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**High Blantyre Nursery Class**

Parent & Carer Handbook

2023-2024



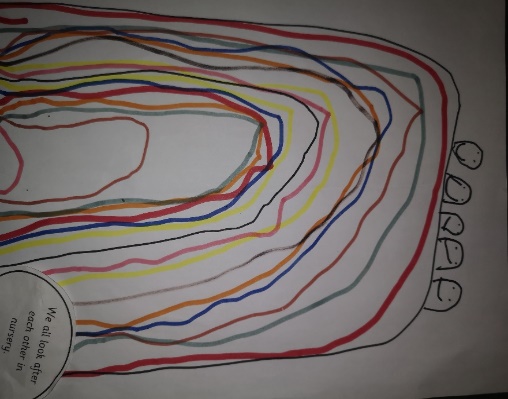
**SECTION 1: Important information**

**Our Ethos**

Dear Parents/Carers and Families,

We would like to send a warm welcome to all parents, carers and families to High Blantyre Nursery Class. The purpose of our handbook is to provide you with useful information about our nursery.

We hope to make your child’s time at nursery a pleasant and enjoyable experience, where they feel confident to explore, investigate, learn through play and enjoy new experiences.



At High Blantyre Nursery, we practise a Froebelian approach, where we provide high-quality nursery experiences, where all children and young people are safe, happy, healthy and well cared for. We create a safe, stimulating, play based environment, where all children and young people are treated with mutual trust and respect. Our ethos promotes the rights of the child. We strive to work in partnership with parents, families, the wider community and other agencies. We value and respect all children, their families and carers. We aim to involve and consult with all about the aspects of the life and work of our nursery.

We provide an inclusive environment and show respect for all children, young people and families without discrimination of age, religion, ethnic background, social and economic factors or gender. We celebrate the diversities within our children and communities and the individual achievements and contributions of each child.

We are delighted that you have chosen to send your child to High Blantyre Nursery Class and we are looking forward to working with you, in supporting your child’s learning and development.

Further reading <https://www.froebel.org.uk>

**Vision, Values and Aims**

**Our Vision**

Children will lead their own learning and have an early learning and childcare experience that is nurturing, engaging, inviting and exciting. Working together with families and the local community, ensuring that we keep the child at the heart of everything.

**Our Values**

**Friendship**

**Kindness**

**Respect**

**Independence**

**Safety**

**Our Aims**

* We aim to provide quality learning experiences that are led by the child. Providing experiences both indoor, outdoor and within the local community.
* We aim to provide a safe, secure, inclusive and nurturing environment.
* We aim to promote and foster positive relationships with our children and their families.
* We aim to create an ethos where we celebrate the whole child.

“Children are like tiny flowers: They are varied and need care, but each is beautiful alone and glorious when seen in the community of peers.”

Friedrich Frobel

**Contact Details**

High Blantyre Nursery Class

High Blantyre Primary School

Broompark Road

Blantyre

G72 9SH

Nursery direct telephone number: 01698 710648

Email:[office@highblantyre-pri.s-lanark.sch.uk](mailto:office@highblantyre-pri.s-lanark.sch.uk)

**Communication**

We recommend you download the following as this is how we share children learning and share updates of information.

**X formerly known as Twitter:** @hb\_nursery

**School App:**

Go to Play store/Apple store

Search PSA

Download - School App for parents

Select High Blantyre Primary School

**Settling in Procedure**

Prior to your child starting nursery, you will be given the opportunity to attend an induction information session. This will give you the opportunity to find out about our nursery, meet our staff, find out how we work in partnership with you, our daily routines, how the children learn through play and our general expectations. You will have the opportunity to ask any questions you may have before your child starts nursery.

We understand and appreciate that the transition from home to nursery can be difficult for children and their families, our trained nursery staff will work closely with children and their families to support you through this time.

When your child begins their nursery placement, you will be asked to fill out some paperwork (available in other language formats if requested); child’s personal care plan, permissions, information sharing and a Child smile fluoride varnish consent form. A member of staff will be able to help you if you require any support.

Some children may settle into the nursery way of life easily and for other children this may take more time. Our trained staff will work closely with children and their families to become more secure, confident, and comfortable as they find their place within the nursey.

