



Beechwood Nursery School



Handbook
Session: 2018-2019

Welcome to Beechwood Nursery School

Dear Parent/Carer

I would like to welcome you and your child to Beechwood Nursery School. This handbook contains a range of information that you might find helpful.

We hope your child will be happy with us and will respond to the many opportunities for learning which we offer in the centre.

We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

We have divided the handbook into sections for easy reference:

1. Communication: Nursery Information and Procedures
2. Parental Involvement
3. Establishment Ethos
4. Curriculum
5. Assessment and Reporting
6. Transitions
7. Support for Children
8. Nursery School Improvement
9. Policies and Practical Information:

We look forward to working with you and your child.

Kind Regards

Gillian Horne
Head of Centre

Our Vision, Values and Aims

Every child in Beechwood Nursery has the opportunity to reach his/her potential and become successful learners, confident individuals, responsible citizens and effective contributors.

Beechwood Nursery is committed to providing children with the highest quality learning in a safe and secure environment.

We celebrate the diversity of our community and recognise the rights of all children

We aim to achieve our vision by:

- Listening and responding to the voices of children
 - Meeting the needs of individual children
- Offering an inclusive and stimulating learning environment
 - Promoting self-esteem and positive attitudes.
 - Fostering partnerships with parents

Non-Denominational Policy

Beechwood Nursery School is a non-denominational establishment. We respect and welcome children, parents and carers of all religions, faiths and beliefs.



Information and Procedures

Address

Beechwood Nursery School
48 Newhills Road
Easterhouse
Glasgow, G33 4HJ
Phone 0141 773 3653

E-mail headteacher@beechwood-nursery.glasgow.sch.uk

Maximum Roll

Part Time morning 60 children 3-5 years and 15 children 2-3 years
Part Time afternoon 60 children 3-5 years and 15 children 2-3 years
Extended Day 16 children 3-5 years

The nursery school's capacity is 75 am places and 75 pm places.

Hours of Opening

The nursery is open from 8.30am to 4.30pm.

Morning Session: 8.30am - 11.40am

Afternoon Session: 12.50pm - 4.00pm

Our Staff Team

Job Title

Ellen Cassidy	Child Development Officer
Louise Gough-Armstrong	Lead Practitioner
Lee Heighway	Clerical Support Assistant
Claire Hinshelwood	Child Development Officer
Gillian Horne	Head of Centre
Carol Houston	Team Leader
Elaine Kerr	Team Leader
Michelle Lamont	Child Development Office
Jane McLean	Child Development Officer
Dominique Meikle	Child Development Officer
Debbie Moonan	Child Development Officer
Nicola Murphy	Child Development Officer
Audrey O'Hagan	Child Development Officer
Karen Rennie	Child Development Officer
Alex Stockton	Janitor
Katie Walker	Child Development Officer
Linda Wilson	Child Development Officer
Shanisse Wilson	Modern Apprentice

Admissions Policy

All children are admitted in accordance with Glasgow City Council's Admissions Policy. A copy of the admissions policy is available on request. Requests for additional hours are allocated through the Local Area Admissions Panel on behalf of Glasgow City Council and are based on the needs of the child and family. Charges may apply. A leaflet explaining the charging system is available at the office or click on the link below for further information.

<https://www.glasgow.gov.uk/index.aspx?articleid=9482>

Register of Applications

Children's names will be accepted for the register of applications from age 2 for the 3-5 room and age 1 for the 2-3 room. Parents seeking a nursery place for their child are welcome to visit us at a pre-arranged time. Let us know if your circumstances change at any time. When a place for your child becomes available, you will be contacted to discuss arrangements for admission. A welcome leaflet offering practical advice and information about starting nursery will be available at enrolment.

For further information click on the link <http://www.gfis.org.uk>

To register, please bring your child to the centre with the following information:

- Child's Birth Certificate
- Current Council Tax Letter
- Confirmation of Employment
- Confirmation of Benefits
- Tax Credit Confirmation
- Confirmation of participation in further education

Attendance

It is important that your child attends regularly and as near the beginning of each session as possible to get the maximum benefit from their place. Please let us know if your child cannot attend or if you no longer require a place for your child. Thank you.

