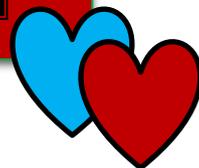


NURSERY HANDBOOK



St. Timothy's Nursery Class



Louise Mackie

Headteacher

St. Timothy's Primary School & Nursery Class

41 Inveresk Street

Glasgow

G32 6SL

School Phone: 0141 774 7821

Nursery Phone: 0141 582 0105

Email Address: headteacher@st-timothys-pri.glasgow.sch.uk

Website Address: www.st-timothys-pri.glasgow.sch.uk

Twitter: @St_Timothy_PS



Compassion Honest Respect Excellence

Welcome to St. Timothy's Nursery Class

Dear Parent & Carer,

A warm welcome to St Timothy's Nursery Class.

Joining our nursery class is your child's first steps in formal education and in becoming part of St Andrew's Learning Community. Our Nursery Team will work hard to ensure this is a positive, joyful and enriching experience for your child. One of our aims is to work in partnership with you to support your child in their learning journey. We recognise that you are your child's first, most important educator and we look forward to working with you. By working together, we can plan your child's learning based on their needs and interests. We want to support your child's overall development as an individual, their enjoyment of the now, and their success in the future.

Every day is a learning day at St Timothy's Nursery Class where we offer high quality learning experiences both indoors and outdoors. Our Child Development Officers and Team Leader are a highly experienced staff team who provide a stimulating learning environment where children are actively engaged in their learning through play. All children are supported to learn in ways that suit their individual needs. We have a friendly, welcoming atmosphere and a staff team who actively seek opportunities to work together with you, to support your child.

You are welcome to contact our nursery and speak with a member of our team. We will make every effort to answer enquiries and address concerns sensitively and promptly. We hope you will find the following pages useful and that they give you an insight into our nursery class. We look forward to working with you over the coming months and years.

Kind regards,

Mrs L Mackie

Headteacher



Management Staff

Headteacher: Louise Mackie
Deputy Head Teacher: Katrina McDonnell
Acting Team Leader: Angela Hughes

Child Development Officers

Jill Barrett Magda Charytonowicz
Joanne Higgins Sumone Saleem



Early Years Manager

Heather Douglas

Early Years Area Manager

Jackie Fulton

Number of places on the Nursery roll: **Morning Session 30 children**

Number of places on the Nursery roll: **Afternoon Session 28 children**

In St Timothy`s Nursery class we aim to offer the highest quality service.

We seek to:

- To encourage our children to be confident individuals.
- To help each other to become successful learners.
- To encourage our children to be effective contributors.
- To develop our children to be responsible citizens.
- To develop the Nursery setting for all, through our commitment to support diversity through shared inclusive values and practices.

Please note the following:

Non-Denominational Policy of our Nursery

St Timothy`s Nursery Class is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

Our Equal Opportunities Policy

All pre five services reflect the Council`s equal opportunities and are anti-racist, anti-sexist, multicultural and recognise the rights of both men and women to work or to care for children. Our Nursery Class is an inclusive environment, which supports children with

additional needs in line with GIRFEC. These principles are reflected in the criteria used to admit children to Nursery and in the Early Years Curriculum.

Admissions Policy

Glasgow District Council has agreed that there are some family and geographical circumstances which will give children priority to admission. All Nursery places are allocated in line with Glasgow Council's admission policy and Nursery staff will advise on how this policy operates when you apply for a place for your child.

Admissions

An admissions panel will meet at regular intervals to discuss and band applications, to decide how places are allocated. The panel will consist of Headteachers, Deputy Headteachers & Team Leaders from the Cluster Group of Nurseries in the area, including partnership establishments from the private sector.

Register of Applications

The Nursery keep a register of all application forms and the information contained in the applications will be considered at the admissions panel 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 request to see their application at any time and the application can be amended if there is a change in circumstances. All children of 3 and 4 years of age are provided with a grant from the Scottish Executive to fund their Nursery place. A leaflet explaining funding and costs is available for parents to access.

