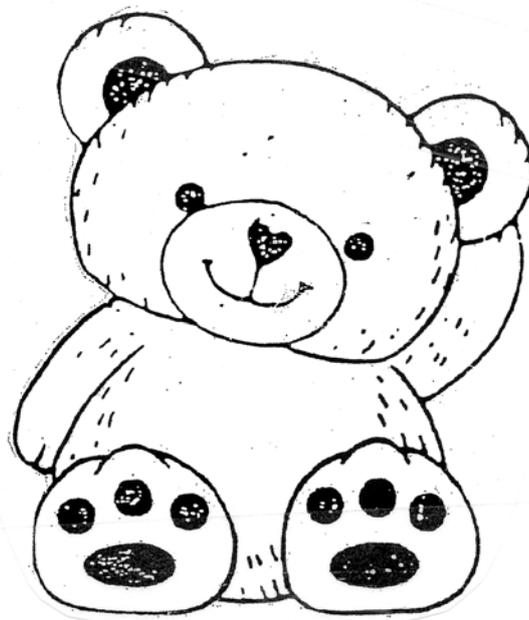


# **NURSERY HANDBOOK**

**2016/2017**



<b>Section One</b>	<b>Our Nursery Class Aims</b>
<b>Section Two</b>	<b>General information</b> <ul style="list-style-type: none"><li>- Hours of opening</li><li>- Holiday dates</li><li>- Our staff</li><li>- Admissions Policy</li><li>- Register of applicants</li><li>- Enrolment procedures</li><li>- Attendance</li><li>- Arrival and collection of children</li><li>- Suitable clothing</li><li>- Child Protection Statement</li><li>- Insurance</li><li>- Excursions and consent forms</li><li>- Transport</li><li>- Emergency closure arrangements</li><li>- Emergency contacts</li><li>- Meals</li><li>- Snacks and the promotion of healthy eating habits</li><li>- Statement on No-Smoking Policy</li><li>- Access to the nursery class</li><li>- Toy fund</li><li>- Photography/Video</li></ul>
<b>Section Three</b>	<b>Medical Information</b> <ul style="list-style-type: none"><li>- Medication</li><li>- If your child becomes ill</li><li>- Minor accidents and upsets</li></ul>
<b>Section Four</b>	<b>The Nursery Curriculum</b> <ul style="list-style-type: none"><li>- The nursery curriculum</li><li>- How we promote learning</li><li>- Supporting children with difficulties</li></ul>
<b>Section Five</b>	<b>Parental Partnership</b> <ul style="list-style-type: none"><li>- Partnership with parents</li><li>- Working together to promote positive behaviour</li><li>- School and community information</li><li>- Fund-raising</li></ul>
<b>Section Six</b>	<b>The Wider Community</b> <ul style="list-style-type: none"><li>- The local community</li><li>- Links with (name of primary school)</li><li>- Pre-five/primary liaison</li></ul>
<b>Section Seven</b>	<b>Other Information</b> <ul style="list-style-type: none"><li>- Suggestions and complaints</li><li>- Useful addresses</li><li>- Disclaimer on changes to information given</li></ul>

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## Our Nursery Class Aims

### Journey to Excellence

In Holy Family Nursery, we are actively engaged in the pursuit of excellence. It is our purpose to provide an education of the highest quality that will enable all our children to become successful learners, confident individuals, effective contributors and responsible citizens.

We aim to:

- Provide a safe and stimulating environment, in which our children will feel happy and secure
- Encourage the emotional, social, physical, creative and intellectual development of our children
- Promote the welfare of our children
- Encourage positive attitudes and develop confidence and self esteem
- Create opportunities for play
- Provide opportunities which will stimulate interest and imagination
- Extend our children's abilities to communicate ideas and feelings

In particular we would like to note the following:

#### **Non denominational policy of the nursery**

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

#### **Our 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 should take account of the needs of children with special needs, disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to our nursery and in the curriculum of all East Dunbartonshire pre-five establishments.

