



Nursery Handbook

2019-20



Blackwood Nursery Class Vision Statement



At Blackwood Primary School Nursery Class we strive to establish a caring, nurturing and stimulating environment which encourages creativity and curiosity and recognises each child as an individual, enabling them to attain and achieve.

Nursery Values – F.R.E.D

Our values are central to all aspects of life in the nursery. We work together as a team with staff, children and parents and carers to embed these values across all aspects of life in the Nursery and the wider community.

Friendship	To build positive relationships with other children and adults within the nursery and school.
Respect	To work together to value everyone in our nursery and the school and become responsible citizens.
Equality	To understand that everyone is equal and should receive the same opportunities and support as required.
Determination	To believe in yourself to be the best that you can even if things are difficult.

Aims of our Nursery

We aim to:

- Provide a safe, supportive and nurturing learning environment which builds resilience and where every child is valued and respected as an individual.
- Create an enabling environment, both indoors and outdoors, which encourages creativity, curiosity and inquiry through the use of real-life and natural resources.
- Deliver a curriculum which offers high quality, open ended and challenging experiences where adults sensitively intervene to support and facilitate children's learning.
- Embed the development of Literacy, Numeracy and Health and Wellbeing naturally within children's play experiences.
- Build positive partnerships with our parents/carers, other professionals and the wider community to support children in their learning and development.

Equal Opportunities Policy

In our nursery girls and boys participate equally in the full range of nursery experiences, and we recognise the rights of both men and women to work with, or care for, children. All our toys and books have been selected to show positive images of people of all cultures and to avoid stereotyping. Multicultural activities are integrated into many curricular areas and several religious and cultural festivals are celebrated. All children are encouraged to learn about, and respect, other cultures and traditions. The nursery has position statements for race equality, disability equality and gender equality.

Non-denominational policy of the Nursery

Our nursery is non-denominational. We respect and welcome children and parent/carers of all religions, faiths and beliefs.

About Our Nursery Class

Blackwood Nursery Class

Our nursery class was established within Blackwood Primary School in August 1998 to cater for children between the ages of three and five years.

Accommodation

During the session 2012/2013 Blackwood Primary and Nursery Class moved to a new building as part of the South Lanarkshire Council School Modernisation Process. This includes a purpose built nursery playroom and outdoor area. The nursery is allocated times in the gym hall to allow further opportunities for physical education.

Capacity and Staffing

Our nursery has the capacity for 60 children to attend at any given time. This year, in preparation for the government's expansion to 1140 hours, we are offering a mix of attendance patterns. Children are allocated one of the following:

- 1140 hour place – attending up to 5 days 9am – 3pm (with an option to buy an additional hour to 4pm).
- 600 hour morning place – attending up to 5 mornings 8.45am – 11.55am
- 600 hour afternoon place – attending up to 5 afternoons 1pm – 4.10pm.

Names and Job Titles of our Staff Members

Head Teacher	Ms Christine McMillan	
Depute Head Teacher (ASN responsibility for Nursery)	Mrs Jenny Bowman	
Principal Teacher (Management Responsibility for Nursery)	Miss Vivienne Colquhoun	
Nursery Teacher	Mrs Carol Strom	
Nursery Team Leader	Ms Rebecca Morgan	<i>Wed., Thurs., Fri.</i>
	Freda Marshall (Acting)	<i>Mon. & Tues.</i>
Early Years Workers	Miss Emily Biggart	
	Miss Kirsten Craig	<i>Wed. (pm), Mon. & Tues.</i>
	Miss Lorna Forbes	
	Mrs Joanne Curley	
	Miss Kay Jones	<i>Mon., Tues. & alternate Wed.</i>
	Mrs Jennifer Inglis	
	Ms Arlene McCall	<i>Thur., Fri. & alternate Wed.</i>
	Ms Freda Marshall	
	Mrs Heather Stewart	<i>Wed. (am), Thur. & Fri.</i>
	Mrs Karen Summers	<i>Wed. (pm), Thur. & Fri.</i>
Playworker	Mrs Jessie Hutton	<i>Mon.</i>
Modern Apprentice	Miss Hazel Smith	
Foundation Apprentice	Miss Lauren Millar	<i>Mon.</i>

Nursery Admissions

Register of Applicants

The Head Teacher will keep a register of all applicants and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places. The admissions panel will meet annually to allocate places in line with South Lanarkshire's Admissions Policy. 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. Parent/carers can ask to see their application form at any time. If circumstances change which affect your application, you should inform the Head Teacher in writing.