**Session times**

Our nursery provides early learning and childcare for children aged three to five, from 9am to 3pm and operates on a term time basis. Children are entitled 30 hours a week, however full entitlement does not need to be taken. Please ensure that you bring your child on time and adhere to the session times to allow your child to have the best nursery experience possible. If your child requires to attend an appointment and you need to take your child away earlier, please notify a member of staff by email or telephone.

**Attendance**

We encourage parents and carers to ensure their child has good attendance at nursery. However, we do understand that there will be times when your child is not able to attend. If your child is going to be absent from nursery, please call to inform us on the first day of their absence and keep us informed of how they are.

Staff will inform the school office if they have not been notified of an absence and the office staff will make a courtesy call to you.

This is South Lanarkshire Council Policy.

**Emergency contacts**

It is very important that you provide the nursery with the correct names and up to date telephone numbers of the people that can be contacted in the event of an emergency. They will only be contacted if we are not able to make contact with you first instance.

**Parking**

* Under no circumstance should parents/carers park in the staff car park without a disabled badge or permit issued by the school.
* Cars must not park in the turning circle.
* Parking is available in the drop off zone at the school gates only.

**Registration & Inspection**

In accordance with the Regulation of Care (Scotland) Act 2001, we are registered with the Care Inspectorate and are obliged to adhere to the Health and Social Care Standards, 2018. Inspection reports are available online at [www.careinspectorate.com](http://www.careinspectorate.com) and a paper copy is available in the main corridor.

**Child Protection**

Child Protection Coordinator is: Kirsteen Helsby (Head Teacher)

All staff in educational establishments in South Lanarkshire Council are required to follow the advice and guidance contained in “South Lanarkshire Child Protection Interagency Guidance and Education Procedures”.

The shared vision for Lanarkshire’s children is: “All children and young people in Lanarkshire have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected.” All agencies will work together in a collaborative way to promote the safety and wellbeing of children and young people in Lanarkshire.

The Council has a duty in law to report suspicions that a child has been abused or is at risk of harm, in terms of the Children (Scotland) Act 1995. Therefore, Council staff have a professional and contractual obligation to report concerns to the head of establishment or the child protection coordinator immediately.

Education Resources staff and visitors from other agencies and services are required to follow these Child Protection Procedures to protect and support children and to fulfill their professional obligations to report all allegations or suspicions of child abuse.

**The National Guidance for Child Protection in Scotland 2021**

The updated guidance integrates the principles of Scotland’s Getting it right for every child (GIRFEC) approach (Scottish Government, 2021d) to improving outcomes for children and has a strengthened focus on children’s rights, as Scotland prepares for incorporation of the UN Convention on the Rights of the Child (UNCRC) into law (Scottish Parliament, 2021). It is also in line with the ambitions of The Promise (The Promise Scotland, 2021), which sets out changes needed to make sure all children in Scotland grow up feeling safe, loved and heard.

This includes a greater emphasis on: incorporating children’s views into all decision making which affects them, engaging and collaborating with families; and building on existing strengths as well as addressing risk. The definition of child protection has been expanded to make it clear that it is part of a continuum of services to safeguard, support and maintain the wellbeing of children with services focused on with prevention and early intervention.

**Our Nursery Team**

Kirsteen Helsby - Head Teacher

Lee- Anne Sliman – Depute Head Teacher

Samantha Orr - Early Years Team Leader

Kerrin McCafferty – Early Years Practitioner (Tulip group keyworker)

Sally Ann Wylie – Early Years Practitioner (Daisy group keyworker)

Vicky Hunter - Early Years Practitioner (Lavender group keyworker)

Hazel Foy & Lyncaro Edmond - Early Years Practitioners

(Sunflower group keyworkers)

Christine Baillie – Early Years Support Assistant

At High Blantyre Primary Nursery Class, positive working relationships with all of our children and families are essential to the delivery of our high-quality early learning and childcare service. Our staff are always happy to discuss any aspect of your child’s learning and development or concerns you may have. All staff are members are registered with the **Scottish Social Services Council**. All staff have been vetted under The **Protecting Vulnerable Groups Scheme**.

**SECTION 2: Routines**

**Transitions**

‘Transition is considered to be an adjustment over time to new contexts outside the family, where babies and children experience changes to their social environment, to their routines, to what is expected of them and to the relationships they have with others in new situations.’

