

# Kirklandpark Nursery Handbook



2025/2026



Visit Our Website at:

<https://blogs.glowscotland.org.uk/sl/kirklandparkps/>



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# Welcome Message

Dear Parent

A warm welcome to Kirklandpark Nursery Class. We are delighted that you and your child will be joining us, becoming members of the Kirklandpark community.

As your child's first educator, we look forward to working closely with you. Through partnership working, we can build on your child's previous experiences and we value the knowledge that you have of your little one.

The contents of our handbook are intended to provide you with lots of information about our nursery class. If you have any unanswered questions, please do not hesitate to contact any member of our team who will be happy to help.

We have a caring, motivated team whose primary concern is to provide the best care and educational experiences for your child. We hope that you and your child will be very happy with us and we look forward to working with you.

Yours sincerely

Mrs D. Laing  
Head Teacher





# Kirklandpark

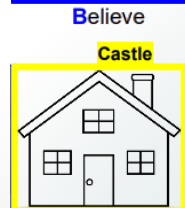
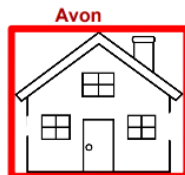
## Ethos

### Values

Achieve  
Believe  
Care  
Grow

### Vision

Our vision is for every child to achieve their full potential by developing their knowledge and skills through challenging learning experiences in a nurturing, positive and motivating environment where high expectations are set and success is celebrated.



### Aims

- Provide a safe, nurturing and engaging environment in which our children develop positive attitudes, good self-esteem, resilience and become confident individuals.
- Give children the opportunity to explore emotions, cultures and beliefs to foster respect and understanding for others and themselves.
- Create stimulating experiences which promote positive attitudes towards learning, independence, intellectual development and enquiring minds.
- Enable all children to access an inclusive education that provides support and challenge to encourage them to fully develop their skills and talents for life, learning and work.
- Work in collaboration with partners (parents, carers, local / wider and learning community and other agencies) to enhance and support learning opportunities, share good practice and facilitate smooth transitions, enabling them to become effective contributors in society

# Staffing

**Head Teacher** – Mrs D. Laing  
**Depute Head Teacher** – Miss F. Mackenzie  
**Early Years Team Leader** – Mrs E. Forsyth



## Early Years Practitioners

**Mrs Victoria McClure** (Ladybird Group)

**Mrs Michelle Seery** (Butterfly Group) Mon/Tues

**Mrs Salina Murphy** (Butterfly Group) Wed-Fri

**Miss Michelle Moffat** (Bumblebee Group)

**Mrs Iwona Sabiniarz** (Caterpillar Group)

**Miss Andrea Bryson** (Early Years Support Worker)



# Session Times

**Doors Open for Entry 09:00am**  
**Doors Open for Collection 2:50pm**  
**Final Collection 3:00pm**

When arriving at our nursery, please wait outside the school gates near the nursery entrance until 9:00am.

To help us ensure a smooth and secure drop-off, please inform the staff member at the door of the name of the person who will be collecting your child at the end of the session.

If the person collecting your child is not known to nursery staff, they will be asked to provide the agreed password. Please ensure that:

- You have agreed the password with a member of staff before leaving.
- The person collecting your child knows this password.

We understand that, on occasion, parents may be delayed due to unforeseen circumstances (e.g., traffic). If you are unavoidably detained, please contact us as soon as possible to let us know.





# Attendance

Nursery attendance is not compulsory, however for your child to get the best out of their time with us, regular attendance is very important.

For Child Protection purposes, please inform telephone us by 09:30am if your child will not be attending and explain why. If we don't hear from you, we will give you a call.

On rare occasions, circumstances arise that mean the nursery has to close. Examples of things that our school and nursery may be affected by include severe weather or power failures.

If this happens we will post information on the school app and on Twitter. South Lanarkshire Council's website and local radio will also have information.

Should we need to close mid-session, we will telephone you to ask you to come to collect your child.



# Uniform

Children have the best fun when they are doing messy work. We will always try to ensure that they wear aprons but accidents happen sometimes.

Please dress your child in clothes that are suitable for outdoor play. We go outside as often as possible, a little bit of rain doesn't put us off! It's therefore, really important that your little one has a cosy jacket and a pair of welly boots to wear on those cold and wet days. Within the Nursery we have a supply of waterproof trousers for outdoor play. We also ask that you provide us with a legionnaire's sun hat for sunny days. These will be kept in Nursery so that your child has access to them if the weather changes unexpectedly. These can be purchased from the nursery for £5 for anyone wishing to buy one and will be personalised with your child's name.

Kirklandpark Nursery class has an optional uniform. It consists of a red polo shirt and a red sweatshirt. Both items have the Nursery logo embroidered on them and can be purchased from Scotcrest. We also ask that the children have soft indoor shoes to change into once in our nursery building. All items of clothing and personal belongings should be clearly labelled with your child's name.