Nursery Entitlement

We offer 600 hours per year for all 3-5 year olds. This is the equivalent of 16 hours per week. Our Nursery is a term-time establishment and operates in line with school holidays. At present, we are not equipped to offer the 1140 hour entitlement to all of our children. The extra 540 hours could be accessed as a 'Blended Model' either through another Council Nursery, a child minder or a Private Nursery. Details regarding this can be found on Glasgow City Council's website. Our Nursery can accommodate 8 children for lunch, these children will have been offered a full-time space as they have met the criteria.

Toy Fund

Our toy fund is voluntary: £2.00 pays towards outings, Christmas presents, chocolate eggs, parties and Summer trips. In order for us to securely bank the money, we would ask that you to pay this on a Monday, if possible. Thank you.

Hours of Opening

Our Nursery is open from 8.30am until 4.15pm

- Morning session: 8.30am - 11.40am
- Afternoon session: 12.30pm - 3.40pm
- Full time session: 8.45am - 2.45pm.



Nursery Year

Our Nursery operates on a term time basis and has the same holidays as the school. A list of these will be given at the beginning of the year and monthly reminders will be highlighted in our Newsletter, on Showbie and 'X' feed.

Enrolment

When your child has been allocated a Nursery place, you will be notified by letter. The Nursery staff would usually arrange a Home Visit to complete relevant paperwork and meet you and your child in a familiar setting. You will be asked to come along on the child's start date, where you will be asked to complete additional forms. It is important that your child feels secure in the Nursery therefore their time will be increased daily over their first week. Please be patient as every child is an individual and some may take longer than others to settle. The Nursery staff will guide and advise you on this.

Attendance

Your child's pre five education is vitally important to their social and emotional development. This is where their love of learning begins. If your child is going to be absent from Nursery please inform the staff. Due to Health & Safety regulations, we will contact you if you have not contacted us regarding your child's absence.

Please keep phone numbers and emergency contacts up to date. Also, please note a record of your child's attendance will form part of their transition record to Primary School. If your child is having problems attending regularly, we will be happy to discuss any difficulty with you and hopefully help ease the situation and, in turn, improve attendance at Nursery.

Finally, if you move from the area and no longer require the place, please take the time to notify us. Thank you.



Emergency Contacts

You will be asked to provide two names and phone numbers of relatives / friends who can be contacted in case of an emergency. Please keep the nursery informed of any changes to these details.

Arrival and Collection of Children

At enrolment you will be asked to confirm details of who will be dropping off and collecting your child from Nursery. This should be a responsible adult (someone aged 16 or over). Your child will not be given to someone whom staff do not know. In emergency circumstances please phone and inform staff if someone different is collecting your child, as this avoids any embarrassment for the person involved. Glasgow City Council's Policy for a child who is not collected by a certain time is to seek advice from Social Work Services.

Suitable Clothing



Learning should be fun, and children particularly enjoy messy play and being outdoors. We will always try to ensure that the children wear an apron, but accidents do happen, so please dress your child in play clothes. There is a Nursery uniform available, which can be purchased online. The children access outdoor play every day and will be given a wet suit to wear on rainy days. The Nursery also have various sizes of wellie boots for the children however you can provide their own if you wish.

Excursions and Consent Forms

You will be asked to complete a consent form to give permission for your child to take part in outings. The children go on regular local walks around the area. If your child is going on public transport you will be notified in advance.

Please note: if this form is not completed, your child cannot participate in these activities.

Snacks

St Timothy's Nursery Class promotes healthy eating as well as taking opportunities to provide new experiences for the children. The children have access to a healthy snack and are encouraged to taste a variety of food. This is in the form of a snack bar. Staff will promote independence skills during this time.