Concerns and Complaints

If you have a concern or complaint about any aspect of the service, please talk to the Head of Centre and we will try our very best to resolve the issue. If the issue is not resolved to your satisfaction, you should contact the Customer Liaison Unit who will acknowledge receipt of your complaint within 5 working days; fully investigate your complaint; give a full written response within a further 10 working days, unless another timescale has been agreed:

Customer Liaison Unit
Education Services
Glasgow City Council
40 John Street
Glasgow, G1 1JL
El: 0141 287 5384 / E-mail: education@glasgow.gov.uk

If the issue is still not resolved to your satisfaction you may wish to contact:

Care Inspectorate
4th Floor
No 1 Smithhills Street
Paisley
PA1 1EB
Tel: 0845 600 9527

Communication with Parents

'Open Door' Policy

Parents are always welcome to discuss any aspect of their child's development and progress with a member of staff or the management team. Keyworkers are happy to have a quick chat to share information with you. However, for safety reasons, staff might not be able to leave the playroom for a longer discussion, so in this situation, we will be happy to arrange a convenient time to meet with you. Regular newsletters, parents' meetings, information boards, leaflets and texts are other ways that we will let you know what is happening in the centre.



Parental Involvement

Parental involvement is important to us. If you want to become involved in any aspect of nursery life, please see your child's keyworker or a member of the management team. You might be like to join a 'Bookbug' session with your child or a litter pick in the garden! Any parents interested in joining our **Eco Committee** - we would be delighted to have you! Over the course of the year, we will consult with you about various aspects of the service. We welcome any comments and suggestions about the standard of service you receive.

Establishment Ethos

Promoting Positive Behaviour

Promoting children's rights as outlined in the United Nations Convention on the Rights of the Child (1989) underpins the ethos in the centre. Staff are positive role models for children and strive to create an atmosphere of trust and mutual respect. Our environment is warm and caring. Children participate in a range of structured activities to develop concepts of fairness and empathy. Children are encouraged to follow nursery rules which helps keep them safe and well. Praise and encouragement is used to promote positive behaviour in all children. For more information on children's rights follow the links below. http://www.unicef.org/crc/files/Rights_overview.pdf
<http://www.sccyp.org.uk/rights>



Community Partnerships

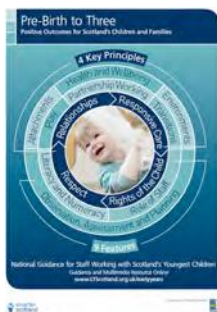
We have links with a range of services including: Dentists, Community Police, Community Education, Library staff and Eco Schools. We work closely with other professionals such as, Speech & Language Therapists, Health Visitors, Occupational Therapists and Social Workers to support children's health and wellbeing.

Curriculum

Pre Birth to Three and Curriculum For Excellence 3-18

Our curriculum is based on learning through play which enables children to become active explorers of their environment. Children will participate in a range of structured and free play activities indoors and out; which will enable them to explore and discover and experience depth, challenge and progression in learning. Parents and carers are the biggest influence on a child's development, particularly in the early years. We will work in partnership with parents to support each child's learning and development.

Pre-birth to Three: Positive Outcomes for Scotland's Children and Families



http://www.educationscotland.gov.uk/Images/PreBirthToThreeBooklet_tcm4-633448.pdf

Pre Birth to Three is the national guidance for staff working with children under 3. There are four key principles which should inform practice with children:

- Rights of the Child
- Relationships
- Responsive Care
- Respect.

Rights of the Child

Children should be valued and respected at all levels and have the right to have their views heard and acted upon. All children have the right to thrive and be nurtured by adults who promote their general wellbeing, health, nutrition and safety.

Relationships

Young children need to form secure attachments and positive relationships with the adults around them. Welcoming smiles, hugs, consistency and

reassuring comments help young children develop trust and an understanding that their needs will be met by caring adults.

Responsive Care

Responsive care means knowing and accepting children and respecting that they are unique individuals. Adults need to demonstrate a sensitive and caring approach to children. Providing companionship, time and physical affection is essential if children are to feel safe, secure and valued. In Beechwood, children have a designated person who will build a close, relationship with them and members of their family. Staff will observe children and plan for learning at a pace that suits each individual child.

Curriculum for Curriculum for Excellence 3-18

Curriculum for Excellence was introduced to ensure that all children living in Scotland develop the knowledge, skills and attributes they will need to flourish in life, learning and work. It aims to raise standards of learning and teaching for children from 3 to 18. All children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). The knowledge, skills and attributes learners will develop, will enable them to demonstrate four key capacities and become successful learners, confident individuals, responsible citizens and effective contributors.

Experiences and Outcomes

The experience and outcomes are organised into eight curriculum areas:

- Expressive Arts
- Languages
- Religious and Moral education
- Social Studies
- Health and Wellbeing
- Mathematics
- Sciences
- Technologies

Children in nursery work on the early level - *nursery to P1*.

Expressive Arts: The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

Health and Wellbeing: Learning in health and wellbeing ensures that children develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.