Please provide a change of clothes and underwear that can be kept in your child's bag – just in case of little accidents! The nursery will provide each child with their own bag to keep in nursery and save having to bring one with them each day.

We request that our children should not wear jewellery, as this can be a safety hazard when taking part in our playroom experiences.

## Check list:

- Suitable clothing and shoes for the weather daily.
- A legionnaires sun hat (to be kept at nursery)
- A pair of indoor shoes (to be kept at nursery)



# Medical Information

## Illness

If your child has been sick or had diarrhoea they should remain at home for 48 hours after recovery to ensure that no infection is spread to others in the nursery.

We follow NHS guidance on communicable diseases so please let us know if your child has an infectious illness e.g. chicken pox, measles, slap cheek. In such cases we will inform other parents to enable them to look out for symptoms in their own child.

## Medication

Please keep the nursery staff up-to-date with any changes in your child's medical information. If they require to have medicine kept in nursery, please talk to a member of our team who will help you complete the necessary paperwork.

## Injury

As children enjoy their play they can sometimes have little falls or bumps. Minor accidents will be dealt with by nursery staff in the playroom. A member of staff will tell you what happened when you arrive at pick-up time.

Parents are immediately contacted if an accident is more serious. Please ensure that all emergency contact details are up-to-date to enable us to phone you quickly.



# Child Protection

In Kirklandpark, we follow South Lanarkshire Council's Child Protection policies and procedures. This helps us to safeguard all children within our establishment. In addition to helping the children to learn how to protect themselves through our curriculum, we help them to develop an age appropriate understanding about the difference between appropriate and inappropriate behaviour on the part of another person, no matter who that is.

We create and maintain a positive ethos which ensures that all children are listened to and respected. Should any member of staff have concerns regarding the welfare or safety of any child, they are obligated to report this to the Establishment Child Protection Officer. If the Child Protection Officer is concerned that a child may be in imminent danger, they will immediately contact the local Social Work office and advise them of the circumstances.

Should there be concerns that there are child protection issues but the child is not in imminent danger, a referral will be made to the local Social Work team.



# Snack & Lunch Information

During the nursery session all children will be provided a healthy lunch and a small snack consisting of fresh fruit, vegetables and milk or water. Children are involved in the preparation of snack, following the guidance in the 'Setting the Table,' document.



During snack and lunch time, children are encouraged to be independent, taking their allocation of food whilst sitting within a social setting with their friends. Please note that Kirklandpark Nursery Class is not free. If your child has any allergies or dietary requirements, please notify a member of the Nursery team.

# Complaints Procedure

We are committed to maintaining and improving the service that we provide at Kirklandpark Nursery.

If you have any suggestions on how we can improve things, please put it in writing and drop it into the suggestion box in the sign-in area.

Alternatively, you can speak to a member of the team who will be happy to assist. Similarly, if you have a complaint, please speak with a member of the team.

## Suggestions



A member of the Nursery team will receive the complaint and attempt to sort out the difficulty

The nature of the complaint and the action taken will be recorded in the complaints book

A member of the Senior Leadership Team will be informed about the nature of the complaint, the action taken and the resulting outcome.

If no resolution is reached, the complaint will be referred to the Depute Head Teacher or Head Teacher who will deal directly with the complainant within 3 working days.

## Complaints



# Nursery Curriculum



Our Curriculum is child-centred and inclusive. We recognise and value the knowledge, interests and experiences children bring from home. Staff are responsive to the questions, creativity and curiosity of the children, enabling them to direct and personalise their own learning. Plans are displayed in the playroom.

The framework for our planning and implementation is based on South Lanarkshire Council's 'Together We Can And We Will,' and the Scottish Government's 3-18, 'Curriculum For Excellence.'

Our Nursery Team are constantly observing the children at play, nurturing their skills and independence. Their progress and development is recorded in a variety of ways, such as; through samples of completed experiences, photographs, observational notes and displays. We share much of this with parents through our App.

We hold Parents' Evenings twice a year to discuss your child's progress in learning and to share their next steps. These meetings provide an opportunity for you to talk with your child's key worker, view their learning journey, and discuss how we can work together to support their continued development. You will also receive an end of year report in June each year. The information contained in the report for our pre-school children is also passed on to their new primary school to support their transition.

If you are concerned about your child's progress, please don't hesitate to speak to a member of the team. Your child's key worker will have the most in-depth knowledge of your child but anyone in our team will be happy to help.

We always welcome helpers and volunteers, please let us know if you can contribute to any of the work that we do within the Nursery. It is great for the children to have the opportunity to learn from a wide variety of people.

# Nursery Curriculum



The first five years of your child's life are very important and encompass a complex period of growth and development.

The experiences that children have during these formative years have a strong influence on:

- their physical well-being;
- their sense of self-worth and their self-confidence;
- their feelings about other people;
- their capacity to learn and their attitude towards learning.

Through observation and planning we will seek to:

- foster self-esteem and acknowledge achievement
- encourage the development of positive relationships
- empower each child to become an independent learner
- a responsible citizen, an effective contributor and a confident individual.







