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ST TIMOTHY`S NURSERY CLASS

PARENT HANDBOOK



St Timothy`s Nursery Class

41 Inveresk St

Greenfield

Glasgow

G32 6SL

School Telephone: 0141 774 7821

Nursery Direct:0141 582 0105

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Number of places on the Roll: Morning 30

Afternoon 28

Management Staff

Headteacher - Louise Mackie

Deputy Head Teacher - Katrina McDonnell

Team Leader- Rhona Stewart

Child Development Officers

Angela Hughes

Jill Barrett

Azza Mekawy (temporary)

Ashley McCallum

Early Years Manager -Heather Douglas

Quality Improvement Officer - Samir Sharma

EY Area Manager-Jackie Fulton

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

We seek to:

1. Encourage our children to be confident individuals.
2. To help each other to become a successful learner.
3. To encourage all the children to be effective contributors.
4. To develop each child to be a responsible citizen.
5. To develop the nursery setting for all through our commitment to organise support for diversity through shared inclusive values and practices.

In particular, we would like you to note the following:-

Non-Denominational Policy of 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 and multicultural and recognise the rights of both men and women to work or to care for children. It 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.

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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 the 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 Head Teachers /Deputy Heads /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 applications 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 ask to see their application at any time and can be amended if there is a change in circumstances at any time.

All children of 3 and 4 years of age are providing with a grant from the Scottish Executive to fund their nursery place. A leaflet explaining funding and costs is available.

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Nursery Entitlement

We offer 600 hours per year, for all 3-5 year olds. This is the equivalent of 16 hours per week. This is a term time establishment and operates in line with school closures.

Unfortunately, at present, we are not equipped to offer the 1140hour entitlement to all 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 the Council website.

The 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

The toy fund is voluntary: £2 pays towards outings, Christmas presents, Chocolate eggs, parties and Summer trips.

We would ask you to pay this on a Monday, if possible, so it can be banked.

Hours of Opening

The Nursery is open from 8.30am till 4.15pm

Morning session: 8.30-11.40

Afternoon session: 12.30-3.40

Full time session: 8.45-2.45

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Nursery Year

The Nursery operates on a term time basis and has the same closures as the school. A list of these will be given at the beginning of the year and monthly reminders will be on the Newsletter.

Enrolment

Once the child has been allocated a nursery place, the parent 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 some 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 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 please inform the staff. Due to Health & Safety regulations we will have to contact you if we have not contacted us regarding your child's absence by 10am for morning children or 1.30pm for afternoon children.

Please keep phone numbers and emergency contacts up to date. Please note a record of your child's attendance will form part of their transition record to primary.

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If your child is having problems attending regularly, we will be happy to discuss any difficulty you have and hopefully help ease the situation.

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

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 picking your child up from Nursery. This will be expected to be a responsible adult (someone aged 16 or over). Your child will not be given to someone 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.

The City Council`s policy for a child who is not collected by a certain time is to contact the Social Work Department to arrange care for the uncollected child.

Suitable Clothing

Learning should be fun and children particularly enjoy messy play. We will always try to ensure that they 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

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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 that if this form is not completed your child cannot take part.**

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 don't send your child to nursery with sweets as we are trying to promote healthier choices and taking care of your teeth. However there will be treats provide on party days and you can bring a cake in if you wish us to celebrate your child`s birthday. It is VERY IMPORTANT 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. The council, however, may provide transport for a child with additional needs to access an appropriate placement out with their area. Generally parents provide their own travel arrangements.

Insurance

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Please note that the 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 name 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.

Establishments may be affected by severe weather, transport problems or problems with power or fuel supply. If this happens we will endeavour to keep you informed of closures and reopening. This may be done through 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 completion , by a parent, of a 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 bring on an attack. An inhaler will be kept in the medical cabinet in case of emergencies.

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If your child suffers from epileptic attacks please inform staff of emergency treatment to be given.

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 nursery.

Occasionally, children can be adversely affected by catching 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 of these should not attend Nursery. They should not return till 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, on pick up, of the circumstances and any first aid applied.

