



St Patrick's P.S.

Nursery Class

Address: Coronation Road East
New Stevenston
Motherwell
ML1 4HX
Tel. 01698 732539

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Section One

Our Aims

In St Patrick's Nursery we aim to offer the highest quality service.

We aim to:

- **create a happy, secure and stimulating environment which caters for the physical, intellectual, emotional and social needs of young children.**
- **encourage children to become independent, gain self confidence and achieve their potential.**
- **provide opportunities for children to learn through play by careful planning and organisation of time, space and materials.**
- **foster home / nursery links by encouraging meaningful parental involvement in the nursery.**
- **encourage children to respect others, recognising rights and differences of others regardless of race or culture.**

In particular, please note the following:

Non-denominational policy

The nursery is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

Equal opportunity policy

All Early Years services should reflect the council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work with or care for children.

Provision should take account of the needs of children with disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to nursery and in the curriculum of all establishments.

Section Two

Nursery Teacher:

General Information

Mrs Frances Bradshaw

Early Years Worker:

Mrs Gillian Armstrong

Address:

**Coronation Road East
New Stevenston
Motherwell
ML1 4HX**

Telephone:

01698 732539

Hours of opening

Morning session:

9.00 - 11.30am

Afternoon session:

1.00 - 3.30pm



School Calendar and Holiday Arrangements

for Session 2005 - 2006

First Term	Staff return	Tuesday 16 August 2005
	Pupils return	Thursday 18 August 2005
Mid - Term	Close	Friday 14 October 2005
	Re-open	Monday 24 October 2005
Christmas	Close	Friday 23 December 2005
Second Term	Re-open	Monday 9 January 2006
	Close	Friday 31 March 2006
Third Term	Re-open	Tuesday 18 April 2006
May Day	Closed	Monday 1 May 2006
	Close	Friday 29 June 2006
	Staff return	Thursday 17 August 2006

*Pupil attendance will be 190 days after deducting 5 In-Service days, two of which are Tuesday 16 and Wednesday 17 August 2005 - remaining 3 have yet to be allocated.



Admissions policy

All nursery places are allocated in line with North Lanarkshire Council's admissions policy and the Head Teacher will be happy to advise you how this policy operates.

The local area admissions panel meets at regular intervals throughout the year to decide how places are allocated.

The panel consists of all the heads of Early Years establishments in the area, a representative from the Education Department and representatives from other agencies involved in supporting children and their families e.g. Social Work Department and Health Services.

Age range of children in the nursery - 3 - 5years.

Number of children at each daily session and patterns of attendance

The Nursery can take 20 children in the morning and 20 children in the afternoon.

Additional sessions may be available in line with the Council's policy.

Suitable clothing

Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons but accidents happen so please dress your child in suitable clothes. Please also make sure that your child has suitable outdoor clothing in case outdoor play or a trip is planned. The Nursery has a uniform of gold polo shirt and red sweatshirt available from the school. This is matched with black jogging trousers.

Register of applicants

A register of all applicants will be kept by the Head Teacher and the information contained in the applications will be considered by 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 form at any time. If circumstances change which affect the application you should speak to the Head Teacher and the application form will be/can be updated.

Enrolment procedures

Please note that a child's name can be placed on the register of applicants at any time after his/her second birthday.

Application forms are available from the nursery and school.

Parents will be informed by letter when places are allocated.

Attendance

Starting nursery is a very exciting time for a child. Some children settle in very quickly, while others take a little bit longer. So that we can help everyone concerned to make the best possible start, the nursery operates a staggered admission by starting no more than 6 children at a time. We also limit the duration of the first few sessions and if possible ask the adult responsible for the child to stay in the nursery until the child is happy in the new situation.

It is expected that a child will attend for the sessions allocated and that all absences will be reported. When an absence extends to two weeks without an explanation of circumstances, a letter may be sent requesting information. If no suitable reason is given, the child's name may be removed from the nursery register.

Arrival and collection of children

It is expected that a responsible adult will bring a child to and from the nursery.

In the interest of your child's safety you should make a point of telling the Nursery Staff if he or she is to be collected by someone not known to the staff members. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.

Insurance

Sometimes children like to bring something special or new to nursery for their friends to see. However parents should ensure that valuable items are not left at nursery, particularly as the authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the authority can be shown to have been negligent.

Excursions and consent forms

When outings or excursions for children are planned, the Head Teacher or a member of staff will advise you in advance. You will be asked to complete consent forms which give your child permission for participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/guardian.

Transport

Transport is not normally provided for children attending pre-five establishments. The Council may, however, provide transport to and from nursery for children with special needs who may require to travel some distance to take up their placement.

Emergency closure arrangements

The nursery will be opened at the times already outlined, but on some occasions circumstances arise which mean the nursery has to close.