Realising the Ambition p89

As a parent/carer you know your child best and we want you to share your knowledge of your child with us, in order for us to be able best support them through any transition.

The nursery operates on a term-time basis and provides full day sessions 9am to 3pm for all eligible children. This means that children can start the Monday after their third birthday provided this does not fall on during a holiday period. It is possible to initially opt for less days/hours, this can be discussed during your child’s settling in period. The nursery class is registered to care for 60 children at one time.

If you wish your child to split your child’s time between our nursery and another provider please speak to South Lanarkshire Early Years to make blended childcare arrangements and you will be required to get a risk assessment from the other provider.

You will be required to submit relevant documentation to fulfil SLC enrolment procedures (child’s full birth certificate, parent/carers passport or driving licence and one utility bill/bank statement).

The procedures for nursery admissions are explained at the point of enrolment along with any arrangements for your child’s settling in sessions. You know your child best and we want you to share your knowledge of your child with us in order for us to be able best support them through any transition.

**Registering for Primary School**

It should be noted that if you register your child for a nursery in a school, this does not mean that they will automatically be enrolled at this school when they are ready to start primary school.

All children who transition from early learning and childcare to primary school, must register separately for school in the January of the year in which they will start.

The nursery works closely with our primary 1 class throughout the year. We are focused on planning a continuous ‘early level’ curriculum experience.

This is beneficial children as they become familiar with the Primary 1 classroom, teacher and most importantly they are able to stay in contact with their friends and form new relationships with others in the school community. We have an annual transition programme for all of our nursery children.

**What to wear and bring to nursery**

**Nursery uniform:**

light blue/white polo shirt or t shirt and navy-blue joggers, shorts/leggings.

* Bring a bag with full changes of clothing **please put your child’s name on ALL belongings i.e. clothes, bags, footwear.**
* Children get dirty at nursery please ensure that they wear clothes that you do not mind getting messy/dirty. All children have free flow access to outdoor play. Children have daily opportunities to take part in a wide range of messy experiences daily as part of their nursery learning experience.
* Children should wear shoes with flat soles, and it would be beneficial if they have Velcro fastenings to encourage your child’s independence.
* It is important that you dress your child for the weather e.g. waterproof jacket and boots/wellies.
* We encourage children to be as independent as possible; you can help us by encouraging them to dress themselves at home.
* Please provide your child with a full change of clothing for each session and **please put your child’s name on all clothes, bags, footwear and belongings.**
* Children should come to nursery in clothes that you do not mind getting messy as the children will be outdoors in varying weather conditions and have the opportunities to take part in a wide range of messy experiences throughout each session.
* Children should wear shoes with flat soles and it would be beneficial if they have velcro fastenings to encourage your child’s independence.
* It is important that you dress your child for the weather e.g. waterproof jacket and boots/wellies.
* We encourage children to be as independent as possible; you can help us by encouraging them to dress themselves at home.

**Sun Protection**

During warmer weather, please ensure that you apply sunscreen to your child **before** they come to nursery in the morning. The nursery does not provide sunscreen and all parents/carers must provide us with a bottle of sunscreen with their child’s name clearly labelled on it. This will be stored in the nursery and nursery staff will support your child to re –apply during the session and let you know when it is running low.

**Nappies**

Most children are toilet trained by the time they start nursery with us. However, if your child wears a nappy or pull up you are required to provide nappies, nappy sacks, and wipes. Nursery staff will inform you when these are running low so you can replenish items. We change children at regular intervals throughout the session or when it becomes apparent that they need a change.

When your child indicates that they are ready toilet train, please discuss this with your child’s key worker so we can help to support this within nursery.

**Arriving and Leaving Nursery**

* Nursery doors open at 9am. Parents and carers enter with their child; children hang up their belongings at their peg. You and your child enter the playroom and go to their keyworker/group area. Please then sign your child in, help them to choose their lunch and if appropriate you can share any important information with their keyworker/or arrange an appointment at a more suitable time.
* If a member of staff has concerns over the care of the child at collection time, they will contact one of the child’s emergency contacts.
* Staff must be informed if your child is being collected by someone who does not usually collect them, please tell the person your child’s chosen password.
* If an adult attempts to collect your child from nursery and staff do not have their contact information, your child will not be permitted to leave, until nursery staff have made contact with you.

