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Section One: Establishment Aims

In our establishment we aim to offer the highest quality service.

We will seek to:

. Provide a curriculum that provides a wealth and variety of rich learning opportunities based on 'A Curriculum for Excellence' and which recognises each child's Individuality, addresses their needs and develops their strengths.

. Ensure that all children have the opportunity to achieve their maximum potential in all aspects of their learning and development through appropriate and challenging programmes of study, taking account of their maturity and emotional development.

. Ensure that the curriculum is delivered in a stimulating manner, using a variety of methods, good quality resources and through effective staff/ child interaction that we may challenge children to meet their full potential. To encourage personal responsibility for learning and independent thought. To assess and record progress and report this to parents in a meaningful way.

. Support children and families by providing a wide range of activities and experiences and by exhibiting a high level of pastoral care. To develop children's appreciation of their own value and the contribution they can make to society. To access outside agencies to support pupils and families as required.

. Provide a safe, caring environment conducive to developing each child's full potential, encouraging respect for property, fostering positive values towards others and developing the self-esteem and self-discipline necessary to become a valued member of society.

. Use Nursery and school resources effectively in the planning and delivery of the curriculum, maximising on the skills and experiences of parents, staff and the wider community.

. Ensure a structured and cohesive approach to Nursery and school developments through the preparation and implementation of the School Improvement plan. Through teamwork and effective leadership ensure new developments are taken forward with commitment,

and that all staff are valued as members of Robert Smillie Memorial and employees of South Lanarkshire Council.

Non-denominational policy of South Lanarkshire Pre Five Establishments:

All South Lanarkshire Pre Five Establishments are non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

South Lanarkshire Pre Five equal opportunities policy:

Our Nursery reflects the council's equal opportunities policies and is anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work or to care for children. Provisions take account of the needs of children with handicaps, disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to nursery and in the curriculum of all the establishments.

Section Two: General Information

Names and job titles of our staff members:

Head of Establishment: Mr R. Peck

Staff:	Job Title:
Mr A. Burns	Acting Depute Head
Mrs K. McFarlane	Nursery Teacher
Mrs J. Stewart	Team Leader
Mrs R Hair	Early Years Worker
Mrs C Brown	Early Years Worker
Miss M. Moffat	Early Year's Worker
Mrs K McCafferty	Early Years Worker
Miss L Brown	Modern Apprentice
Mrs J. Rowan	School Support Assistant

Address: Robert Smillie Memorial Primary School
Glen Avenue,
Larkhall
ML9 1JN

Telephone Number: 01698 882636(School Number)

Hours of opening:

Monday - Friday 8:45am - 11.55am and 1.00pm - 4:10pm.

Daily sessions:

Children are allocated 5 sessions in the morning or the afternoon.

Wherever possible we try to accommodate parents' preference of morning or afternoon session.

Length of year including details of holidays:

The Nursery is open during school term times.

Holiday List 2017/18

Tuesday 15th August, 2017 (Teachers Return)

Thursday 17th August, 2017 (Pupils Return)

First Term

Closes Thursday 21st September, 2017 (Local Holiday)

Re-open Tuesday 26th September, 2017

Closes Friday 13th October, 2017 (Mid term)

Re-open Monday 23rd October, 2017

Closes Friday 22th December, 2017 (Christmas)

Second Term

Re-open Monday 9th January 2018

Closes Friday 12th February, 2018

Re-open Thursday 15th February 2018

Closes Thursday 29th March 2018 (Easter)

Third Term

Re-open Monday 16th April, 2018

Closes Friday 4th May, 2018 (Local Holiday)

Re-open Wednesday 9th May, 2018

Close Thursday 24th May, 2018 (Local Holiday)

Re-open Tuesday 29th May, 2018

Closes Thursday 28th June, 2018 (Summer Holiday)

Admissions Policy:

All nursery places are allocated in line with South Lanarkshire's admissions policy and the nursery staff will be happy to advise you how this policy operates when you apply for a place for your child.