The nursery may be affected by, for example, severe weather, transport problems, power failures or difficulties with fuel supplies. If this happens, we will do all we can to let you know about the details of closure and re-opening.

We may keep in touch by telephone, notices in local shops and community centres, announcements in local churches, in the press and on local radio.

Emergency contacts

Parents whose children are in the nursery are asked where possible to provide the names, addresses and telephone numbers of two contact persons for use in case of emergency.

You are also asked to keep the nursery up-to-date with any changes in this information.

Meals

Most children attend nursery for a half day, therefore, meals are not generally provided. However, some children may attend on a full day basis and in those circumstances a meal may be provided.

Information may be obtained from the nursery or from area education offices.

Snacks and the promotion of healthy eating

Children will be offered milk and a snack each day, alternatively they may have water. This snack may consist of toast, fruit or perhaps a biscuit with cheese. Special arrangements can be made for any dietary requirement and we would encourage you to inform us as soon as possible so that we can make provision for this. Sometimes the children prepare

food for the snack. We encourage them to try new food and endeavour to use wholesome ingredients wherever possible.

During snack time staff have the opportunity to promote aspects of healthy eating with the children.

No smoking policy

Smoking is not permitted in any area inside the school, in line with North Lanarkshire Council's No Smoking policy.

Any other general information

- Information about nursery activities is always posted on the notice board in the nursery corridor
- Children's Cloakroom: All clothing and footwear should be marked with your child's name. Please encourage your child to change his/her shoes and outdoor clothes in the cloakroom.
- Footwear: In the interests of Health and safety we encourage all children to wear soft shoes, trainers/gym shoes in the nursery.



Section Three

Medical Information

Medication

If your child is in need of medication during his/her time in nursery, please discuss the requirements with the nursery teacher. Prescribed drugs may be administered at the discretion of the Head Teacher and an authorisation form should be completed.

If your child becomes ill

The nursery would welcome a telephone call if your child cannot attend nursery due to illness.

If your child becomes ill while at nursery

Parents will be contacted immediately if a child is unwell and for this reason it is important to have 2 emergency contact numbers. Meantime the staff will do everything possible, in line with the Education Authority's policy, to attend to a child who is ill.

Minor accidents and upsets

Minor accidents and upsets are attended to on an on-going basis by trained staff in accordance with the Education Authority's policy. We also keep an 'accident book' where any incident is recorded with all relevant details. All incidents are fully discussed with the child's parent or guardian.

Section Four

The Nursery Curriculum

The Nursery Curriculum

The curriculum refers to a set programme of planned learning experiences based on different aspects of children's development and learning. It helps staff plan activities and experiences which promote children's development and learning in each of these key areas.

- Emotional, personal and social development, e.g. confidence and sense of worth.
- Communication and language, e.g. listening and talking,
- Knowledge and understanding of the world, e.g. looking at and noticing things and using the five senses to find things out.
- Expressive and creative development, e.g. learning to express ideas through painting, drawing and modelling.
- Physical development and movement, e.g. enjoying active play and becoming confident in movement.

How we promote learning

We promote effective learning by creating an atmosphere of mutual trust and respect, in which children feel confident to tackle new challenges.

Children learn through play and many play situations can be chosen by the child from a broad range of activities and experiences.

We provide a curriculum which is based on a thematic approach, bringing together a variety of integrated educational experiences. The integrated curriculum best suits the variety of age, aptitude and ability of children in the nursery. It also takes account of pre-entry experiences and information gained from parents who are encouraged to be involved in the day-to-day work of the nursery.

In each room, a variety of equipment gives the children the opportunity to choose what to do on an individual basis, in a cooperative play situation and as one of a larger group within the daily nursery routine.

Assessment

Children's progress is continuously monitored and evaluated by staff. Information is discussed at weekly staff meetings. This ensures that any child who needs additional support or challenge is provided for. We believe in promoting children's strengths, building on from what the child already knows and can do.

Throughout the year, staff compile evidence of children's achievements, which is used to compile a comprehensive report for parents and information for the transition to primary school.

Supporting children with difficulties

If a child appears to be having difficulties in any area, staff and parents will meet to discuss how best to meet the child's needs. This may mean involving a speech therapist, the health visitor, pre-5 learning support services or the educational psychologist.

Many children with special educational needs are referred by a variety of agencies to the nursery. These children are included, integrated and supported to enable them to gain the maximum benefit from their nursery experience.

If a parent has a concern at any time, he/she may ask for a meeting with the nursery teacher or head teacher.

Working together to support learning

We work closely with a number of agencies who may offer support to children and their families.

- Pre- 5 Learning Support
- Speech and Language Therapy
- Physiotherapy
- Psychological Services
- Visual and Hearing Impairment Teacher
- English as an Additional Language Teacher
- Ophthalmist
- Dental Health
- Health Visitors
- Social Work Department

Parents will be informed if their child receives additional support and may also be invited to cooperate by completing small tasks at home with their child.

