

# St Fillan's Nursery Class



## OFFICIAL - SENSITIVE: Operational

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### **ST. FILLAN'S NURSERY CLASS HANDBOOK**

This handbook aims to provide information about our Nursery Class which we hope will enable you to work in full partnership with us.

#### **Welcome to St Fillan's Nursery Class**

It is with great delight that I welcome you, and your child, to St. Fillan's Nursery Class. As parents and carers, you have the right to expect that your child will be provided with the highest quality of Early Learning and Childcare, in a safe, caring and nurturing environment, where everyone works in partnership to achieve the best outcomes for your child.

*"The right of all young children to high quality relationships, environments and services which offer a holistic approach to meeting their needs. Such needs should be interpreted broadly and encompass play, learning, social relationships and emotional and physical wellbeing."*

*Scottish Government 2009*



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We hope the time you and your child spend with us in the nursery class is joyful and relaxed as we all work together for the benefit of all.



**Staff**

Headteacher

Mr Brian Bourke

Depute Head Teacher

Mrs Lindsay Kelly

Child Development Team Leader

Mrs Joanne Higgins

Child Development Officers

Mrs P. Dempster

Miss Mary Connor

Mrs A. Downs

Mrs S. Dempster

Support for Learning Worker

Miss A. Anwar

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Clerical Support Staff

Mrs M Fraser  
Mrs Caroline Melly  
Mrs A Hughes

**Age Range**

3-5 years

**Nursery Class Hours**

AM Session: 8.35am - 11.45am

PM Session: 12.50pm - 4.00pm

**Address**

St. Fillan's Nursery Class  
20 Crompton Avenue  
Cathcart  
Glasgow  
G44 5AF

**Telephone**

0141 637 8750

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## Vision, Values and Aims

### Our Vision

St. Fillan's Nursery Class endeavour to provide the highest possible quality early learning and childcare experience, for all children and families, in a nurturing, joyful and relaxed environment.

### Our Values

Good health and wellbeing for all children and families is central to effective learning and preparation for successful independent living. Our core values, the eight GIRFEC indicators, reflect the responsibility of all in ensuring the wellbeing needs of each individual is met within the nursery class and wider community.

Safe	Healthy	Active	Nurtured
Achieving	Respected	Responsible	Included

### Our Aims

- We aim to deliver an engaging, fun, inclusive curriculum for all children and families.
- We provide an environment which is safe, secure and inspiring for learning indoors and out of doors, with spaces for children to play together and to be alone or with a few others, and materials and resources that support creativity and learning. (*Building the Ambition*)
- To provide a welcoming safe and stimulating environment, in which children and families feel happy and secure.
- We encourage children to develop positive attitudes towards themselves and others, with a strong sense of self- respect.
- To create opportunities for children to build skills for learning and skills for life, fostering confidence and independent choice through child-led learning experiences.
- Inviting parents and carers to work in partnership with the nursery class to enhance family learning and develop enthusiasm for learning and celebrating achievements.

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➤ We are a Language and Communication Friendly establishment and work in partnership with Speech and Language.

**St Fillan's Nursery Class Holidays 2022/2023**

**October**

- Friday, 14 October 2022 (In-Service Day)
- Monday, 17 to Friday, 21 October 2022 (October Week)

**November**

- Thursday 17<sup>th</sup> November (Local Election, In-service Day)

**December - Christmas and New Year**

- Schools close at 2.30 pm on Thursday, 22 December 2022
- Friday, 23 December 2022 - Tuesday 3 January 2023 (Christmas holidays)

**January**

- Schools /Nursery return on Wednesday 4 January 2023

**February mid-term break**

- Monday, 13 February 2023
- Tuesday, 14 February 2023
- Wednesday, 15 February 2023 (In-service day)

**April - Spring Holiday (Easter)**

- Schools /Nursery close at 2.30 pm on Friday, 31 March 2023
- Monday, 3 April - Friday, 14 April 2023 (Spring Break)
- Schools/ Nursery return on Monday, 17 April 2023

**May**

- Monday, 1 May 2023 (May Holiday)
- Thursday, 25 May 2023 (In-service day)
- Friday, 26 May 2023 and Monday, 29 May 2023 (May Weekend)

**June**

- Schools/ Nursery Close at 1.00 pm on Friday 23 June 2023

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## GENERAL INFORMATION

### Admissions Policy

Children will be enrolled in pre-five establishments according to the Admission Policy (Management Circular 3a) of Glasgow City Council. Nursery staff will be happy to advise you on how this policy operates when you apply for a place. Information detailing the Council's policy is also available from all establishments. A Local Area Admissions Panel (LAAP) meets regularly to allocate nursery places. The LAAP consists of area heads of Early Year's establishments, representatives from CBS and additional supporting agencies e.g. Social Work Department, Health Board.