## Nursery Class Information

**Name of Nursery:** Holy Family Nursery  
**Address:** Boghead Road, Kirkintilloch  
G66 4AT

**Tel:** 0141 955 2212  
**Fax:** 0141 775 2375  
**E-mail:** [office@holyfamily.e-dunbarton.sch.uk](mailto:office@holyfamily.e-dunbarton.sch.uk)  
**Web address:** [www.holyfamily.e-dunbarton.sch.uk](http://www.holyfamily.e-dunbarton.sch.uk)

In our nursery class we are able to accommodate 50 children in the morning and 50 in the afternoon. All children in our nursery class are aged 3 to 5 years, with priority to children in their pre school year.

Our nursery class year is the same as the primary school year.

## Nursery Class Hours

The school is open:

**Morning Session**  
8.45 am – 11.55am

**Afternoon Session**  
12.35 pm - 3.45pm

To ensure your child has the opportunity to experience all activities on offer we ask that they arrive before 9.00am/12.50pm and are not picked up until 11.55am/3.45pm.

### Absence

It is very important that you inform the nursery if your child will not be attending that day. If you are planning on taking your child on holiday during term time please inform the staff in writing beforehand.



## Our Staff

Head Teacher:	Frances O'Connell
Depute Head:	Claire Reynolds
Depute Head:	Stephanie Wood
Acting Principal Teacher:	Laura Wilson
Senior Early Years Worker:	Lorna Millar
Early Years Workers:	Liz McMillan AnnMarie McDade



# HOLIDAY LIST 2016/2017

Teachers return	Mon	15 Aug	2016
Pupils return	Wed	17 Aug	
Local holiday - school closed	Fri	23 Sept	
“ “ “ “	Mon	26 Sept	
Midterm - school closes at 3pm	Thurs	13 Oct	
In-service Day - no pupils	Fri	14 Oct	
Re-opens	Mon	24 Oct	
<u>Christmas - school closes at 2.30pm</u>	Wed	21 <sup>st</sup> Dec	
Re-opens	Thur	5 Jan	2017
Midterm holiday - school closed	Mon	13 Feb	
Local holiday - school closed	Tues	14 Feb	
In-service day - no pupils	Wed	15 Feb	
<u>Easter Holidays - school closes 2.30pm</u>	Fri	31 Mar	
(Includes Easter Monday - school closed)	Mon	17 Apr	
Re-opens	Tues	18 Apr	
May holiday	Mon	1 May	
In-service day - no pupils	Thurs	25 May	
Local holiday - school closed	Fri	26 May	
“ “ “ “	Mon	29 May	
<u>School closes at 1.00 pm</u>	Wed	28 June	
Teachers Return	Mon	15 August (Provisional)	

## **Admissions Policy**

All nursery places are allocated in line with the East Dunbartonshire Council's admissions policy and the Head Teacher will be happy to advise you how this policy operates when you apply for a place for your child. A leaflet detailing the Council's policy is available from the nursery and the school office. If you want a copy, please ask for one.

An admissions panel will meet at intervals throughout the year to decide how nursery places will be allocated.

The panel will consist of representative Head Teachers, the Principal Early Years Officer and representatives of the other agencies involved in supporting children and their families eg Social Work Department, Health Board.

## **Register of Applicants**

A register of all applicants will be held centrally by the Principal Early Years Officer and the information contained in the applications will be considered by the admissions panel where necessary to assist in the allocation of places.

Please note that the length of time a child's name has been on the register will not affect the child's priority for admission.

Parents can ask to see their application form at any time. If circumstances change which affect the application you should speak to the Head Teacher who will in turn pass on your information to the Principal Early Years Officer.

## **Enrolment Procedures**

When you are allocated a place in our nursery class you will be informed by letter from East Dunbartonshire Council.

The nursery teacher will give a starting date and details of enrolment procedures.

## **Attendance**

Although there is no statutory attendance procedure in pre-five establishments you are asked to ensure that your child attends nursery class regularly. If your child is absent please telephone and let us know the reason for his/her absence.