**SECTION 3**

**Your child’s learning journey at nursery**

Rights of the Child, Relationships, Responsive Care and Respect.

**Key Person**

During your child’s time at nursery they will be assigned to a key group of children and will have a keyworker(s). Your child’s keyworker is responsible for tracking their progress, their learning journey and setting appropriate learning targets in partnership with you and your child. All nursery staff are responsible for caring for, and observing children and planning engaging learning experiences, tailored to children’s developmental stages and interests.

**Play**

Children learn through play, which is a key aspect of their development. Play allows your child to explore and investigate the world around them. At nursery, the children choose where they would like to play and what experiences they would like to be involved in. We encourage and support children to have respect for resources and spaces. Nursery staff use the mantra; *Choose, Play and Put Away*. The experiences and resources that staff offer the children are based upon the children’s interests and needs.

‘Play is an intrinsic part of human development. Through play a child develops their cognitive, social, emotional and physical capacities.’

Realising the Ambition: Being Me p144

‘…play at this time is not trivial, it is highly serious and of deep significance.’ (Froebel, 1826)

**Outdoor Learning**

At High Blantyre Nursery class, we place a great emphasis on the importance and benefits of outdoor play for children. The children have access to the nursery garden throughout each session. Children have the freedom to experience energetic play without the restraints of the indoor environment. Playing outdoors provides opportunities for children to be challenged and involved in risk-taking, large physical play and exercise, planting and growing, den making, etc.

We also provide regular opportunities for our children to visit the local woodland, The Calder through our Forest Kindergarten program.

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**Loose parts**

Loose parts are about real life learning for children. The process both of introducing them and of playing with them, involves; collaboration, sharing, thinking, creativity, problem-solving and decision-making. This makes for better play experiences for children.

The list of possible loose parts is endless but can include:

• natural resources; straw, mud and pine cones, etc.

• building materials and tools, planks, nails, hammers, etc.

• scrap materials; old tyres, off-cuts of guttering, etc.

• different types of everyday objects and materials

**Phonological Awareness**

Phonological awareness is the ability to hear and use sounds in words. This is a very important skill for children to develop in the early stages of their learning and development. We introduce phonological awareness through rhyming, syllabification and the recognition of initial sounds during group time and through our focus rhyme. These skills should be practiced wherever possible at home and in nursery, e.g. lining up by starting sound of name, identifying words that sound the same/start with the same letter, whilst singing, reading stories etc.

Please ask a member of our nursery team if you have any questions or would like more information with regards to our nursery routines or the early years curriculum.

**A Curriculum for Excellence**

The Curriculum for Excellence is the curriculum guidance in Scotland for children aged 3-18. Children in nursery-primary 1 will be working at the Early Level through the eight curricular areas of:

* Expressive arts
* Health and wellbeing
* Languages (including English)
* Mathematics
* Religious and moral education
* Sciences
* Social studies
* Technologies.

We aim to offer your child opportunities to develop their skills and knowledge across all curricular areas, while responding to their own individual interests and natural curiosity.

**Realising the Ambition**

Realising the Ambition is a national document providing guidance for all Early Learning and Childcare Settings. We use this guidance to provide an environment and experiences designed to provide maximum opportunities for your child to feel secure, happy, curious and engaged and to help them achieve their full potential.

**Your child’s progress**

The nursery staff observe your child and record their progress in their Learning Journey folder, which is their personal profile of learning. These records are stored within the nursery playroom and children, parents and carers are encouraged to access and contribute to them regularly. Termly parents/carers are invited to view their children targets, discuss with their children keyworker and to comment on their child’s learning.

**Parent/Carer participation**



As parents and carers, you have a very important role in your child’s development. We will work alongside you in promoting, nurturing and supporting your child’s learning and development. Please share any significant events or changes in your child’s circumstances with us as soon as possible. This will enable us to be able to support you and your child appropriately.

South Lanarkshire Council recognises the importance of parents/carers as partners in the education of their child and has published a strategy entitled, ‘Making a difference – working together to support children’s learning’. This available from the Council’s website: [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

The nursery holds regular Stay and Play sessions, open evenings and information sessions.