An admissions panel will meet at regular intervals throughout the year to decide on the allocation of Nursery Places.

The panel will consist of all heads of pre-five establishments in the area, a representative from council offices in Hamilton.

Register of applicants:

A register of all applicants will be kept by the head of establishment 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 please speak to Mr Burns (Acting Depute Head)

Age range of children in the establishment:

The nursery caters for children from age 3 until school age.

Numbers of children at each daily session and patterns of attendance:

Up to thirty children attend in the morning and thirty in the afternoon.

Children are allocated five sessions in the morning or the afternoon.

Enrolment procedures:

When a child is allocated a place a pre-entrant visit will be arranged. An enrolment form and outing consent form will be completed at this time.

Attendance:

Children allocated places are expected to attend each day unless through illness or other unforeseen emergency. If any parents have problems in getting their child to nursery on a regular basis they should discuss this with the nursery staff. If a child has continual poor attendance, without good reason, they may be in danger of losing their place, which will then be allocated to a child on the waiting list.

Arrival and collection of children:

It is expected that a responsible adult over the age of sixteen 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 head of establishment if he or she is to be collected by someone not known to the head of establishment or staff members. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.

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.

Uniform is available to buy from the school office

A change of footwear is required for wearing in the Nursery. This should be rubber soled (e.g. gym shoes). Slippers are not suitable.

Please note due to safety regulations the wearing of jewellery is not permitted in nursery.

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 of establishment or a member of staff will advise you in advance. You will be asked to complete consent forms which give your permission for your child's 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. A few establishments have their own transport but this is exceptional and generally parents should make their own travel arrangements.

Emergency closure arrangements:

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

Establishments 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 details of closure and re-opening.

We may keep in touch by telephone, Nursery Facebook page, school website, 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 to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of an emergency. These emergency contacts must be local and should be on the telephone.

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

Meals:

Our children attend nursery for a half day, therefore, meals are not provided. However, in other establishments, 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:

A varied nutritional snack is provided each day to encourage healthy eating choices. In addition there is a charge of 50p per session to the school fund. This pays for a variety of snack items, new equipment, and pays for treats and parties for the children. A record of all monies given to the nursery will be kept for auditing purposes.

Any parent whose child has special dietary needs should inform the Nursery Staff.

Child Protection Procedures:

All staff in educational establishments in South Lanarkshire Council are required to follow the advice and guidance contained in 'South Lanarkshire Child Protection Interagency Guidance and Education Procedures'.

Under the terms of this guidance, staff must report concerns relating to a Child Protection issue. This would include, where appropriate, sharing information with other agencies, following advice contained in 'Lanarkshire Information Sharing Protocol Obtaining Consent Good Practice Guide' 2005.

"Child Protection - our shared vision for Lanarkshire's children"

All children and young people in Lanarkshire have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected. All agencies will work together in a collaborative way to promote the safety and wellbeing of children and young people in Lanarkshire.

The Chief Officers and Child Protection Committees of North and South Lanarkshire are the driving force for ensuring that agencies individually and collectively work to protect children and young people as effectively as possible.

For more information, or if you have a concern of a Child Protection nature, please contact the head of educational establishment which your child attends.

Mr Peck is the school's Child Protection Coordinator.

No smoking policy:

Please note that this is a non-smoking establishment.

Section Three: Medical Information

Medication:

Education Resources has developed a clear policy on meeting the health care needs of pupils and the administration of medicines in schools and nurseries within South Lanarkshire Council.

If any parent requires their child to receive medication during Nursery hours then a written consent form must be completed for any medication, prescribed or non-prescription, to be given to a child.

It is vitally important that emergency contacts are updated regularly. In case of an emergency when no emergency contact can be located then an ambulance will be called to take the child to the nearest Accident and Emergency Unit. The school will continue to attempt to contact the parents or other emergency contacts.

If your child suffers from Asthma you must tell the head of the nursery if there are any activities or specific circumstances, which are likely to bring on an attack.