**Please note that all Nursery Classes and Nursery Schools are non-denominational.**

### Registration Procedures

A register of all applicants is kept by the Management Team. Information contained in the application will be considered by the LAAP for the allocation of spaces. The length of time a child's name has been held on the register will not affect the child's priority for admission. Subsequent to each LAAP parents/carers will receive a letter to inform you that you have either been successful in obtaining a space or your application will remain on the register.

### Enrolment Procedures

The parent/carer will receive an *Offer of Place* letter that will state details of placement and enrolment dates. Parent/carers will attend an enrolment session at the nursery and meet with a member of the management team to complete the *Enrolment Form*, Individual Care Plan and Home to Nursery Transition document and provide any relevant information regarding their child starting nursery.

### Settling into Nursery

When it is time to start Nursery Class, we will ask for your support in settling your child into the new routine. Each child will be allocated a keyworker and it is helpful if the child has a familiar adult to assist during the settling in period. All settling in arrangements are made between the keyworker and the familiar adult to best meet the individual needs of each child.

We will work with you and your child to ensure the transition is as smooth as possible, so the process may be longer or indeed shorter depending on your child.

It is very important that we build good relationships with children and that they become familiar with the new routine gradually.





### **Arrival and Collection of Children**

A responsible adult should bring the child to and from nursery. You should ensure that your child is dropped off and picked up on time. Please sign your child in and out of the nursery. On entering the playroom encourage your child to identify their own badge and make yourself known to the keyworker. In the interest of safety, please inform the Team Leader if your child will be collected by an adult who is currently unknown to the nursery staff.

### **Absence**

If your child cannot attend **please telephone on the day of absence**. This is particularly important if the absence is due to infection or is likely to be longer than a couple of days. Glasgow City Council have the right to remove your child's nursery place if their attendance falls below that stated in the Condition of Placement form without an appropriate reason.

### **Emergency Contacts**

In order to ensure the safety of your child you will be required to provide a name, address and telephone number of two responsible persons who may be contacted in the event of an emergency. If for any reason the contact person has to be changed **YOU MUST** inform the staff immediately.

### **Safety**

In the interest of safety, we would ask that ALL PRAMS be left outside in the main exit. Dogs are not allowed in the school grounds. **Do not enter school/Nursery grounds through the car park entrance.**

### **Suitable clothing and footwear**

Children have the best fun when they are doing messy work.

We always try to make sure they wear aprons but accidents happen, so please dress your child in suitable clothes and supply a spare set of clothes which can be stored on your child's peg in their back pack.

Please also make sure your child has suitable outdoor clothing for the weather as outdoor play will be offered daily.

Please provide sandals for your child to wear while indoors. These can be stored in your child's box at the end of each session.

### **Uniform**

St. Fillan's Nursery Class polo shirts and sweat shirts are available to purchase from Trutex for those who wish. Nursery uniform is optional.

## **MEDICAL AND HEALTHCARE**

It is very important that full details of your child's medical history are provided when completing Enrolment forms, Transition documents and Individual Care Plans. This ensures that staff are fully informed and prepared for any health emergency which may arise. If your child becomes ill or has an accident while attending nursery you will be informed. If the illness or accident is of a serious nature your child will be taken to the nearest hospital / accident department and you will be contacted and advised to join the child at the hospital. The child will be transferred to hospital by ambulance. Children who are unwell should be kept at home.

### **Medication**

Prescribed drugs, e.g.: for asthma, epilepsy or allergies must all be discussed with the management team and the First Aider and a form authorising staff to administer drugs must be completed.

### **If your child becomes ill**

Occasionally, you may be asked to take your child home, and stay at home for at least 48 hours to ensure his/her recovery. This helps limit the spread of infection amongst staff and children.

### **Snacks and Healthy Eating**

During the morning and afternoon sessions the children are offered a healthy snack. There is always fruit, milk and water to choose from and either a sandwich, pancake, yoghurt etc . The nursery operates a healthy eating policy and we encourage the children to eat fruit. Water is always available throughout the session.

During enrolment Mrs Higgins will take note of any dietary requirements.

**Please note we are a NUT FREE establishment.**

## **THE CURRICULUM**

### **Curriculum for Excellence 3-18**

In line with all educational establishments in Scotland we are implementing Curriculum for Excellence, which is the national curriculum framework from the Scottish Government, aimed at raising standards of learning and teaching for all young children. As part of Curriculum for Excellence all children from 3-18 will receive a rounded education known as the Broad General Education (BGE).

We aim to provide a balanced range of child-led learning experiences focusing on eight curricular areas.