## **Arrival and Collection of Children**

It is expected that a responsible adult will bring your child to and from the nursery.

In the interests of your child's safety you should make a point of telling the staff members if he/she is to be collected by someone known to them.

This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.

## **Suitable Clothing**

Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons but accidents happen so please dress your child in suitable clothes.

### **Outdoor Play**

As a health promoting nursery we value the wealth of benefits related to outdoor play. Please ensure your child is suitably dressed each day to enable spontaneous outdoor learning. It would be helpful if you could supply your child with a pair of wellies to keep in nursery – remember to write their name inside each one.

Please ensure that all clothes are labelled as a number of children have the same or similar items of clothing.

Your child should have soft shoes which he/she will wear while in the nursery.

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## **Child Protection Statement**

Parents/carers, please note, that as employees of East Dunbartonshire Council, the welfare of children is paramount to us. In this nursery we follow East Dunbartonshire Council's Child Protection Guidelines which aim to deliver the outcomes contained within this document

**Protecting Children and Young People: Framework for Standards in Child Protection** produced by the Scottish Executive (copy available to view from the manager of the nursery).

This document contains 8 Standards.

**Standard 2 – Professionals take timely and effective action to protect children.** This Standard requires us to pass on any concerns about a child's welfare to the relevant professionals.

## **Insurance**

Sometimes children like to bring something special or new to nursery for their friends to see, however parents should ensure that valuable items are not left at nursery, particularly as the authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the authority can be shown to have been negligent.

## **Excursions and Consent Forms**

When outings or excursions for children are planned, the Head Teacher or a member of staff will advise you 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 unless completed consent forms have been submitted by their parent/guardian.

## **Transport**

Transport is not normally provided for children attending pre-five establishments. The Council may, however, provide transport to and from nursery for children with special needs who may require to travel some distance to take up their placement. Generally parents are expected to make their own travel arrangements.

## **Emergency Closure Arrangements**

The nursery will be opened on the times already outlined, but on some occasions circumstances arise which mean 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 centres, announcements in local churches, in the press and on local radio.



## Emergency Contacts

Parents whose children are in the nursery are asked where possible to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of an emergency.

*You are also asked to keep the nursery up-to-date with any changes in this information.*

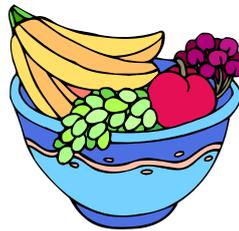
## Snack and the Promotion of Healthy Eating

Your child will be provided with a daily snack.

It is our aim to promote healthy eating by encouraging children to try new types of savoury healthy food.

However, when a child has a birthday there may be a departure from the normal snack.

If your child has any allergies or requires a special diet please inform the Nursery Teacher of this on your child's first day at nursery.



## No Smoking Policy

Smoking is not permitted in the nursery or in the surrounding environment. Parents are asked to respect this rule.

## Treat Fund

**You are invited to contribute £2.00 per week to our Treat Fund.** This will be used to buy snacks, baking items, pay for outings and Christmas presents for the children. This will be collected every Monday (or the first day your child attends nursery) by a member of staff.

## Photographs/Videos

Photographic and/or video recordings are made for educational purposes. Please inform the Head Teacher if you have any objections to this.

## School Photographer

Parents will be informed when a school photographer will be at the school.

## Dental Inspection

Dental inspections may be available during the course of the session. Parents will be informed.

## Pre-School Medical

Families are normally contacted by their health visitor or GP to arrange a pre-school year medical.



## **Medication**

If your child is in need of medication during his/her time at nursery you should discuss his/her requirements with the class teacher. Prescribed drugs will be given at the discretion of the Head Teacher and you will be required to fill in a form which authorises nursery staff to administer the drugs to your child. These forms are available from the nursery or the school office.

If your child suffers from asthma you must tell the nursery staff if there are any activities or specific circumstances which are likely to bring on an attack.

If your child suffers from e.g. epileptic seizures, diabetes, etc. you must tell the staff what emergency procedures are to be followed.