If your child suffers from epileptic attacks you must tell the head of the nursery what emergency treatment to give.

Please note that there is 48-hour exclusion in the nursery for children who have had sickness or diarrhoea. This is to ensure that the infection is not passed on to other children, thus risking re-infection to your own child.

If your child becomes ill:

The establishment would welcome a telephone call if your child will be absent from nursery for three days or more.

If your child becomes ill while at nursery you will be contacted by telephone. If you are unavailable or do not have a telephone the child's emergency contact will be phoned, and asked to collect the child as soon as possible.

Minor accidents and upsets:

If a child needs to be changed this will be done by a member of the Nursery staff. If you do not wish your child to be changed please let the staff know.

Minor cuts and grazes etc., will be washed and a sticking plaster may be used. Let us know if your child has an allergy.

Visits to the establishment by medical staff: From time to time various members of South Lanarkshire Health Board will visit the Nursery. This may be to tell the children about their work or to encourage good hygiene practice.

No treatment will be administered by Medical Staff without parental consent.

Section Four: The Nursery Curriculum:

A Curriculum for Excellence

The nursery is working alongside the primary school and Larkhall academy to deliver a curriculum for excellence for 3-18 year olds. The purpose of the revised curriculum is to help children to become **Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors** (these are known as the four capacities). This framework puts the child at the centre of the curriculum.

The revised curriculum areas will be:

- Expressive Arts
- Language and Literacy
- Health and Wellbeing
- Mathematics and Numeracy
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

Stages of Learning

'Stages of Learning' reflect the maturation of children and the changing ways in which they engage with learning as they develop. The framework for these stages is as follow:

LEVEL	STAGE
Early	Pre School years and P.1 or later for some
First	To the end of P.4 but earlier or later for some
Second	To the end of P.7 but earlier or later for some
Third and Fourth	S1 to S3 but earlier for some. The fourth level broadly equates to SCQF level 4
Senior Phase	S4-S6 and college or other means of study

.At Robert Smillie Nursery we firmly believe that the child is at the centre of the curriculum. Together with our partners and you, our parents and carers, we will strive to enable children to develop the four capacities.

Purpose of the curriculum in the pre-school stage

The purpose of the curriculum at the pre-school stage is to support children in all aspects of their emotional, social, cognitive and physical development. It should enable them to become increasingly independent, responsible and eager to progress in their learning.

Staff in the pre-school setting achieve this through their skilled interaction with each child and by providing stimulating contexts for active learning, building upon the child's knowledge and skills and recognising their stage of development. They can build upon children's enthusiasm, inventiveness and creativity to plan learning activities which combine to achieve this purpose.

The environment for learning in pre-school settings promotes a high degree of challenge and enjoyment and personalisation and choice through planned opportunities to explore different activities, materials and contexts with creative use of both indoor and outdoor learning environments. Learning within any particular activity will prompt different aspects of learning in individual ways for children. Approaches which involve children in planning and respond flexibly to their interests and needs also contribute to personalisation and choice in the curriculum.

A Curriculum for Excellence aims to provide a coherent curriculum for age 3 to 18 years, giving a broad education with opportunities for developing skills for learning and skills for life and work, with a continuous focus on literacy, numeracy and health and wellbeing.

For more information check out the Learning and Teaching Scotland website www.Itscotland.org.uk - follow the link for A Curriculum for Excellence. Alternatively speak to Mr Burns for more information.

Assessment

This is an ongoing process and assessment takes place all the time. Your child has an Online Learning Journal on which you can view staff observations and pictures of your child engaging in differing Nursery activities. Child observations help to inform the staff of next steps for your child's overall development. Your child's key worker is available to discuss your child's progress at Parents' Meetings held in September, November and May.

Supporting children with difficulties:

Every child may experience difficulties in certain areas at sometime e.g.

- . Physical disability.

- . Learning impairment.
- . Language problem.
- . Children whose main language is not English.
- Emotional/behavioural difficulties.