**SECTION 4 Health information**

**Covid Policy**

Handwashing

All staff and children will frequently wash their hands with soap and water for 20 seconds. Children will be supported by staff to wash their hands at regular intervals throughout the day such as; when they enter nursery in the morning, before and after eating/drinking, before they leave at the end of the session and before and after playing in the nursery garden and outdoor areas. They will also be supported to wash their hands after using the toilet and when leaving an area within the nursery.

Staff will regularly discuss with the children the importance of hand washing to protect against germs and infection. Tissues and tissue bins are available around the playroom for the children to use.

Use a tissue or elbow to cough or sneeze into, dispose of tissues appropriately and ensure that bins are emptied regularly of waste. Encourage children to use a tissue or elbow to cough into.

Ventilation

Windows and doors (not fire doors/security) will be open to ensure good ventilation in the nursery, while maintaining appropriate internal temperatures. Staff will optimise the use of the outdoor space.

**What happens if my child is unwell?**

* In accordance with NHS guidelines, children who have sickness or diarrhoea must have a clear 48 hours before they return to nursery.
* If your child has any type of infection, please let the nursery know as soon as possible.
* All medicines / creams must be prescribed by your doctor before the nursery can give them to your child. You will also have to sign a medical consent form on a daily basis to enable the nursery to administer the medicine.
* The nursery is unable to give children any medication unless a doctor has prescribed it. There must be a label with your child’s name, date of birth and dosage on all medicine handed in to the nursery, this includes Calpol/ Paracetamol.
* Parents should already have given at least one dose of a new medicine to their child prior to attending nursery, to ensure that their child does not have an adverse reaction to the medication.
* If a child refuses to take medication, nursery staff must contact their parent/carer to inform them. A record of this should be recorded on a medicine form and parents will be asked to sign this at the end of the session.
* If your child becomes unwell in nursery, we will phone you and ask you to come and collect him or her. If you are unavailable, we will contact one of your emergency contact numbers.
* If your child suffers from any allergies and/or medical conditions, you must inform the nursery immediately. You will be required to sign a health protocol for your child.

Many childhood illnesses are contagious, so we need to consider the health of other children, parents and staff.

**Illness**

The length of time children should be at home depends upon the illness,**but adults and children who have had vomiting or diarrhoea require** **48 hours symptom free before they should return to work or nursery or school, to prevent infecting others.** Many childhood illnesses are contagious so we need to consider the health of other children, parents and staff.

We can administer medicines prescribed by your doctor with your written permission. **Medicine must be prescribed from a doctor/pharmacist labelled and in its original packaging.** You will be required to complete a medicine form a member of staff will assist you with this. At the end of your child’s session you will be asked to check and sign another sheet that details when your child received medicine. If you child refuses to take the medicine we will contact you by telephone and mark this on the sheet for you to sign at collection time. All medicine will be labelled and stored in either the fridge or a locked cabinet out of reach of children.

**Fever management** – If your child appears unwell and has a temperature of more than 37.5C we will telephone you to make you aware and make arrangements to collect your child.

We can administer prescribed inhalers for children and a corresponding medicine form will be required to be completed.

All medicine held within the nursery is inspected every 28 days, to ensure it is in date, good condition, to inform if medication is running low and whether it is still required. You will be asked to sign a 28 day protocol form to confirm that your child still requires the medicine.

***It is the responsibility of parents/carers to inform the nursery of any changes to emergency contacts or telephone numbers.***

**Accident/Incidents**

During your child’s time at nursery, they may have an accident. Our staff are first aid trained and will ensure that all children are well looked after. At times, we may need to phone you if your child is particularly upset or if the accident is of a serious nature.

We have the responsibility to inform you of any accidents and incidents (no matter how minor the injury) which occur throughout the day. These are recorded and you will be informed when you collect your child. In most cases, the accident/incident will be minor and can be dealt with by staff. It is also helpful if parents inform nursery staff if their child has had an accident at home.

All head injuries will be recorded and a phone call will be made to you at the time, in line with South Lanarkshire Council policy. In the event of a more serious accident or incident, staff will contact you immediately and any necessary emergency service. If your child becomes ill during their time at nursery we will contact you. Telephone numbers and names of emergency contacts should be made available to staff for use in the event of an accident, illness or serious emergency.