# Nursery Curriculum



We react flexibly and responsively to the immediate and long-term needs of each child in our care. We ensure that each child is given sufficient time, resources and support to think, explore and experiment, work (at times uninterrupted), relate new experiences to previous learning, and complete tasks to their own satisfaction.

We ensure that each child experiences learning in the key areas of:

- emotional, personal and social development
- communication and language
- knowledge and understanding of the world
- expressive and aesthetic development
- physical development and movement
- information and communication technology
- health and wellbeing

We strive to accomplish this by:

- Making intentional curriculum choices to reflect the interests and experiences of the children.
- Working with individual children, small groups and the whole class group on a daily basis.
- Monitoring our practices to ensure that balance, breadth, continuity and progression are being effectively experienced by each child.

# Parental Partnerships

We welcome parents, carers and other family members into our Nursery and school. Research shows that parental involvement in a child's learning is a significant factor in raising attainment.

We offer a range of opportunities throughout the year to become involved in nursery life and your child's learning journey.

- **Home Link Activities:** These activities are designed to strengthen the home–nursery partnership by providing simple, fun, and engaging ways to extend your child's learning. They may include ideas for early literacy and numeracy, creative projects, outdoor exploration, or activities linked to current nursery themes.
- **Stay and Play:** Parents and carers are warmly invited into our playroom to take part in a variety of experiences alongside their child. These sessions provide a wonderful opportunity to see how children learn through play and to share in their enjoyment.
- **Bookbug Sessions:** Our Bookbug opportunities encourage parents to support their child's early literacy development by joining in with stories, rhymes, and songs. These sessions are fun, interactive, and a great way to build a love of reading together.
- **Coffee and Chat:** Held at various points throughout the year, these informal sessions give families the chance to meet with our nursery team and other parents to discuss events and activities happening within the playroom and to share ideas or feedback.

If you are able to come in and volunteer in the Nursery, please let a member of the team know. We are always delighted to welcome parents into the Nursery Class, whether on a regular basis or as a one off. If you are interested in helping out on a regular basis, you will need to complete a PVG (Protected Vulnerable Group) form. Please ask a member of staff about this.



# Parental Feedback

Both of my kids have  
absolutely loved the nursery.  
Amazing staff and  
amazing activities

Such a nurturing nursery.  
We are so happy with how our  
child has here.  
What a positive start to  
his learning and education.

This nursery is just the best!  
You provide so many  
opportunities and the staff know  
the children so well.  
Thank you.

My child loves the  
opportunities she gets to be  
creative and explore at nursery.  
We love all the updates we  
receive on her learning journal.

My child loves the nursery  
and enjoys spending time  
with the staff and her friends.  
She has come on so much in  
the time that she has been here.

You are all incredible!  
The kids are so lucky and learning  
such wonderful things. Its brilliant  
to see the learning and progression.  
Best of all, its great to see the  
children enjoying themselves.

# Local Community

At our nursery, we value strong connections with the local community and actively seek opportunities to build meaningful partnerships. These links enhance our curriculum by providing real-world learning experiences, broadening children's understanding of the world around them, and fostering a sense of belonging and citizenship.

Visits from local professionals, trips to nearby parks, libraries, and care homes, and involvement in community events help bring learning to life in ways that are engaging and memorable. These experiences support all areas of development and enable children to make connections between their learning and the wider world, encouraging curiosity, empathy, and confidence.





# External Agencies

Whenever there are concerns relating to a child's social, emotional or educational development we would encourage parents / carers to speak to a member of the Nursery team or Senior Leadership Team. It is important to share any concerns that you may have.

We have links to external agencies including Speech & Language Therapy, Educational Psychology, the Early Years Specialist Support Service and Health Visitors.



# Parking Information

The car park immediately outside the main entrance of the building is for staff and visitors only. Please do not park in these spaces. The disabled spaces must be kept clear for drivers with a blue badge.

We ask parents of both our nursery and school children to make use of the park and stride at the George Allen Park. This helps keep the area around the school safer and reduces congestion at busy times.

Thank you for your cooperation in helping us maintain a safe environment for all children and families.



# Contact Information



Kirklandpark Primary & Nursery Class  
Kirklandpark Avenue  
Strathaven  
ML10 6DY

Tel. 01357 520177  
(Option 3 for Kirklandpark Nursery)

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

Website: [www.kirklandpark-pri.s-lanark.sch.uk](http://www.kirklandpark-pri.s-lanark.sch.uk)

Twitter: @kirklandparkparkps







## Kirklandpark Primary School

Thank you for taking the time to read our nursery handbook. We hope it has given you a clear understanding of our values, routines, and the enriching experiences we offer. We look forward to working in partnership with you to support your child's learning and development during these important early years.

If you have any questions or would like further information, please don't hesitate to get in touch.

We're excited to welcome you and your child to our nursery community!