Please do not send your child to Nursery with sweets as we are trying to promote healthier choices and taking care of your teeth.

It is **VERY IMPORTANT** that staff are made aware of any dietary requirements or allergies prior to your child starting Nursery.



Transport

Transport is not normally provided for pre five establishments. Glasgow City Council, however, may provide transport for exceptional circumstances. Parents should arrange their own travel arrangements.

Insurance

Please note that Glasgow City Council cannot accept responsibility for personal belongings left in the Nursery. Submitted claims can only be accepted where the Authority has been shown to be negligent. We try to discourage children from bringing toys to Nursery and we ask parents to include their child's name to clothes and shoes to avoid confusion.

Emergency Closure Arrangements

The Nursery operates on the times already outlined, but on some occasions, circumstances may arise which means the Nursery has to close. Educational Establishments may be affected by severe weather, transport problems or problems with power or fuel supply. If

this occurs, we will endeavour to keep you informed of any closures and reopening. This may be done through social media, email, radio, press or local notices.

No Smoking Policy

Smoking or vaping is not permitted within the Nursery, school building or school grounds.

No Mobile Phone Policy

There are no mobile phones permitted in the Nursery, we would ask that parents make or answer calls outside the Nursery grounds. This includes Bluetooth devices.

Medication

- Prescribed medicines will **NOT** be administered by staff without the completion, by a parent, of Glasgow City Council's medical form. This should state dosage, time last given and time to be given in Nursery.
- If your child suffers from Asthma, please inform staff of activities which may aggravate an Asthma attack. An inhaler will be kept in the medical cabinet in case of emergencies.
- If your child suffers from Epilepsy, please inform staff of emergency treatment to be administered.
- If your child suffers from any allergies or any conditions which are aggravated by certain foods, please ensure staff are fully informed.
- Medical plans will be put in place for all children who require them.

Children with Illness

- Please phone the Nursery on **the first day of absence** if your child is unable to attend.
- Occasionally, children can be adversely affected by seemingly minor illnesses such as chicken pox or rubella. We therefore ask parents to notify us immediately if your child develops any of these.
- If your child becomes unwell at Nursery you will be contacted and asked to arrange for your child to be collected as soon as possible.
- In cases where your child is involved in an accident causing injury, you will be contacted and arrangements made to take your child to hospital as soon as possible.
- If your child has had sickness or diarrhoea the night before or morning of Nursery, please be advised that these are highly infectious and that children with either or both symptoms **should not attend Nursery**.
- Children should not return until 48 hours after the last bout of sickness/diarrhoea.
- **Minor Accidents and Upsets**



- In the event of any minor accidents or upsets, staff will attend to the incident accordingly. Any minor accidents will be recorded in the School Accident Book.
- Parents will be informed, at home time, of the circumstances and any first aid applied.

Visits from Health Care Professionals

Glasgow City Council work alongside the 'Childsmile Team' to promote good oral hygiene. The Oral Health Team provide toothbrush packs for families annually and regularly visit the

Nursery to apply protective varnishing to the children`s teeth. You will sign a form at enrolment which gives permission for your child to be seen by visiting Health Professionals. The Ophthalmologist gives each child an eye test in their pre-school year. You will be informed of dates for these visits in our Newsletters.

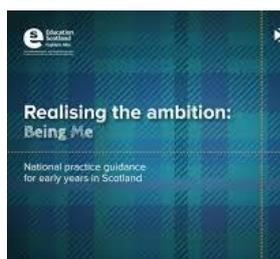
Head Lice

Head lice and nits are a common occurrence in Schools and Nurseries. Lice are the actual parasites and nits are the eggs they lay. Please check your child`s hair/head regularly and follow your Pharmacist`s or Health Visitor`s advice on how to treat the infected hair/head.

Learning Community

Our Nursery is part of the St. Andrew`s Learning Community. This involves working together with our partner Primary Schools, St. Andrew`s Secondary School and other pre-five establishments to share good practice.