Science: Science and the application of science are central to our economic future and to our health and wellbeing as individuals and as a society. Learning through science, children develop their interest in, and understanding of, the living, material and physical world.

Social Studies: Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

Religious and Moral Education: Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

Languages: Knowing other languages and understanding other cultures is a 21st century skill set for learners as they prepare to live and work in a global society. The Literacy and English framework promotes the development of critical and creative thinking as well as competence in listening and talking, reading, writing which are so important in life and in the world of work.



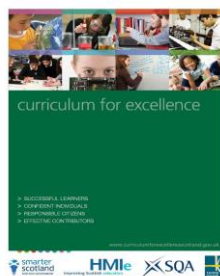
Mathematics: Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

Technologies: The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

Curriculum for Excellence is all about bringing real life into the playroom/classroom and taking lessons beyond it. Play provides many opportunities for children to acquire knowledge and understanding and a capacity to learn. Children develop language, use their imagination and are creative. During play, children learn to control their bodies and develop their movement and co-ordination skills which contribute to healthy growth and development. Children have opportunities to learn outdoors every day.

Staff consult with children to find out what they are interested in and plan for learning. Information about what your child has been learning is

contained in individual learning journals and on wall displays. Our 'Every Day's a Learning Day' wall highlights children's achievements and learning in nursery.



For more information on Curriculum for Excellence see <http://www.educationscotland.gov.uk/parentzone/>

Assessment and Reporting

All children are assessed throughout the year. Assessment of children's progress is essential to planning for future learning. Staff will use a range of everyday evidence to gather information about children's learning. These could include:

- Observing children at play
- Recording their comments and stories
- Collecting samples of children's drawings, writing and art work
- Capturing learning via photographs
- Assessing specific skills e.g., in literacy and numeracy
- Collaborating with other professionals e.g. Speech and Language Therapists.

Children are provided with opportunities to review their learning and are encouraged to think about next steps. Senior staff monitor children's progress to ensure they are 'on track' for learning.

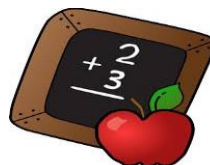
Children's Progress Meetings

Parents of new children will be invited to a meeting 6 weeks after a child starts nursery. Parents meetings are arranged as required for individual children. Progress meetings are arranged twice per year usually in January and May. A written report for each child will be issued in May.

Transitions

Transitions are important in children's lives. We have a transition programme in place for children transferring between the 2-3 room and 3-5 room. Children going to school will participate in a range of activities to ease the

transition to school. Children with additional support needs will have an enhanced transition programme.



Transfer to Primary School

Children normally go to Primary School between four and a half and five years of age. Information on registration and enrolment procedures for Primary School will be given in the local press early in the calendar year. Please note that children must be registered with their local school. For more information go to:

<http://www.glasgow.gov.uk/index.aspx?articleid=8631>

Support for Children

Additional Support Needs/Accessibility Strategy

The establishment has a duty to ensure that all our children have equal access to the curriculum, with appropriate support for their needs if required. This covers not only the content of planned activities and learning and teaching strategies but also minor adaptations to the physical environment of our building. We also need to ensure that parents and carers who have a disability have equal access to information about their child. This could involve, for example, relocating the venue for parents/carers meetings to facilitate physical access; provision of an interpreter for people who have a hearing impairment or agreeing a phone contact system to provide direct feedback to parents and carers.

- **Physical Access:** Beechwood nursery is situated on ground level. There is an accessible toilet.
- **Communication:** If any Parent/Carer needs support, please contact the office.
- **Curriculum:** The curriculum is differentiated to suit the needs of individual children. The Head of Centre will discuss this with you and if appropriate, involve other agencies. The Team Leader will ensure support plans are in place for children, as required.
- **Nurture:** Some young children in early years settings respond better in smaller groups in a quieter, separate area within a nursery. In our nurture corner - 'Rainbow Corner', staff work collaboratively with parents/carers to support each child's individual health and wellbeing needs.

The authority policy in relation to provision for children with additional support needs is as follows:

Glasgow City Council has a duty, as outlined in the Standards in Scotland's Schools Act (2000) to ensure that your child achieves their potential. Glasgow's Education services are committed to the inclusion of all children and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirement in the 2000 act. It is also part of Glasgow's policy to maintain a range of special educational establishments. This recognises the key role to be played by specialist provisions in addressing severe low incidence disabilities. The authority recognises that there are a wide range of factors, which may act as a barrier to your child's learning. We are committed to working closely with parents and carers to ensure that you are fully involved in overcoming barriers to learning. Additional support needs may be linked to a learning difficulty or disability but could also apply to a child or young person suffering from bereavement who requires pastoral support, a more able child/young person or those with a particular talent, which needs to be fully developed. The policy requires all establishments to provide an environment where children and young people with additional support needs are actively encouraged to be effective learners and benefit from their school education. Any parent/carer seeking further advice regarding this policy should contact the Head of Establishment in the first instance.