Children who are not age three before the first intake to Nursery in August, are entitled to start Nursery immediately following their 3rd birthday (1st Monday after their 3rd birthday). Children who turn age three after 31st March will not be able to start Nursery until the first intake of the next academic year in August.

Attendance

Children allocated places are expected to attend each day unless through illness or other unforeseen emergency. If parent/carers have problems getting their child to Nursery on a regular basis they should discuss this with the nursery staff.

In the event that your child is absent we ask that you contact the school office (by phone or email) by 9.30 a.m. for full day/morning children or 1.15 p.m. for afternoon children. If you have not contacted the school by this time, a member of the support staff will phone you to ask about the absence. Children who do not attend nursery on a regular basis will be subject to SLC Policy for monitoring absence.

Address	Blackwood Primary School Carlisle Road Blackwood Lanark ML11 9AT
Telephone	01555 892438
Fax	01555 895877
Website	www.blackwood-pri.s-lanark.sch.uk
Email	gw14blackwoodoffice@glow.sch.uk

Hours of Opening

Monday – Friday	Full Day Session	9 am – 3 pm (with option to 4 pm)
	Morning Session	8.45 am – 11.55 am
	Afternoon Session	1 pm – 4.10 pm

Arrival and Collection of Children

It is expected that a responsible adult over the age of sixteen will bring a child to and from nursery. Parents/Carers are asked to provide a list of adults who are allowed to collect their child. In the interests of your child's safety you should make a point of telling the nursery staff if he or she is to be collected by someone not known to the staff. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.

Emergency Contacts

Parents/carers are asked to provide contact details for use in case of an emergency. These emergency contacts must be local (where possible) and must be contactable by telephone. You are also asked to keep the nursery up-to-date with any changes in this information.

Emergency Closure Arrangements

The nursery will be open during the times already outlined, but on some occasions circumstances arise which may mean that the nursery has to close. Establishments may be affected, for example, by severe weather or power failures. 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, text message, the school website (www.blackwood-pri.s-lanark.sch.uk), Twitter, notices in local shops and community centres, announcements in local churches, in the press and local radio and on the South Lanarkshire Council Website (www.southlanarkshire.gov.uk).

Parking

Please note that parking for parents/carers is situated at the Community Car Park at the rear of the school.

No Smoking Policy

Smoking is not permitted within the school building or grounds.

Pets

Animals including dogs are not permitted in the school grounds.

Mobile Phones

As many mobile phones feature a camera, the use of mobile phones is not permitted within the nursery in order to protect children's privacy.

Suitable Clothing

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

Please also make sure that your child has suitable outdoor clothing because outdoor play is a regular part of the nursery day. A change of footwear is required everyday in Nursery. These should be rubber soled gym shoes/trainers.

Although the nursery does not have a compulsory uniform, we do have Blackwood Nursery Class polo-shirts and sweatshirts which can be purchased through our website shop.

It is essential that you put your child's name is on all clothing (including jackets) and shoes that are likely to be taken off in the playroom or left on their coat peg.

Insurance

Sometimes children like to bring something special or new to nursery for their friends to see. Parent/carers should ensure however, 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.

Health and Wellbeing

GIRFEC – Getting it Right for Every Child

Getting It Right For Every Child (GIRFEC) is a national policy and programme which is implemented in Lanarkshire. The Scottish Government introduced GIRFEC as a long term programme; it is relevant to each and every child in Scotland, and reaches across children's and adults' services in the public and voluntary sectors to ensure there is firm commitment and drive towards achieving better futures for all of our children and young people.

GIRFEC promotes key values in working with children and their families across all agencies and is based on core components which will help bring these values about.

The programme calls for all workers in health centres and hospitals, nurseries, schools and leisure centres, family centres, social work services and housing offices, and in the community to work together towards changes in culture, systems and practice that will help all children and young people to grow, develop and reach their full potential under the eight well-being indicators; safe, healthy, achieving, nurtured, active, respected, responsible and included.

Part of the GIRFEC agenda is that all children from birth to the age of 18 are allocated a 'named person'. Your child's Health Visitor will be their named person from the age of 10-14 days until your child attends primary school. As part of the GIRFEC programme in South Lanarkshire you may be asked to confirm the name of

your child's named person. Once your child enters primary education the named person is usually the Head Teacher.

Child Protection

As part of the Care and Welfare Policy of SLC we are committed to making sure that children in our Nursery are cared for and that an environment exists where children feel safe and valued and where all decisions are made in the best interests of the child concerned. Child Protection guidelines are in place to ensure the safety of our children and we have a Child Protection Co-ordinator to whom all concerns should be referred.