Informal exchanges of information occur on a daily basis.
Formal exchanges of information will be available on 2 occasions each year.



Section Five

Parental Partnership

Nursery aims for promoting partnership

We aim to:

- **Foster genuine partnerships in education by encouraging and enabling parents, carers, staff and other professionals to work together.**

- **Encourage parents to share and develop their skills and talents.**

- **Assist parents to develop an understanding of the ways in which children learn.**

Working with you

We invite parents / carers to work with the nursery staff in the nursery and to assist at outings.

We invite parents to share their skills and talents with us.

We fundraise together.

We invite parents to attend 2 report meetings each year.

Working together to promote positive behaviour

Positive behaviour is encouraged in many ways:

- **Regular contact and discussion with parents encouraging cooperation.**
- **Staff displaying kind and caring role models**
- **Staff being consistent in attitudes**
- **Children being taught simple rules and defined boundaries of behaviour**
- **Development of social skills**
- **Celebration of achievement and good behaviour**
- **Valuing the contribution children make to nursery life**
- **Exploration of feelings relating to themselves and others**

Information on adult groups

St Patrick's Nursery Parents Committee meets monthly. The committee welcomes involvement from anyone who is interested in attending the meetings.

Fundraising

St Patrick's Nursery Committee holds various fundraising events each year for the benefit of all the children, eg to give extra treats to the children and to provide money for large item purchases.

Funds to cover the cost of daily requirements eg snacks etc, all come from a weekly donation of £1.00.

All details of income and expenditure of this money are available for viewing. An annual audit of accounts is carried out involving parents.



Section Six

The Wider Community

The nursery and the community

Students from Strathclyde and Glasgow Universities who are undertaking a Bachelor of Education or post Graduate Diploma in Education, may do part of their training in the nursery. Similarly, students from Motherwell College, Coatbridge College and Glasgow Nautical College who are undertaking studies in NC and HNC in Child Care and Education may train with the nursery.

We also have links with the local secondary schools for work experience placements and also students involved in Social and Vocational courses.

Services within the community

The nursery makes good use of services within the community. The children visit the local library to borrow books and attend storytelling sessions. We have close links with staff from the health services who visit the nursery. The local community police come into the nursery regularly to befriend the children as do representatives from the fire services.

Links with primary schools

The nursery class has close links with most local primary schools particularly at the end of the session. The nursery staff also participate in visits and workshops for new primary entrants.

Section Seven

Other Information

Suggestions and complaints

We are always anxious to maintain and improve our services. If you have any suggestions to make regarding the service, please contact the Head Teacher. Similarly, if you have a complaint about any aspect of the service, please contact the Head Teacher.

If you feel your complaint has not been resolved satisfactorily, please contact the Principal Officer for Early Years:

Mrs Jeanette Rose
Education Department
Kildonan Street
Coatbridge
Tel: 01236 812273

Useful addresses

Mr Murdo Maciver
Tel: 01236 812269

Head of Service
Early Years Services
Education Department
Kildonan Street
Coatbridge

Mrs Moira McLaren
Tel: 01236 812217

Quality Development Services
Education Department
Kildonan Street
Coatbridge

Please note

Although information in this handbook is correct at time of printing there could be changes affecting any of the matters dealt within it, either before or after your child's placement begins.

The Head Teacher will keep you informed of any important changes to the information.

St Patrick's Nursery has an Open Door policy. This means we will speak to you when possible, at any time in the day without an appointment. If you feel you wish to raise an issue with the Nursery, you may do so in a variety of ways.

First Step: Approach the Nursery

- Speak initially to your child's key worker (this may be the Early Years Worker or the Nursery Teacher) especially if it is an issue relating to your child. If you feel this has not been managed to your satisfaction then
- Approach the Nursery Teacher directly. She will investigate the problem further and report back to you either on that day or the following day.
- If you are still dissatisfied with the outcome, speak to the Head Teacher. She will be only too pleased to investigate the matter for you and to resolve the problem as soon as possible. She will give you a time scale for reporting back to you depending on the complaint.

Second Step: Local Authority / Council Level

You can at any time report your complaint to the Education Department through the Early Years Service.

At any time you have the right to complain to:

The Scottish Commission for the Regulation of Care

The Care Commission
11 Riverside House
Dundee
DD1 4NY
Telephone: 01382 207 100
Complaints: 0845 603 0890

Local Office: Princes Gate

Castle Street
Hamilton
ML3 6BU
Telephone: 01698 208150

In most cases we hope that your complaint can be dealt with satisfactorily at Nursery level. We continue to work to develop good relationships with parents and other members of the community. We wish our parents to be partners with us in helping to support and develop their child. We value your views and welcome any suggestions for improvement.