Further information relating to additional support needs is also available on the Glasgow City Council website:

<http://www.glasgow.gov.uk/index.aspx?articleid=8627>

School Handbooks must also contain information of any organisations specified by Scottish ministers which provide advice, further information and support to parents of children and young people with ASN. These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

- a) Children in Scotland: Working for Children and Their Families, trading as "Enquire - the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527
- b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
- c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741."

Getting it Right for Every Child (GIRFEC)

GIRFEC stands for 'Getting It Right For Every Child'. Part of The Children and Young People Act (Scotland) 2014, is the Scottish Government-led approach to making sure that our children and young people - and their parents or carers - can get all the help and support they need from birth right through to age 18 (or beyond if still in school).

GIRFEC and the Named Person

GIRFEC isn't an extra thing people have to do. It's a way for those who support children to work differently, making sure that they are all on the same page. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector - in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people.

GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on what is good in a child's life, and what might need attention or support. 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. Getting it right for every child is being threaded through all existing policy, practice, strategy and legislation affecting children, young people and their families.

What Getting it Right for Every Child means:

For children, young people and their families:

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

For practitioners:

- Putting the child or young person at the centre and developing a shared understanding within and across agencies
- Using common tools, language and processes, considering the child or young person as a whole, and promoting closer working where necessary with other practitioners

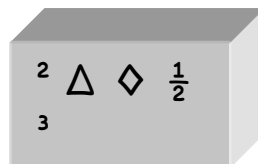
If you would like to access support from the Named Person Service, please contact your Health Visitor. For more information:

<https://www.gov.scot/policies/girfec/>

Nursery Improvement

An annual report referred to as a 'Standards and Quality' report is available in the foyer. The report highlights progress in key curricular areas such as, literacy, numeracy and health and wellbeing.

Our priorities for improvement each year are highlighted in our 'Improvement Plan' (displayed in foyer). Each year we focus on a different aspect of the service to improve.



Policies and Practical Information

Nursery policies are available in the reception area. Glasgow City Council policies and guidelines can be accessed using the following link.

<http://www.glasgow.gov.uk/policiesandguidelines>

Child Protection

All education establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and

wellbeing 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. As with other areas of the curriculum; you will be kept informed of the health and personal safety programme for your child's establishment. Educational establishments and services must create and maintain a positive ethos and climate which actively promotes 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 other agencies to make sure that professionals collaborate effectively in protecting children and young people.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head of Centre. 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 child, must then immediately advise social work services of these concerns.

For further information on child protection see:

<http://www.glasgowchildprotection.org.uk/index.aspx?articleid=2216>

Information about Freedom of Information can be found on:

<https://www.glasgow.gov.uk/index.aspx?articleid=17479>

Privacy Statement and Data Protection - Use of Information about Children and Parents/Carers

As a local authority our schools and early years establishments process information about children and young people in order to provide education and care. In doing so we must comply with the Data Protection Act (2018). This means, amongst other things, that, the data held about children and young people must only be used for specific purposes.

However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with

other bodies responsible for administering services to children and young people, or where otherwise required by law. We may also use information for research purposes. However, all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council.

For further information about privacy statement see:

<https://www.glasgow.gov.uk/privacy>

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=41222&p=0>

Clothing

Parents/Carers are asked to assist in this area by ensuring that valuable items and expensive items of clothing are not brought to the centre. Parents should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are only likely to be met where the authority can be shown to have been negligent.

There are forms of dress which are unacceptable in the establishment, such as items of clothing which:

- Potentially, encourage faction (e.g. football colours)
- Could cause offence (e.g. anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (e.g. loose fitting clothing, dangling earrings)
- Carry advertising, particularly for alcohol or tobacco; and
- Could be used to inflict damage on other children or be used by others to do so.

Medical and Health

Medication

It is very important that full details of your child's medical history are provided when completing admission forms. This ensures that staff are as well prepared as possible. If your child is in need of medication during their time at nursery you should discuss these requirements with their keyworker. Prescribed medicine may be given at the discretion of the Head of Centre. You will need to fill in forms which authorise nursery staff to administer the drugs to your child. If your child requires medication for medical conditions such as asthma or epilepsy then please discuss this fully with the Head of Centre so that everyone involved understands what care is required.