**Child Protection Co-ordinator:
Ms Christine McMillan (Head Teacher)**

Health Promotion

We are a Health Promoting Nursery. Since our registration in the Health Promoting Nursery Scheme in June 2005 we have achieved our Bronze, Silver and Gold Awards. Health and Wellbeing is a core area within Curriculum for Excellence.

Throughout the year we promote a healthy lifestyle with various talks, displays and activities for children, parents/carers and staff. We promote oral hygiene by running a tooth brushing programme which involves the children brushing their teeth in nursery on a regular basis. This is an 'opt out' programme and so if you do not wish your child to participate please inform us in writing.

Blackwood Primary School and Nursery Class have a Travel Plan to encourage children to walk to nursery to improve their health and look after the environment. As part of this plan we would encourage nursery parent/carers to walk with their children. If, however, you have to bring your car please park at a safe distance from the school and walk your child round to the nursery. This helps to ensure your child's safety.

Snacks and the Promotion of Healthy Eating

A varied, healthy snack is provided each day to encourage children to make healthy eating choices. A choice of milk or water is available as is a selection of fruit or vegetables, on a daily basis. Snack varies depending on the season but may be, for example, cereal, crackers and cheese, toast. We have a three-week menu which is based on the 'Setting the Table' (2018) document from the NHS.

Any parent/carer whose child has special dietary needs should inform the nursery staff so that these can be accommodated.



Parent/carers are asked to pay a weekly contribution of £2.50. These contributions are used to help meet the costs of our daily snacks. The contributions can also help

to subsidise the purchase of additional resources and nursery trips. Both the school and nursery use an online payment system called ParentPay. When your child starts nursery an account will be created for them and any payments for snack etc. can be made using this system.

In addition to our daily snack we also have occasional food tasting sessions to encourage the children to try different types of foods. These generally prove very popular.

Physical Activity

In addition to the children's weekly visits to the gym hall we actively encourage fitness and exercise in the playroom and outdoors. Part of the children's physical activities may include walks within the local community, parents/carers will be asked to complete a permission form for local walks at the beginning of each academic year.

Excursions and Consent Forms

When outings or excursions for children are planned, the nursery staff will advise you in advance. You will be asked to complete a consent form. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/carer.

Medical Information

Medication

If your child is in need of medication during his/her time at nursery you should discuss his/her requirements with the Nursery Team Leader. Prescribed drugs will be given at the discretion of the Head Teacher and you will need to fill in a form that authorises Nursery Staff to administer the drugs to your child. The Nursery Team Leader will give you the necessary forms to complete. If your child is to be given medication at nursery and the required paperwork has been completed, you will be asked to review the medication form every 28 days.

If your child has any medical conditions which will impact their health at nursery then these should be discussed with the nursery Team Leader. It is important to let us know if your child has any allergies.

Please note that for children who have had sickness and/or diarrhoea there is a 48-hour exclusion after the last episode of sickness and/or diarrhoea. This is to ensure that the infection is not passed on to other children, thus risking re-infection to your own child. This guidance is given from NHS Lanarkshire.

http://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

If Your Child Becomes Ill

If your child becomes ill while at nursery you will be contacted by telephone. If you are unavailable, or do not have a telephone, the child's emergency contact will be phoned and asked to collect the child as soon as possible. **Please keep the nursery up-to-date with any changes to this information.**

Toileting, Minor Accidents and Upsets

Parent/carers are asked to complete a consent form to confirm whether they wish their child to be changed if they were to have a toileting accident. Parent/carers will be discretely notified if your child has a toileting accident. We have a limited supply of spare clothes and so would therefore kindly ask that parent/carers provide a spare change of clothes in their bag each day.

Minor cuts and grazes etc. will be washed and a dressing (plaster) may be applied. Ice packs will be applied to bumps etc.

Visits to the Establishment by Medical Staff

From time to time various members of South Lanarkshire Health Board will visit the Nursery e.g. Child Smile who provide fluoride varnish treatment for children, or the orthoptist who conducts the pre-school Visual Screening programme. The visual Screening an 'opt out' programme and so if you do not wish your child to participate please inform us in writing.

Our Nursery Curriculum

Promoting Learning

The majority of learning and teaching in the early years occurs through play. The Nursery offers children opportunities to play alone, in groups or as a class. Playing with other children develops language and social skills, while encouraging children to share resources and communicate their ideas.

The Curriculum

The Nursery Curriculum is based on the Curriculum for Excellence experiences and outcomes in the following curricular areas:

- Expressive Arts
- Health & Wellbeing
- Languages
- Maths
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

Curriculum for Excellence encourages children to become:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

Within these areas are experiences and outcomes that indicate what the children should be learning about during their time at nursery and throughout their school education.