### **If Your Child Becomes Unwell**

The staff would welcome a telephone call if your child is not able to attend nursery on a particular day.

If your child becomes ill while at nursery, contact will be made with you or your emergency contact. If we cannot make contact with anyone your child will be looked after by a member of staff until the end of the session.

We will obtain the best medical attention as appropriate, e.g. call an ambulance if necessary.

### **Minor Accidents and Upsets**

Although we hope that these will be few and far between, realistically there will be occasions when they do occur.

Our nursery staff are highly trained and extremely sympathetic. They will comfort your child and deal with each incident as they see it. If your child is wearing an accident sticker when you pick them up from nursery, please ensure you speak to a member of staff. It will be necessary for you to sign the accident book.

There is a trained first-aider on the premises.

## Section 4 - The Nursery Curriculum

### Curriculum for Excellence

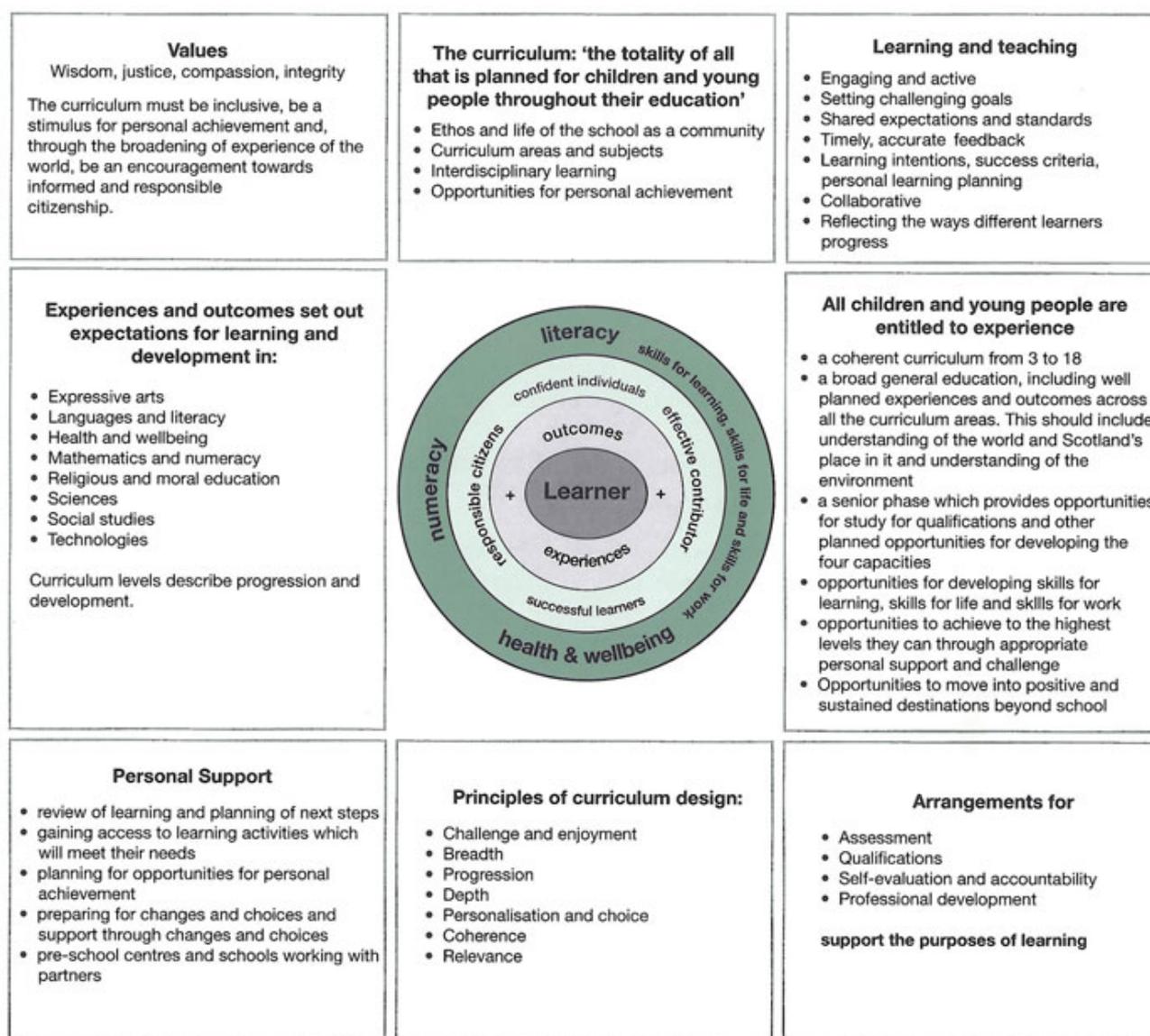
- A holistic approach to learning**

Curriculum for Excellence promotes the need to view learning and teaching across curriculum subjects and areas as inter-connected and integrated. This is particularly important for young children, who will develop their understanding of, for example, science, language, communication, technology and mathematics from an everyday experience, such as water or sand play, supported by knowledgeable adults.

The challenge is to ensure that these experiences are enriching and stimulating and that adults working with children are able to understand, appreciate and assess children's achievements and learning.

- Active, experiential learning**

Early years staff are committed to developing learning in natural and real contexts, familiar to children and appropriate to their interests and stages of development. This reflects our understanding that young children's learning is most effectively supported through interaction with adults and other children and through play and active exploration of their environment.



## How We Promote Learning

We promote learning in our nursery class by:

- 1 Planning clear goals for the children's learning.**  
These are designed to match the needs and achievements of all children.
- 2 Through observation of children at play.**  
By using this procedure our staff become aware of how and what your child is learning.
- 3 Keeping day to day records of observations and assessments.**  
This enables us to plan learning experiences which take account of your child's needs and developments.
- 4 Using reporting as a means of promoting partnership with parents.**  
You may discuss your child's progress formally or informally with any member of staff. We encourage you to ask questions relating to your child's progress and to share any information, which you feel is relevant, with us.