Illness or Accidents

If your child becomes ill or has an accident while attending the nursery, every attempt will be made to inform you. If you are unavailable, the emergency contact numbers will be used, so please make sure they are kept up to date. Many children have minor bumps or upsets at some point during their time at nursery. Staff will inform you when you arrive to pick up your child. If the illness or accident is of a serious nature, we will contact parents/carers and emergency services as appropriate.

Emergency Contact Information

It is important that we have up to date information for your child. Data check forms are issued each year which should be checked and returned to the office with any amendments. Similarly, changes during the year; pop into the office and update your information. In order to ensure the safety of your child, you will be required to provide the names, addresses and telephone numbers of **2 responsible persons** who may be contacted in the event of an emergency. If for any reason the contact persons have to be changed, you must inform the Head of Centre immediately.

Information in Emergencies: Emergency Closure Arrangements

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, and temporary disruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by letter or through announcements in the press and local radio. Also see Glasgow City Council's Twitter page twitter.com/glasgowcc

Collection of Children

Please ensure that a responsible adult collects your child from nursery. Once children are collected from the playroom; that adult is responsible for the children. In the interests of safety, please inform staff if your child is to be collected by someone not known to staff members.



Snacks

We are a health promoting nursery which means we promote healthy eating and children will be offered a healthy snack during their nursery session. Currently, snacks are provided by Cordia. If you do not have additional childcare charges you will receive a bill from Glasgow City Council on a termly basis.

Meals

Children who attend on a full day basis will be provided with a healthy school lunch. Information about eligibility for free school meals is available on <https://www.glasgow.gov.uk/index.aspx?articleid=8629>

Outdoor Play

Outdoor activities are part of the curriculum. **Children will access outdoor play every day, regardless of the weather.** We recommend 'Trainers', which are the best footwear for your child. This enables them to play safely on our outdoor equipment and they are suitable for indoors and out.



For cold or wet days we have waterproof suits and a range of nursery coats for children to use. However, if you prefer, you are also welcome to provide your child with the following:

- A warm, waterproof coat or jacket
- Hat/gloves/scarf
- Trainers/wellington boots

On a hot or sunny day please make sure your child has the following:

- A sun hat (we also have a supply of hats)
- Clothes which cover their shoulders
- Shoes suitable for running and climbing e.g. trainers.

Please apply sun cream before bringing your child to nursery. If your child is likely to require another application, please give an appropriately labelled bottle of sun cream to your keyworker.

Parking

Please adhere to the parking restriction at all times.

Birthdays

To make it a special day in nursery, all children will receive a birthday present and a small cake to celebrate their birthday.

Fundraising/Toy Fund

We have fundraising events organised by staff and parents throughout the year and we also operate a Toy Fund (£1 per week). Monies raised are spent

on items such as birthday presents, special events, special treats; festivals, such as, Christmas, Eid, Chinese New Year... and new equipment for the nursery. An accurate record of all monies received is kept and regularly audited. These records are available for parents to see at any time. We really appreciate your valuable contribution.

Thank you for your support.



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

- a) before the commencement or during the course of the establishment year in question:
- b) in relation to subsequent establishment years.

Useful Contacts

Maureen McKenna
Executive Director of Education
0141 287 4551

Andrea Reid
Area Education Officer 0141 287 0204

ASSOCIATED PRIMARY SCHOOLS



Aultmore Park Primary School
50 Newhills Road
Easterhouse
Glasgow
G33 4HJ

Our Lady of Peace Primary School
343 Hallhill Road
Barlanark
Glasgow
G33 4RY



School Holiday Dates for 2018/19

September Weekend

- Friday 21 September 2018
- Monday 24 September 2018

October

- Friday 12 October 2018 (In-service day)
- Monday 15 October to Friday 19 October 2018 (October Week)

December - Christmas and New Year

- Schools close at 2.30pm on Thursday 20 December 2018
- Schools return on Monday 7 January 2019

January

- Monday 7 January 2019 (Return to school)

February Mid-term break

- Monday 11 February 2019
- Tuesday 12 February 2019
- Wednesday 13 February 2019 (In-Service day)

April - Spring Holiday

- Schools close at 2.30pm on Friday 29 March 2019
- Schools return on Monday 15 April 2019
- Friday 19 April 2019 (Good Friday)
- Monday 22 April 2019 (Easter Monday)

May

- Monday 6 May 2019 (May Day)
- Tuesday 7 May 2019 (In-Service day)
- Friday 24 May and Monday 27 May 2019 (May Weekend)

June

Schools close at 1pm on Friday 28 June 2019