

OFFICIAL

Welcome to Cuthbertson Nursery Class



35 Cuthbertson Street, Govanhill
Glasgow, G42 7RJ

Staff

Mrs Lesley Murrie	Head Teacher
Miss Gillian Kennedy	Depute Head Teacher
Mrs Rosemary McLaughlin	Team Leader
Miss Lisa Rae	Child Development Officer
Mrs Claire Cowan	Child Development Officer
Ms Gail Brannigan	Child Development Officer
Mrs Diane Todd	Child Development Officer
Mrs Noreen Connor	Child Development Officer
Miss Sumone Saleem	Child Development Officer
Mrs Asma Ahmed	EAL Teacher
Miss Tina Kinsey	Clerical Support

Our aim is to provide your child with a very positive educational experience in a happy secure environment. Your child's learning will be stimulated by purposeful play experiences and appropriately resourced activities which will build on and develop their interests.



We will work together to create an environment where

- Children are encouraged to express themselves and make choices.
- Respect and tolerance are nurtured.
- A caring responsible attitude to the environment is developed.
- Learning is enjoyed through a variety of rich shared experiences.
- Equal opportunities are reflected in the practice and provision.



We hope parents will:-

- Let us know when your child is not going to be coming into nursery or will be coming in late/ leaving early.
- Share information which affects your child e.g. events in family life holidays, illness, accidents and separation.
- Feel comfortable to discuss any problems or worries.
- Feel free to make feelings and opinions known.



Nursery Class Hours

Morning Session 8.35am - 11.45am

Afternoon Session 1.00pm - 4.10pm

If you are delayed please phone so that your child can be told that you are on your way!



Settling your child in

Not all the children will begin on the first day of term. You will be given a date and a time to come to the Nursery Class with your child. We want to make sure that your child settles happily into Nursery. On the first day we ask that you stay with them for an hour, to give them the chance to adapt more easily to their new environment. On subsequent days, we may also ask you to remain in the building for a short period of time. Thereafter, we will encourage you to leave your child for the full session.



Signing in/out

When you bring your child to the Nursery you will be asked to sign them in on a form by the door stating the time of arrival. We also encourage the children to 'sign' themselves in on their special sheets. Please inform the Nursery Staff if a different person is going to pick your child up at the end of the session. (**Only authorised people will be allowed to collect your child**) When your child is picked up at the end of each session you will be asked to sign them out.



Safety Concerns- WE need to know who is coming in & out of the nursery at all times

- When you ring the buzzer please stand in front of them camera and state clearly who you are bringing/ coming to collect. Please don't hold the door open for anybody, especially if you don't know them.
- Make sure that all doors are closed firmly behind you on entering and leaving the Nursery



Toy Fund

We ask that you make a weekly donation to our 'Toy Fund' (£3.00). We will collect this every **TUESDAY**. We have a budget for the purchases of basic nursery materials, however your contribution to the Toy Fund enables us to provide your child with nutritious snacks, baking activities and additional activities/ resources which will enhance their education e.g. outings, puppet shows and educational visits. Throughout the year we may also be carrying out various fundraising activities, any money raised will be put into specified Nursery projects.



Food

We offer the children a range of healthy snacks; everything purchased by us is suitable for vegetarians. Staff should be notified of any food or drink, which are prohibited on health/religious grounds.



Clothing

Your child will be involved in a lot of activities some messy, some energetic. It is essential that their clothes are practical, comfortable and easy to wash. (Even though your child will wear an apron whilst painting and baking they may still get messy!) **Short sleeves are ideal**. Please help us! **The wearing of football tops is not permitted**



Footwear

We ask that your child has a pair of black sand shoes to wear whilst in Nursery. These are both comfortable and necessary for participation in physical activities. We will write your child's name on them so they will be easily distinguished.



Play

Play lies at the heart of the curriculum and makes a major contribution to the children's development. As children play they develop many skills, make discoveries, which build on what they know already, they learn to cooperate, share, develop ideas and negotiate. These are all very necessary skills for a motivated and successful learner.



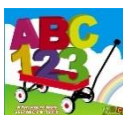
Outings

During the year your child will be taken on local walks and outings, assuming you have given consent. (You will be asked for this when your child starts Nursery) However we may also arrange educational trips or outings using public transport or minibuses. Written permission from parents will be necessary before a child can participate in any such outing.



Our Bedtime Library

As part of our Early Literacy programme we want to encourage children to enjoy looking at books and to share them with you. Once the children have settled in the nursery school they will be given the opportunity to regularly borrow a book from our lending library. Early exposure to books will give your child a great advantage in the areas of language and reading and help them to develop the 'reading habit'.



Creative Confident Children/Play - along Maths

From time to time the children will have the chance to take home a game or story stack for you to play together.



Paintings and Models

Your child may want to show you what they have been doing at Nursery or to bring some of their art work home to show you, it can be very important for them to be given the opportunity to talk about their work and to have their efforts acknowledged and praised!



The Celebration of Diversity

We are keen to build on the children's understanding of one another's cultures through stories, music, language and food. Throughout the year we acknowledge and celebrate a variety of Religious and Cultural Festivals, which are important to the families of all our children.

We are keen for parents to become involved in the Nursery through storytelling, teaching us their favourite childhood songs or games, sharing recipes etc.

We recognise the importance of children developing fluency in their mother-tongue. We are keen to build up our library of story tapes in different languages.



Photographs

We take photographs of the children whilst they are at Nursery these photos are used for a variety of purposes: as evidence of learning, as a record of activities, events or outings, etc. These photos may be displayed in the nursery. If you do not want us to use photographs or videos of your child please let us know.

Curriculum for Excellence (3 – 18)

Your child will be involved in a wide range of play activities which cover:

Health and Wellbeing
Maths and Numeracy
Science
Expressive and Aesthetic
Social Studies
Technology

The overarching aim of the 3-18 Curriculum is to help the children to develop in 4 capacities, i.e. helping them to become:

We aim to include both the children and you as parents in planning play based activities which build on the children's interests in meaningful contexts, this will include individual learning and learning in a group.

We observe the children as they play and take part in structured activities, in order to be able to plan more challenging activities, to meet their needs.

Key Workers

Each child is allocated to a 'colour coded' group, with a Key worker who is responsible for overseeing their development and keeping a record of their learning.

Reports & Assessments

There will be opportunities throughout the year to discuss your child's progress, and you will be invited to contribute to the Transition Record that will be forwarded to their Primary School.

Please feel free to make an appointment to talk with your Key worker or the Team Leader, at any time; especially if you have any concerns, about any aspect of your child's development or wellbeing.

CHILD SAFETY/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.

As with other areas of the curriculum you will be kept informed of the health and personal safety programme, for your child's establishment.

Schools, 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 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 worker at the local social work services area office of the circumstances.

Complaints Procedure