The opportunities and experiences planned within the nursery are responsive to the individual needs and interests of the children. They encourage children to investigate and explore; to persevere when they encounter difficulties; recognise and celebrate their achievements; develop their own ideas; make links between ideas and develop strategies for doing things.

Information about what your child is learning can be found in our displays, Parent/Carer Information Board, newsletters and Online Learning Journals. If you would like any additional information on the curriculum please do not hesitate to contact a member of staff.

Playroom

Within the playroom the children participate in a range of activities designed to meet their individual needs. These include:

- Snack
- Malleable
- Art
- Investigation Area
- Numeracy
- Smartboard
- Construction
- Outdoor Area
- Writing table
- Story corner
- Imaginative area/house corner
- Music

Children in their pre-school year have the opportunity to participate in our Forest School programme.

Assessment

Assessment is an ongoing process within the nursery. It is usually done through observation, discussion and close monitoring of progression within the eight areas of the curriculum. Assessment, both formal and informal, is vital so that staff know children's ability levels and can match activities to their needs and interests. This allows children to progress according to their abilities and to reach their potential. Each child has their own Online Learning Journal which parents/carers are able to access and contribute to.

Supporting Children

In order to meet the needs of each individual child in our care, we may at times need to work in partnership with other services. These can include our Early Years Specialist Support Teacher, Speech and Language Therapy, Occupational Therapy, Audiology and Psychological Services. Parent/carers are asked to sign an Information Sharing Protocol in order to enable us to discuss your child with any of these services.

Partnership with Parent/carers

As parents/carers we want you to be:

- Welcomed and given an opportunity to be involved in the life of the nursery;
- Fully informed about your child's learning;
- Encouraged to make an active contribution to your child's learning;
- Able to support learning at home;
- Encouraged to express your views and involved in forums and discussions on education related issues.

Some useful information contacts for parent/carers to find out more on education are as follows:

- Parentzone – www.parentzonescotland.gov.uk
- Engage Parent Forum – www.engageforeducation.org
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk

Working with You

Nursery staff are always available to meet with you and talk on an informal basis. Formal interviews can be arranged at any time to discuss your child or any concerns you may have. Relevant information for parents/carers can be found on the Parent/Carer Information Board in the playroom and parents/carers are asked to leave comments and thoughts about the nursery in our Suggestion/Comment box which is located in the main Nursery foyer.

Reporting

During your child's time in nursery a profile of their achievements is compiled. Our nursery uses Online Learning Journals which parent/carers are able to access at home and add comments. Parents/Carers are also invited to discuss their child's progress during the year either at our annual parent/carer consultation meetings or when reviewing and setting your child's individual learning targets. When children are moving on to Primary One, a Nursery transition report is completed in May/June for each child. Both the parent/carers and the feeder primary school receive a copy.

Supporting Learning at Home

Information about learning within the nursery is shared in our newsletters and on our noticeboards and displays. If you have any questions about the learning that is taking place, please do not hesitate to discuss these with us. Equally, if you feel you could make a contribution to a particular focus please speak to nursery staff.

We operate a Lending Library which enables children to borrow books to read at home on a weekly basis. Each month we also send home an activity leaflet for ideas you can try at home. Children receive a stamp in their 'Challenge of the Month' passport and once the passport is complete they are rewarded with a small treat.

Throughout the year we organise a variety of events which you can participate in with your child. These can include Open Days, Science workshops, active story sessions with the library and Bookbug. Information Sessions are also organised throughout the year to support parents/carers in different aspects of children's learning and development.

Newsletter

Newsletters are produced on a regular basis to keep parent/carers up to date with events taking place within the nursery. As well as being issued with a Yearly Parental Planner, the newsletters also have a 'dates for your diary' section to give you advance notice of events that you may wish to attend.

Website

Our school and nursery website provides a range of information. We also post photographs showing different learning opportunities that take place throughout the year.

Parents in the Nursery

Once the children are settled parent/carers are invited to help within the nursery. In order to help out parent/carers must have a PVG check carried out. Please contact a member of staff for a form.

The help of parent/carers is greatly valued and appreciated. Your help allows a number of extra activities to take place and the children enjoy having parent/carers play games, read them a story or accompany them on a trip around the local area. If a number of parent/carers volunteer then a rota may be established.

Parent Council

Our Parent Council meets approximately 6 times a year and is open to parents/carers of children from Nursery through to Primary 7.

The objectives of the Parent Council are:

- To work in partnership with the school to create a school which is inclusive for all parents/carers
- To promote partnership between the school, pupils and parents/carers.
- To develop and engage in activities which support the education and welfare of pupils.
- To identify and represent the view of parents/carers and pupils on the education provided by the school and other matters affecting the education and welfare of pupils.