Curriculum for Excellence 3 – 18



In St. Timothy`s Nursery Class we deliver a varied programme using **‘Curriculum for Excellence’** and **‘Realising the Ambition’** as our two main documents of guidance.

We value the importance of our environment and its role in promoting play and experiential learning. The staff provide learning opportunities to stimulate curiosity, creativity and encourage independence. Staff carefully observe and interact with children and thereafter plan programmes of work suited to the child`s age and stage of development. After the settling period, staff will share each child`s ‘skills I am developing’ within the three main curriculum areas of: Literacy, Mathematics & Numeracy and Health and Wellbeing.

This will allow parents & carers to support the child at home with advice or ideas from staff, if required. Our staff use Showbie, as an interactive resource, to provide parents with photographs and information about the learning taking place on a regular basis. The staff aim to share at least two a week for each child within their key working group.

We warmly welcome and encourage parental engagement through photos, feedback and comments.

As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom / playroom and taking lessons beyond it.

Through the experiences we provide at Nursery we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

Progress in learning is indicated through curriculum levels as detailed below.

Level	Stage
Early	The pre-school years and P1 or later
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & Fourth	S1-S3, but earlier for some

Expressive arts: Children will be provided with opportunities to be creative and imaginative, developing their artistic skills. They will be inspired through music and encouraged to participate in dance and drama.

Health and wellbeing: We will support and nurture the health and wellbeing of children, including a positive ethos, relationships and participation in activities which promote a healthy lifestyle.

Sciences: Staff will encourage natural curiosity about the world around us, offering experiences which challenge this and engage children in higher order thinking.

Social Studies: Children will have opportunities to explore the different roles people play in our lives and in the community through outings, visitors and role play.

Religious and moral education: Children will be introduced to celebrations, festivals and cultures that are important in different people's lives. They will learn to respect each other and the importance of caring, sharing and cooperating with others.

Languages: We will provide opportunities for children to develop their skills in talking, listening, early writing and reading.

Mathematics & Numeracy: We will provide opportunities for active learning experiences where children can explore, observe, investigate, experiment and play to develop their numeracy and problem-solving skills.

Technologies: Children will have access to a computer, iPad, smart board and digital toys on a daily basis.
iPad use is limited as we know some children would choose to spend a lot of time accessing them.

Assessment

Through planned learning experiences and quality observations, the staff will record significant progress in your child's online Showbie account. Each account will have four folders for Mathematics & Numeracy, Literacy, Health and Wellbeing and Skills I am developing. All other experiences will be evidenced in Big Books and around the walls in the Nursery playrooms.

Each child will have an Early level tracker for Mathematics & Numeracy, Literacy and Digital learning. As the children become more confident in these areas it will be highlighted. The staff compile a record for Transition to Primary One and this will be used as part of the process. This ensures continuity and progression.

Parents will be invited to attend '**Stay and Play**' sessions regularly and parent meetings 2/3 times per year. This is an ideal time to discuss your child's progress or any concerns you may have.

Partnership with Parents

We believe that parents are the child's first educator and know the needs, interests and disposition of their own child best. We recognise that children will come to nursery having already learned a great deal about their world. We will invite you to stay and play with your child twice a term and there will be opportunities for you to gather as a parent group and learn about different aspects of child development and learning. We will chat with you informally at the start and end of each session and keep your child's Care and Learning Plan up to date with you. We pride ourselves in having an excellent relationship with our parents. If you are worried, curious or anxious about any matter concerning your child, please speak to a member of staff. Depending on the nature of the enquiry you will either receive an immediate response or an appointment will be made to discuss the matter in private. Our newsletters keep you informed about events in the nursery and notes and reminders will be added to Showbie.

Supporting Children with Difficulty

If your child has any additional support needs or is receiving support from an outside agency, please share this information with staff as soon as possible in order for us to work together to support your child to achieve their full potential.