Nursery staff may have to provide more structured programmes with greater support than would normally be necessary, but wherever possible all children will have access to the broad range of activities experienced in the Nursery.

If necessary expertise from outside agencies e.g. - Medical Services, Speech Therapist, Psychological Services will be sought to ensure that an appropriate programme is offered.

Working together to support learning:

Parents and Nursery staff must work together to make Nursery an enjoyable and rewarding experience for your child.

Parents are welcome to help in the Nursery and on outings. Staff meet parents or carers daily and are always available to discuss any concerns you may have.

Section five: Parental partnership:

Our aims:

A successful and happy Nursery education is a partnership between home and school with each having something special to contribute.

We will at all times welcome you as an essential partner in your child's education.

It is our aim that parents, children and staff have regular contact so that they can support each child's individual development and work together to provide the quality service of education your child deserves.

Working with you:

On a daily basis Nursery staff will be available to meet you and talk on an informal basis. Formal interviews can be arranged at any time to discuss your child or any problems you may have.

Regular Newsletters informing you of activities/ events /outings etc. are issued throughout the year.

A parent notice board also highlights any forthcoming events. Parents are encouraged to help within the Nursery and at outings etc.

Working together to promote positive behaviour:

At all times Nursery staff strive to promote positive behaviour. This is done through example and an insistence on acceptable standards of behaviour. It is always done in a positive way, reinforcing and praising the good.

If there is a problem, you will be consulted at the earliest stage and a programme devised which will, hopefully, begin to correct anti-social behaviour. It may be that expert help is required and this may be provided by the School Medical Service, the Psychologist or Learning Support Unit.

You will always be consulted if there is to be a referral to any outside agency and fully informed of any progress.

Fundraising:

At various times throughout the year fundraising activities are held in the Nursery. All funds raised are for the benefit of the children, and contribute to parties, outings, birthday cakes etc.

There is no compulsion to take part in fundraising events, but sponsor forms issued to parents must be accounted for.

Section Six: The Wider Community:**The establishment and the community:**

Children make visits to various places in Larkhall and the surrounding area and visitors from the community are invited into the Nursery to speak to the children.

Services within the community:

There are Nurseries attached to Hareleeshill, Machanhill, Newfield, Netherburn and Stonehouse Primaries. Larkhall Children's Centre caters for children from birth and is a 52 week provision.

Links with primary schools:

The children who attend the Nursery class move to various Primary Schools. The Nursery teacher liaises with all the Primaries in the area and the P.1 teachers will be invited to come to the Nursery to meet your child.

The Nursery children are included in plays, pantomimes and performances which take place in Robert Smillie and links with the Primary Department are built on through these social functions.

Home School Partnership:

Tina McFadyen, Home School Partnership worker is based in Robert Smillie Memorial Primary.

Home School Partnership staff work in partnership with school/nursery staff to involve parents and carers in their child's education both at home and in school.

Home School Partnership can offer you:

- . **Adult Learning Opportunities** - a chance to take part in courses that interest you e.g. Computing, Relaxation, Arts and Crafts.
- . **Curriculum Activities** - a chance to support your child's learning e.g. Tea with the Teacher, MADCAP (Mums And Dads Carers And Pupils)

Section Seven: Other information

Suggestions and complaints:

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service, please contact the head of the establishment in the first instance. Similarly, if you have a complaint about any aspect of the service you should contact the establishment head. If you feel your complaint has not been satisfactory resolved within 28 days, please contact the education office for your area who is:

Early Years Service
South Lanarkshire Education Offices
Council Offices, Almada Street, Hamilton
Tel: 01698 454444

Or you can also contact the Care Commission if you have any concerns or complaints at:-

Care Commission
South West Region
Princes Gate
60 Castle Street
Hamilton ML3 6BU
Tel: 01698 897800

Please note:

Although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters dealt with in it, either before your child's placement begins or during the course of their placement. The head of establishment will tell you of any important changes to the information.