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Visits from Health Care Professionals

Glasgow City Council work alongside the "Childsmile team" to promote good oral hygiene. The oral Health Team provide tooth brush 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 Ophthalmist gives each child an eye test in their preschool year.

You will be informed of dates for these visits in the 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 once a week with a nit comb and follow your pharmacist or Health Visitors advice on how to treat the infected hair/head.

Learning Community

Our Nursery is part of the St Andrews Learning community. This involves working together with our partner primary schools, St Andrews secondary school and other pre five establishments to share good practice.

The Curriculum

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In St Timothy`s Nursery Class we deliver a varied programme using "Curriculum for Excellence" and "Realising the Ambition" as our 2 main documents of guidance.

We value the importance of our environment and it`s 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 our settling period ,staff will share each child`s "learning target" within the 3 main curriculum areas of Literacy, Maths and Health and wellbeing .This will allow parents to support the child at home with advice or ideas from staff, if required .

The staff use Showbie, as an interactive resource, to provide parents with pictures and information of the learning taking place on a daily basis. The staff aim to share at least 2 a week for each child within their key working group. We welcome parent photos, feedback and comments.

The Curriculum offers experiences and outcomes in 8 areas .

- **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.

- **Language and Literacy**

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

- **Mathematics and Numeracy**

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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.

- **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.

- **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.

- **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.

- **Technologies**

Children will have access to a computer, I pad, smart board and digital toys on a daily basis.

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 3 folders for Maths ,Literacy and Health and

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wellbeing. All other experiences will be evidenced in their Nursery Book , Big Books around the walls in the Nursery playrooms.

Each child will have an Early level tracker for Maths and 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.

Supporting Children with Difficulty

At the enrolment stage if your child has a recognised need or is receiving support from an outside agency the nursery will write a WAP (wellbeing assessment plan),to ensure your child`s needs are being met and their targets are shared with all staff. You will be invited to attend support meetings so we can all work together. If your child has a particular area for development the staff will support them with resources available.

If your child is identified as needing support from any outside agencies e.g Speech and Language, Child Development Centre, Social Work or NHS, the staff would discuss this with you and only if you agree, nursery will contact your Health Visitor to complete referral paperwork.

Parent Helpers

The Nursery ask for volunteers to help within the nursery or on outings.

Fundraising

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We may have some events to raise extra funds for the nursery throughout the year. This helps to pay for all the little extras. They are usually lots of fun. Dates for these can be found in the 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 at any time to speak with your child`s keyworker or Team Leader.

Transfer to Primary School

Pupils normally transition to primary 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. School registrations are now completed online; if you need any advice speak to a member of staff.

Usually in the Summer term the children will visit their receiving school in order to make transition easier. The parents are invited to St Timothy`s pre entrant programmes. The children will be paired with a Buddy from the primary school; they come on several visits to meet them and are there on their first day in Primary 1 to help them.

If your child has additional support needs they may need an enhanced transition, which would start earlier in the year and would include more visits. If mainstream primary is not an option, an alternative pathway can be applied for. This depends on your child`s individual needs. However you still would require completing an online registration for their catchment primary school.

Child Safety/Child Protection Policy

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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. 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 year. Should any member of staff have concerns around the welfare of a child they MUST report it to the child protection officer in the school, Louise Mackie, Head Teacher or if unavailable whoever is deputising. 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 office immediately and advise them of the circumstances.

Schools, Establishments and Services must create and maintain a positive ethos an 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 ALL staff is aware of Child Protection procedures.
- Establishing and maintaining close working relationships with all other agencies to ensure that the professionals involved collaborate effectively in protecting children.

Education Accessability 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.

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- Improving communication with pupils and taking account of pupil's 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 tackle 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 on 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 HIME 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 Head Teacher, please contact any of the personnel below. The Scottish Care Inspectorate is an independent regulating body.

Useful Addresses

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Education Services

Tel- 0141 287 2000

City Chambers East Building

40 John St

G1 1JL

Early Years Manager Heather Douglas Tel -0141 287 4493

Scottish Care Inspectorate TEL- 03456009527

Renfrewshire House

Cotton St

Paisley PA1 1BF

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