- 5 Assessing children's development and progress.**  
This year we will be introducing learning stories. Staff will work with the children to identify and assess their skills and learning experiences. You will be involved in this process and information will be handed out at the start of the term.

You will be invited to take part in the assessment of your child by means of informal chats and if necessary in more formal circumstances.

*We wish to emphasise that your child's own progress is the basis of our assessment, rather than his/her progress in relation to other children.*

## Supporting Children with Difficulties

Many children experience difficulties at some point during their school life, often these difficulties are temporary and are resolved as the child develops. This is the case in pre-five education as it is in primary and secondary education.

Some difficulties are related to specific aspects of learning, for example speech and language development. In circumstances such as these, in consultation with parents, we often seek advice and support from external agencies such as speech and language therapists and psychological services.

If your child requires additional support the nursery staff will monitor his/her progress very carefully and ensure that an individual educational programme is in place. You will be consulted about this and asked to work in partnership with us.

Regular reviews of your child's progress will take place and all interested parties will participate in the discussion about the progress being made, the targets to be set and the next steps in your child's learning.

A small proportion of children have long term difficulties which require regular reviews with parents, nursery staff and other professionals in order to monitor progress. This may lead to a Coordinated Support Plan being opened.

**It is important that parents, nursery staff and other professional bodies work together to support children's learning. By doing this we are ensuring that each child has the opportunity to achieve his/her potential.**



## Partnership with Parents

Our staff will always be happy to discuss your child's progress with you and you are welcome in our nursery at any time.

In Holy Family Nursery we aim to:

- 1 Involve parents in decisions which are taken about their children's education.
- 2 Establish and maintain a two way channel of communication with parents.
- 3 Share experiences and keep parents informed of developments within the nursery unit.

We value your role in your child's learning. As parents, you are the prime educator in your child's early years and we hope that you will continue to play a major role in your child's learning when he/she comes to our nursery.

We welcome any contributions you may wish to make and look forward to establishing a positive relationship with you.

