also collect their carton of milk before sitting down at snack table.

Staff plan snack in advance, to provide children with a variety of interesting and healthy foods to try, taking account of the guidance issued in the Setting the Table document. Children are encouraged to try a variety of snacks and things that they feel they "don't like". As a Healthy Promoting Nursery, fruit is offered daily alongside other healthy snack options. On a child's birthday parents may provide a shop bought birthday cake for eating at snack time.

Please do not bring any sweets/treats for the children because throughout the nursery we are promoting healthy eating.



LUNCH

All nursery children receive lunch while attending nursery. They can choose from a hot or cold meal prepared by the school cook and following South Lanarkshire guidelines. Parents are issued with a copy of the lunch menu in advance and it is also available on the school app.

Coalburn Nursery Class and Primary school are nut free zones.



CURRICULUM

At Nursery we provide a range of activities and experiences to allow your child to learn and develop a range of skills and abilities.

Our curriculum is based around developing four capacities set out in the Scottish Governments **Curriculum for Excellence** document.

Successful Learners
Confident Individuals
Responsible Citizens
Effective Contributors

Nursery children are at the early Level of Curriculum for Excellence and the curricular areas are;

Expressive Arts
Health and Wellbeing
Languages
Mathematics
Religious and Moral Education
Sciences
Social Studies
Technologies

If you would like more information about the Curriculum For Excellence please visit the website www.curriculumforexcellence.gov.uk or www.parentzonescotland.gsi.gov.uk

Education Scotland have released (March 2020) the latest guidance for the Early Level of the Curriculum for Excellence (which incorporates nursery education and P1 in primary education) called

Realising The Ambition.

South Lanarkshire Council have produced a guidance document especially for Early Years called

Together We Can And We Will.

NURSERY PLAYROOM

The nursery playroom is one large room with outdoors space. We are also able to use the Nurture classroom in the school on a timetabled basis.

Here are some activities you may see going on in the nursery and their curricular area.

Mathematics & Science

- Counting and number activities
- Shape and colour activities
- Learning about the world around us -
Animals, seasons, ourselves, our community
- Sand and water activities



Language

- Story corner
- Listening tapes
- Writing table
- Letter activities
- Puppets and roleplaying
- House corner for imaginative play

Expressive Arts & Health and Wellbeing

- Painting and drawing
- Collage
- Modelling with dough and clay
- Musical instruments
- Climbing frame
- Hopscotch, skittles, hoops, balls
- Moving to music
- Ring games
- Fine motor skills activities such as -
Lacing, cutting, hammering and jigsaws



The remaining areas of the curriculum are

Social Studies, Technology, Religious & Moral Education

Activities for these areas take place throughout the nursery room, as do many of the activities for the Mental, Social, Emotional and Physical wellbeing strand of Health and Wellbeing.



Outdoor Area



The nursery has an enclosed outdoor play area. Most activities from indoors can be taken outside. Other activities include

- Running, jumping, climbing, cycling
- Play with balls, ropes, hoops, etc.
- Digging and planting

PROMOTING POSITIVE BEHAVIOUR

We want the nursery to be a calm and happy place for your child (as well as staff!). With your help and support we will always encourage positive and caring behaviour from all the children.



Staff will praise and encourage all children when appropriate, draw attention to examples of good behaviour, i.e. sharing toys, saying please and thank you and share positive behaviour with parents at collection times

Please feel free to speak to any member of staff about any concerns or worries you have about your child's behaviour whether at nursery or home. Staff will always ensure confidentiality.

NURSERY VISITORS

Miss Lorna Hyslop Headteacher Coalburn Primary School

As we are the nursery class of Coalburn Primary School, we work closely with Miss Hyslop and the children always enjoy her regular visits!

Oral Health Educators and Childsmile Team

We take part in the nursery teethbrushing programme and Evelyn is our contact person. She introduces the children to their special toothbrush (each child has their own picture on it), demonstrates how to use them properly and oversees brushing for the first week or so. Nursery staff carry on with the teethbrushing over the year and Evelyn visits frequently to check progress.