Parent Helpers

The Nursery staff may, at times, ask for volunteers to help within the Nursery or on outings.

Fundraising

We may have one or two events to raise extra funds for the Nursery throughout the year. This helps to pay for all the little extras. These events are usually lots of fun. Dates for these can be found in our Newsletter.

Communication with Parents

We will post monthly Newsletters and plans on the Showbie App, this will give you information about what the children are learning and share some ideas for you to do at home. You can phone the Nursery or speak to staff at any time to make an arrangement to speak in private with your child's keyworker or Team Leader.

Transition to Primary School

Children normally transition to Primary School between four and a half and five and a half years old. Information on registration and enrolment will be posted on the Showbie App in November of each year. School registrations are completed online; if you need any advice, please speak to a member of staff.

Usually in the Summer term the children will visit their receiving school in order to ensure a smoother transition. If your child is transitioning to St. Timothy's Primary School, parents will be invited to attend pre-entrant inductions. The children will be paired with a Buddy from the Primary School. The 'Buddies' come on several visits to meet the Nursery children and they are available on their first day in Primary 1 to support them.

If your child would benefit from a longer transition period, this would start earlier in the year and would include more visits, ensuring we support the child and their needs.

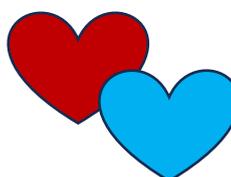
Child Safety / Child Protection Policy

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

Staff are given annual Child Protection training at the beginning of each school year. Should any member of staff have concerns about the welfare of a child they **MUST** report it to the Child Protection Co-ordinator in the school, Mrs L Mackie (Headteacher), or if unavailable Ms K McDonnell or Mr C Gallagher (Depute Headteachers). If they have grounds for concern around the welfare of a child, they will contact the Senior Duty Social Worker at the local Social Work Services immediately and advise them of the concerns.

Schools, educational establishments and Services must create and maintain a positive ethos and learning environment 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 all staff are aware of Child Protection procedures.
- Establishing and maintaining close working relationships with all other agencies to ensure that the professionals involved collaborate effectively when protecting children.



Education Accessibility Strategy

We are committed to making St Timothy's Nursery Class as accessible as possible to all children with disabilities by:

- Increasing the extent to which pupils can participate in the curriculum.
- Improving the physical environment of the Nursery to make it more accessible.
- Improving communication with learners and taking account of pupils' needs and preferences.

Race Equality

We are strongly committed to Glasgow City Council's policy on race equality and all staff promote good race relations and address racial discrimination through equality and fairness.

Health Promotion

Through our health promoting policies we are providing a safe environment where children can develop with confidence their knowledge in relation to healthy living and carry this on in their own lifestyle with the help and support of their parents who are working in partnership with us.

Other Information

All Nursery inspection reports can be found on the HMIE and Care Inspectorate websites.

Suggestions and Complaints

We are always seeking to improve our service. If you have any suggestions or complaints about our service, please contact the Head of Service in the first instance. If you feel your complaint is not satisfactorily resolved with the Headteacher, please contact any of the personnel below. The Scottish Care Inspectorate is an independent regulating body.

Useful Contacts

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health & wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.

Scottish Care Inspectorate

Renfrewshire House
Cotton Street
Paisley PA1 1BF
Tel: 03456009527



Connect

Connect is a national organisation that provides advice and resources for parents and carers. www.connect.scot

Enquire Scotland

Enquire is a national advice service for families with additional support needs. www.enquire.org.uk

Glasgow City Council

Education Services
City Chambers East
40 John Street
Glasgow G1 1JL

Tel: 0141 287 2000
www.glasgow.gov.uk



Interim Executive Director of Education:

Mr J McGhee

Head of Service:

Mrs J Miller

Early Years Manager:

Mrs H Douglas

School Improvement Officer:

Mr S Sharma

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