- • Literacy and English
- • Numeracy and Mathematics
- • Social Studies
- • Expressive Arts
- • Sciences
- • Health and Wellbeing
- • Technologies
- • Religious and Moral Education

The purpose of education as defined in Curriculum for Excellence is to enable all children to become:

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

In the nursery class your child will be offered integrated learning experiences through which he/she will not only acquire knowledge and skill but also learn how to learn. We seek to create an atmosphere where parents and staff work together as partners to support the child's development.

### **OUTDOOR PLAY**

At St Fillan's Nursery Class children have access to outdoor play in all weathers and throughout the year. This kind of play involves painting, playing in the mud kitchen and forest area, and using physical apparatus



### **Assessment & Reporting**

We use a variety of methods to track and assess the progress of all children, including; observation, learning conversations, peer and self-assessment and engaging with parents.

### **Learning Journey Folder**

Every child in the nursery class will have ownership of their Learning Journey folder. The Learning Journey folder will contain their e-profile, Personal Learning Plan, photographs, 'I can' statements and a selection of their work illustrating their progression. These folders can be accessed by parents/carers and children every day. There will be further opportunities throughout the year to have an in-depth look, with your child, through their folder.

### **Parent's Appointments**

Formal parents' appointments will be arranged twice each year. During these appointments you will have an opportunity to speak to the particular member of staff with responsibility for your child. However, you will have on-going informal pedagogical conversations with your child's keyworker whenever required and can request a meeting to discuss your child's progress at any point throughout the year, if necessary.





### **PARENTS/CARERS AS PARTNERS**

We recognise the central role that parents/carers play in the life of their child and aim to harness that expertise and knowledge to enhance the child's experience in Nursery. We are always available if you wish to discuss your child.

### **Fund Raising**

Throughout the year we have small fund raising activities mainly for charity. We have always been very successful with fund raising and trust that with the support of Parent/ Carers this will continue.

### **Outings/Trips**

During the year we plan various outings, in the local vicinity and further afield, Parent/ Carer help is always greatly appreciated.

### **Toy Fund**

We have a Toy Fund which enables us to purchase materials and equipment, covers the costs of snacks and treats and celebrations e.g. Christmas. We ask for £2.50 to be paid on the first day of the week.



### **Parent's Group**

Our parent's group meet regularly to discuss a range of issues relating to the nursery class/school. If you are interested in participating please give your name to a member of the leadership team. Parents of children in the nursery class are also entitled to join both the PTA and Parent Council. If you would like any further information please contact either of the chairpersons below:

Parent Council Maria McKinney  
PTA Chris Peacock

### **Promoting Partnership**

We aim to promote partnership through;

- parent's noticeboard
- parents' meetings
- parent visits to the nursery class
- monthly newsletters
- home links
- questionnaires
- Nursery foyer- feedback area
- Transition information
- Seesaw



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

Our aim in the nursery class is to help children develop and extend the good habits and behaviour patterns already established at home. Within a harmonious environment for learning, we wish to promote co-operation, self-respect, self-discipline and respect for others and their property. Parents / carers will be consulted about any issues that may arise concerning their child, so both staff and parents/carers can work as a team for the benefit of the child.

If we feel there is cause for concern about a child's development, we will meet together to discuss concerns and formulate next steps. In turn, if you have concerns about your child, you may wish to discuss, and we can offer support to both yourself and your child. The agencies which may be able to help you are Psychological Services, Health Board or Speech and Language Therapy. There will be no contact made without your permission and you are welcome at any time to discuss any matter involving your child's health or behaviour.

### **COMMUNITY PARTNERSHIPS**

#### **The Establishment and the Community**

The nursery class is actively involved in the local community. We aim to foster good community links that further progress learning for children. We encourage the children to be good citizens who care for the environment around them.

#### **Getting it Right for Every Child (GIRFEC)**

Getting it Right for Every Child (GIRFEC) is a consistent approach for all agencies working with children and young people. It's the bedrock for all children's services and can also be used by practitioners in adult services who work with parents or carers.

The approach helps practitioners focus on what makes a positive difference for children and young people - and how they can act to deliver these improvements.