Margaret Imray, Early Years Support Team

Margaret is a qualified primary teacher who provides specialist support within the nursery. She supports children for a variety of reasons and also provides advice and support for the nursery staff.

Other nursery visitors include ;

- Chloe Millar Speech and Language Therapist
- Gordon Kirkwood Health Visitor
- Kristen Allen Education Psychologist
- Dr Galloway Paediatrician

STUDENTS

Our nursery welcomes students from many local colleges and universities who are undertaking work placements and teaching practises. All students will have a PVG security check before starting in the nursery. Each student will work alongside a mentor member of nursery staff, after receiving an introduction/induction from the Team Leader.



PARENTPAY

All parents are required to sign up to ParentPay which is South Lanarkshire Councils method of collecting money from parents.

Parents are asked to contribute £2.50 each week to the nursery fund. This allows us to provide a daily, healthy snack for the children and to offer a variety of health-related activities throughout the year.

CLOTHING AND FOOTWEAR

As activities offered in nursery are varied and can be "messy", e.g. paint, sand, dough, outdoors, we suggest that children do not wear good clothes. In line with education policy, wearing football strips and colours is not allowed.

In the interest of safety, children must change shoes on arrival. Children will not be able to participate in physical activities or use the school gym hall without wearing proper footwear.

Please put your child's name on jackets and any jumpers/cardigans that may be taken off.

Jewellery cannot be worn during physical activities so please cover pierced ears with micropore tape or remove earrings before nursery.

TOYS FROM HOME

Children should not bring toys from home into nursery (even to leave in the cloakroom!) unless they have been asked to do so by a member of staff. Children get upset when other children are playing with their toys without their permission and additionally toys may be broken or lost. On Show and Tell days, staff ensure that personal toys are kept together and secure until home time.

CLOAKROOM

Please ensure your child is beside you at all times in the cloakroom area.

Please only leave a jacket on your child's coatpeg, their outdoor shoes in their shoebox and a complete change of clothes and their sunhat in their tray.

Please do not leave any other bags, toys from home, food/snacks, medicine or bikes and scooters in the cloakroom as these will have to be removed.

NURSERY SECURITY

Staff are very aware of security issues.

All staff are registered with the appropriate professional body - SSSC for Early Years Workers and GTC for Head Teacher.

All staff and students working in the nursery have PVG Checks.

Any visitor to nursery will be asked to sign in at the front entrance, and work persons will sign in with the janitor.

The nursery has a security buzzer entrance. We ask that only adults use the buzzer and open the door. This is particularly important at going home time when children may try to slip out of the door without you.



★ CHILD PROTECTION ★
★

★ All education employees have a professional and a contractual obligation to report all
★ allegations or suspicions of child abuse to their Head of Establishment, who will take the
★ necessary steps. South Lanarkshire Council have clear Child Protection guidelines and all
★ staff are trained in these annually.

★ Our Child Protection Co-ordinator is Miss Hyslop (Headteacher)

★ If you are concerned about any child protection issue, please contact:
★ Miss Hyslop

★ OR

★ Lanark Social Work office

★ The Vennel

★ 0303 123 1008

★ Further information about Child Protection is available on the nursery noticeboard.

★ CONCERNS OR COMPLAINTS ★

★ Coalburn Nursery Class have an open-door ethos. We are happy to answer any questions that
★ parents/carers may have. We would encourage you to ask if you are unsure of anything or
★ would like more information.

★ We will speak with any parent/carer who has a question or a concern, and wishes to discuss it
★ in private, as promptly as can be arranged.

★ You may ask to speak privately with your child's key worker at any time.

★ You may ask to speak privately with the nursery teacher, team leader or headteacher at any
★ time.

★ Any parent/carer, who feels they may have a concern or complaint, is invited to contact the
★ following:

- ★ • Heather Scott (Early Years Team Leader)
- ★ • Miss Hyslop (Headteacher)

★ OR

- ★ • Morag McDonald
★ EY Manager
★ South Lanarkshire Council
★ 01689 454545

OR

- Care Commission
Princes Gate
Castle Street
Hamilton
ML3 6UB
Tel: 01698 208105

Care Inspectorate will acknowledge this contact on the same day or following day.