Fundraising

At various times throughout the year the nursery holds fundraising activities. All funds raised are for the benefit of the children and pay for parties and outings, for example. There is no compulsion to take part in any fundraising events, but any sponsor forms issued to parent/carers must be returned even if not filled in.

Working Together to Promote Better Relationships for Better Learning and Better Behaviour

At all times nursery staff strive to promote positive behaviour. This is done through example and an insistence on acceptable standards of behaviour. It is always done in a positive way, reinforcing and praising the good. If there is a difficulty involving your child, you will be consulted at the earliest stage and steps identified to help to support your child. If it is felt that more expert advice is needed this may be provided by the school Medical Service, the Psychologist or Integrated Children's Services. You will always be consulted if a referral to an outside agency is being considered and your permission will be sought. You will also be kept fully informed of your child's progress.

The Wider Community

Our Nursery in the Community

During the year children make visits to places of interest around Blackwood and Kirkmuirhill to see the changing seasons and to explore the local area. Visitors from the community such as the local librarian, the postman and the policeman are invited into the Nursery to speak to the children and explain their work.

Other Services within the Community

Nursery classes are also attached to Coalburn and Woodpark Primary Schools. There are also a variety of Early Years Activities available in the Community Wing, please speak to a member of staff if you require any more information.

Transfer to Primary One

Children normally transfer to Primary School between the ages of four and a half and five and a half. Registration takes place in January of the year the child starts school. The dates for this registration will be given in the local press and information will be displayed on the nursery notice board.

Links with Blackwood Primary School

Most children who attend the nursery class move on to attend Blackwood Primary whose catchment area covers all of Blackwood, Kirkmuirhill and Auchenheath.

Our nursery is an integral part of the school and is included in as many aspects of school life as possible. Nursery children use the gym hall and if possible, are included in performances which take place within the school.

Liaison arrangements allow Primary One teachers to visit the nursery regularly and nursery staff to visit Primary One. Before children move to P1 their Keyworker will discuss their progress and learning with the P1 teacher.

Links with Other Primary Schools

For nursery children who will be commencing primary one at another school in the area we have a range of transition opportunities. Teachers from these schools are invited to the Nursery to meet your child and to discuss their progress and learning with their Keyworker. We always try to endeavour to take children to visit their new school where staffing permits.

Other Information

Maintaining a Quality Service

We are always keen to maintain and improve our service. Our 'Parent and Carer' information table is located in the main Nursery Foyer. There is a Suggestion/Comments Box on the table which we would encourage parents and carers to use. We also have a 'Question of the Month' whereby we consult parents and carers on various aspects of our service.

If you have a complaint about our nursery we would appreciate you letting us know. We will deal with your complaint as promptly as possible, but always within 20 working days. You are not obliged to bring your complaint directly to us, you can take it straight to the Care Inspectorate. Our Complaints Procedure is also displayed on the wall in the nursery foyer.

Self-evaluation

All stakeholders are involved in the evaluation process in the nursery. *How Good is Our Early Learning and Childcare?* and the *Health and Social Care Standards 2017* are used by staff as part of our self-evaluation process. A variety of approaches are used to consult with parent/carers including questionnaires, evaluations and Parent Council meetings. Consultation with children is an integral part of our practice.

Useful Addresses

You may wish to be aware of the following names and addresses:

Executive Director	Tony McDaid Educational Resources Council Offices Almada Street Hamilton ML3 0AE [Helpline 01698 454545]
Early Learning and Childcare Lead Locality Officer	Ms Carol Wright Educational Resources Council Offices Almada Street Hamilton ML3 0AE
Care Inspectorate	Princes Gate Castle Street Hamilton ML3 6BU 01698 897800
South Lanarkshire Councillors	Mr George Greenshields Mr Mark Horsham Mr Colin McGavigan
Area Community Education	c/o Lesmahagow High School 1 Milton Lesmahagow ML11 0DL
Public Health Nurses	c/o Glebe Medical Centre Lesmahagow 01555 895985
Integrated Children's Services	Claude Street, Larkhall, ML9 2BU 01698 452501
Speech and Language Department	Lanark Health Centre Lanark 01555 667158

Complaints can be registered at the local Care Inspectorate Office:

Castle Street,
Hamilton, ML3 6BU
Telephone: 01698 897800

Although the information contained in this booklet is correct at the time of printing, there could be changes affecting any of the matters dealt with in the document:

- Before the commencement or during the course of the school year in question
- In relation to subsequent school years