#### ***What Getting it Right for Every Child means***

##### **For children, young people and their families:**

- They will feel confident about the help they are getting
- They understand what is happening and why
- They have been listened to carefully and their wishes have been heard and understood

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- They are appropriately involved in discussions and decisions that affect them
- They can rely on appropriate help being available as soon as possible
- They will have experienced a more streamlined and co-ordinated response from practitioner

[www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

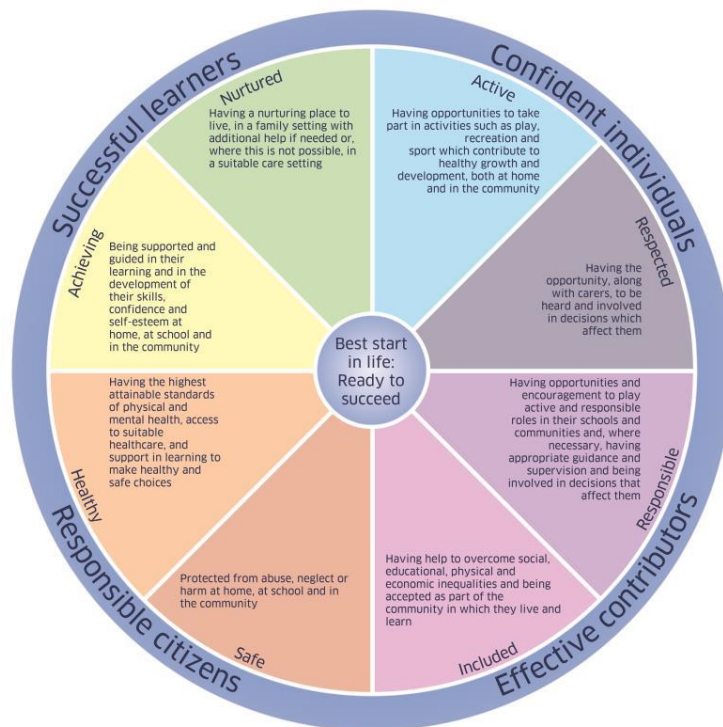
In the Nursery Foyer you will find our GIRFEC notice board, on this noticeboard you will find what are referred to as the GIRFEC indicators. These indicators are: Safe, Healthy, Active, Nurtured, Achieving, Responsible, Respected and Included. We use these indicators to help get it right for your child at Nursery. In order to do this, we work very closely with yourself and a range of services within the community, these include:

- Health Services
- Social Work
- Community Education
- Psychological Services
- Any other services which will enhance the learning opportunities of the children and their parents.



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## Wellbeing Wheel



### Links with Primary Schools

Liaison between the nursery and primary schools is on-going and constantly developing. There are robust transition processes in place. These include regular meetings, exchange visits by staff and support and co-ordination of programmes for the smooth transition of your child from nursery to primary school.

### Learning Community

We are part of the Holyrood Learning Community.

### Transfer to Primary School

Children normally go to school between four and a half years and five years of age.

Information on registration and enrolment procedures for Primary Schools will be given in the local press early in the calendar year. Please note that children must register at their LOCAL SCHOOL.

Local schools usually notify parents of the arrangements for visiting the school, during the months of May and June. There is informal contact with all the primary schools and infant teachers are invited to visit the Nursery Class.

**Inspections**

As an Early Learning and Childcare provider, we are registered under the Care Inspectorate. Our service is inspected against a range of National Care Standards, and during these inspections the views of children, parents and staff are sought.

**Child Protection Policy**

All educational establishments and services must take positive steps to help children protect themselves, by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

The health and personal safety programme for your child's establishment will be discussed with you on a regular basis.

Schools, establishments and services must create and maintain a positive ethos and climate which actively promoted child welfare and a safe environment by:

- Ensuring that children are respected and listened to
- Ensuring that programmes of health and personal safety are central to the curriculum
- Ensuring that staff are aware of child protection issues and procedures
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the head of establishment. The head, or the person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of any pupil must then immediately advise the duty senior social worker at the local social services area office of the circumstances.

Copies of departmental guideline (Management Circular 57) are available from the Head Teacher on request.



**Comments and Complaints**

If you have a comment or complaint, please approach Mr Bourke, Headteacher, in the first instance. If the Nursery class does not resolve the issue to your satisfaction, you should contact the Glasgow City Council Customer Liaison Unit:

Customer Liaison Unit

Education Services

Glasgow City Council

City Chambers East

40 John Street

Glasgow

G1 1JL

Tel: 0141 287 5387

Email: [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)

**Addresses and Contacts**

Executive Director of Education

Douglas Hutchinson

Education Services

Glasgow City Council

City Chambers

Glasgow

G2 1DU

Tel: 0141 287 2000

Early Years Manager

Heather Douglas

Glasgow City Council

City Chambers

Glasgow

G2 1DU

Tel: 0141 287 2000

Social Care and Social Work in Scotland

Central West

4th Floor

1 Smithhills Street

Paisley  
PA1 1EB  
Tel: 0141 843 4230/ 0845 600 8334

**Please Note**

Although the information in this handbook is correct at 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 of the establishment will inform you of any important changes to the information. Although this information is correct at the time of printing parents/carers should be aware that changes may occur. The handbook will be updated annually.

**Last updated October 2022**