**Promoting Positive Relationships and Dealing with Distressed Behaviour**

At High Blantyre Primary Nursery Class we establish open, positive and supportive relationships with all children and we are sensitive and responsive to the wellbeing of every child. We want all children to feel safe, healthy, achieving, nurtured, active, respected and included as they are more likely to develop self-confidence and resilience.

**Supporting distressed behaviour**

If your child is experiencing any difficulties with their behaviours, our nursery staff team will work with them sensitively to understand the reasons causing the displayed behaviour(s) and model, reinforce and encourage positive changes in their behaviour and support them to understanding their emotions and the impact that their behaviour may have on others. If a child’s requires further support with their behaviour we will work together to support both you and your child.

**Snack/Lunch Arrangements**

We are a health promoting nursery, we will offer your child a healthy, nutritious and snack every day. We also aim to educate your child on how to make healthy food and drink and choices and keep active. We are a nut free environment therefore please ensure your child’s packed lunch **does not** contain nut products i.e. peanuts, chicken satay sticks, chocolate spread.

Lunches are provided for children that attend the full day session and those who attend until 1pm within the nursery. Meal times are an enjoyable social time and a valuable learning opportunity for your child. We ensure our lunch routine is relaxed and children are encouraged to be independent and to communicate with their peers and staff. We operate rolling snack and lunch and children are supported during this time by nursery staff. Lunches are provided by the school catering staff and are brought along to nursery. Parents/carers are required to make sure their child has chosen their lunch daily when they arrive in the morning.

We prefer all our children to have a meal prepared by our catering staff for lunch. However, if your child needs to have a packed lunch, please make sure their name is clearly labelled on it and that it contains an ice pack.

Please ensure that you make healthy choices i.e.: a sandwich, piece of fruit and a yoghurt for pack lunches. Children should not be eating chocolate and sweets at lunch time. If you are giving a child grapes, they should be sliced lengthways to avoid choking. Water is available throughout the session.



**Special diets/allergies**

Full provision is made for children with allergies. Details of any allergies and procedures to be followed should be provided in writing to the nursery. In the case of severe allergies, a medical protocol will be established for your child and shared with all nursery staff and the nursery and school first aiders.

It is important that staff are informed about any medical condition which requires treatment or any circumstances which would affect the child’s progress.

**Sleep policy**

During the nursery day if a child requests to lie down or appears tired they can rest in the quiet spaces. Small fold away mat beds and blankets are available if children wish to use these.

If a child is unwell they can also lie down in this area, whilst waiting for their parent/carer to come and collect them. Nursery staff record when a child falls asleep and checks on them every 15 minutes until they awake.

The quiet room is available to all children during the session, children can take part in relaxation time or listen to stories.

**Holidays**

The nursery operates on a term time basis and is closed during school and public holidays. A list of holidays and in-service days are available on South Lanarkshire Councils website. If you plan to take a holiday with your child during term time, please inform a member of staff in writing in advance of your holiday so we can update our attendance register.

**Emergency closure**

We make every effort to ensure the school remains open during term-time for pupils. However, on occasions circumstances may arise which can affect the school. Schools may be affected by, for example, severe weather, and power failures or through any other circumstances that may impact on the school day. In such cases we shall do all we can to let you know if this happens. We shall keep you in touch by telephone, the school App, text, where appropriate, letters, web news and through local radio stations, particularly if there are prolonged periods of severe weather.

The Council’s website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) will be used to let you know if the school is closed and when it will re-open. It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address.

If for any reason, you are unsure if the school is open visit the school app/twitter page or the South Lanarkshire Council’s website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)

**Feedback and Complaint Procedures**

If at any time you are not satisfied with the service we provide please do not hesitate to discuss this with a member of staff. Your concerns will be referred to the Team Leader and then Senior Management Team if required.

Your opinions are very important to us as we are always seeking to improve our service.

If you are not satisfied with our response, our Early Years Locality Officer Jennifer McCormick can be contacted on 0303 123 1023.

If you wish to report your concerns to the Care Inspectorate, see contact detail below:

**Telephone** 0345 600 9527

**Email**  [**concerns@careinspectorate.gov.scot**](mailto:concerns@careinspectorate.gov.scot)