Care Inspectorate will reply within 20 days.

Parent/Carer has 14 days to respond to proposal.

POLICIES

The nursery has a set of Policies and Procedures. A file is kept in the cloakroom for parent's information.

1. Curriculum
 - Parents as Partners
 - Knowledge & Understanding (including Mathematical Development)
 - Expressive & Aesthetic Development
 - Physical Development and Movement
 - Communication and Language
 - Emotional, Personal and Social Development
 - Responsive Planning
2. Assessment
3. Support for Learning
4. Admissions & Enrolment
5. Arrival & Collection Times
 - Attendance Policy
 - Absence
6. Health & Safety
 - Health
 - Illness
 - Hygiene, Personal Hygiene
 - Cleaning and Clearing
 - Food
 - Nursery Environment
 - Smoking
 - Whistleblowing
 - Toilets
 - Toilet rota check
 - Administration of Medicine
 - Healthy Eating
 - Promoting Positive Behaviour
 - School Security
7. Emergency & Accidents
 - Fire Drill
 - Unknown adult
 - Adult who has no access to child
 - Adult under influence
 - Accidents

- First Aid Guidelines
- 8. Confidentiality
 - Personal records
 - Expressing loss or change
- 9. Child Protection
- 10. Students in the Nursery
- 11. Snack Fund
- 12. Complaints
- 13. Equal Opportunities
- 14. Use of Volunteers and Nursery Visitors
- 15. Risk Assessment
 - Premises
 - Trips & Outings
- 16. Staff Training/Appraisal
- 17. Staff Recruitment & Selection.

PARENT COUNCIL

All nursery parents and carers can take part in Coalburn Primary Parent Council and attend the regular meetings. Dates and times of meetings will be available in newsletters and the school app.



USEFUL PHONE NUMBERS

- ★ Coalburn Nursery Class 01555-820221
- ★ Health visitor 01555-895985
- ★ Speech and Language advice line 01236-794102 (open Thursdays 2pm till 4pm)
- ★ Sleep Clinic advice line 01555-666091
- ★ CAHMS 01236-703010 (Mon - Fri 9am - 4pm)
- ★ Autism advice and support NAS (National Autism Support)
★ 0808 800 4104 (Mon - Fri 10am - 4pm)
- ★ Integrated Children's Services Office (Clydesdale area) 01698-452501
- ★ Social Work 0300 123 1008
- ★ Children 1st 08000 28 22 33
- ★ Child line 0800 1111
- ★ Shelter Scotland advice line 0800 800 4444
- ★ Woman's Aid Scotland advice line 0800 027 1234 (24hours, 7days)
- ★ Healthy Valleys contact Julia 07743473623
- ★ Coalburn One Stop Shop 01555 820 060
- ★ Coalburn Toddlers c/o SPELL 01698-768933



Coronavirus Update

Pod System

As restrictions begin to ease we are delighted to be operating in larger groups in line with current Scottish Government and South Lanarkshire Guidance. This is being reviewed on a regular basis and hopefully come October we can be back to some form of normality, running with just one room.

Each room will consist of two group of children and their keyworkers. Maintaining a ratio of one member of staff to 8 children.

Each room of children will play indoors and outdoors in the same area for the week, and will have access to resources which are used by their room only.

Key workers remain in the room with their group and snack and lunch are eaten in the room they are playing in for that week.

Keyworkers

We will have four groups this year -

Red Group - Lorraine Low

Blue Group - Lorraine Frame

Orange Group - Caitlin Stewart

Green Group - Heather Scott

Team Leader

Heather will be available in the playrooms and outdoors to assist staff and children, and to ensure staff/children ratios are maintained at all times.

Health

The symptoms of Coronavirus are

- high temperature
- a new continuous cough
- loss of taste or smell

If anyone in your house is experiencing any of these symptoms, including your child, please do not send them to nursery and follow the appropriate health guidance.

In the event of your child falling ill with, or displaying any of these symptoms at nursery, they will require to be picked up and taken home.

If your child has had a Covid test, please show the negative result to their keyworker/ team leader on their return to nursery.