## Change in Circumstances

It is helpful if you keep the nursery staff informed of anything happening at home that might affect the child's manner or behaviour in class eg birth of a baby, death of a relative etc. It will help us understand what is going on and enable us to give suitable support. Anything you tell us is, of course, treated with complete confidentiality.



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## **Working Together to Promote Positive Behaviour**

It is our policy in Holy Family Nursery to promote positive behaviour.

This is achieved by:

- \* Use of praise and positive reinforcement.
- \* Encouraging our children to respect other children and adults.
- \* Encouraging our children to respect the property of others.
- \* Establishing routines and practices as part of the nursery programme.

Very occasionally a child has difficulty settling into the nursery routine and this is manifested in inappropriate behaviour.

If this occurs, a member of staff will discuss the problem with the parents and look for a way forward. If there continues to be no improvement, the Head Teacher will become involved in the discussions. In some circumstances psychological services may be consulted, after consultation with parents.

All of this will involve joint decision making with parents involved at every stage.

## **School and Community Information**

Information will be posted on our notice board in the entrance hall.

If you require additional information on any subject please do not hesitate to contact a member of the nursery staff, the Head Teacher or a member of the primary school management team.

Holy Family Primary School PTA will welcome the involvement of any of our nursery parents. An invitation to attend meetings is extended to all nursery parents and information will be posted on the notice board.

## Fund-raising

With the exception of our annual budget allocated to us by East Dunbartonshire Council, our main source of funding will be our Treat Fund.



At certain times in the year we may organise other fund raising activities.



## **The Local Community**

In Holy Family Primary Nursery Class we place a great deal of importance in our children having access to the local community.

Visits to locations within the local area will be organised and members of the community may be invited into the nursery to meet the children.

### **Links with Holy Family Primary School**

The school hall is timetabled to allow the nursery staff to use it for physical activities and drama whenever possible. Children also have access to the Computer Room.

The children will be invited to take part in some of our infant assemblies. We aim to encourage our nursery children to feel at ease within the primary school.

### **Pre-five/Primary Liaison**

In Holy Family Primary School we will be establishing strong links with all of the nurseries in our local area. These links will continue but the focus of our pre-five/primary liaison will now be on the link between our nursery staff and our Primary 1 class teachers in our associated primaries, Lenzie Meadow and Lairdsland.

Throughout the year there will be organised meetings between these staff groups and these will have the purpose of sharing information and creating curriculum links.

We are very aware of the fact that we have a number of children who will not attend Holy Family Primary School. These pupils will either move on to Lenzie Meadow Primary School or one of the primary schools in the Lenzie/Kirkintilloch area. With parents consent, information about these children will be passed on to the receiving school and staff who wish to visit the nursery will be most welcome.

## Suggestions and Concerns

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service, please contact the Head Teacher, in the first instance. Similarly, if you have a concern about any aspect of the service you should contact the Head Teacher.

If you feel your concern has not been satisfactorily resolved with the Head Teacher, please contact the Head of Service with responsibility for pre-five education who can be contacted at the following address:

Head of Educational Support Service  
East Dunbartonshire Council  
Southbank House  
Southbank Business Park  
Kirkintilloch  
G66 1XQ

Tel: 0141 578 8742



## Useful Addresses

You may wish to be aware of the following names, addresses and telephone numbers.

**Director of Education  
and Children's Services**

Ms Jackie MacDonald  
East Dunbartonshire Council  
Southbank House  
Southbank Business Park  
Kirkintilloch  
G66 1XQ

Tel: 0141 578 8742

**Principal Early Years Officer**

East Dunbartonshire Council  
Southbank House  
Southbank Business Park  
Kirkintilloch  
G66 1XQ

Tel: 0141 578 8742

**East Dunbartonshire Councillor**

Mr A Brown  
Southbank House  
Strathkelvin Place  
Kirkintilloch  
G66 1XQ

**Care Commission**

Care Commission  
1 Smithhills Street  
Paisley PA1 1EB

**Please note:**

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