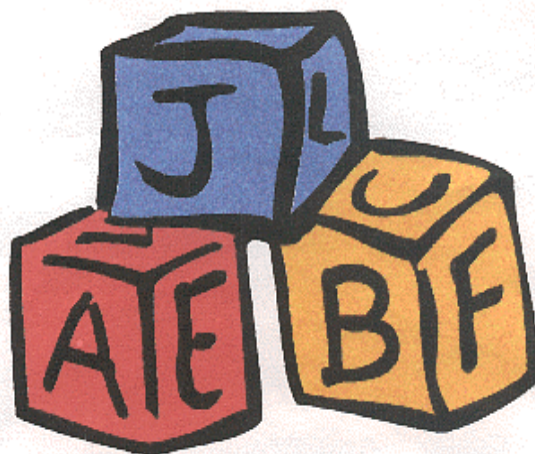


MACHANHILL  
PRIMARY SCHOOL



NURSERY CLASS

# Nursery Handbook 2019/2020

## **ESTABLISHMENT INFORMATION**

Establishment name: Machanhill Primary School Nursery Class

Address: Machanhill  
Larkhall  
ML9 2HG

Telephone number: 01698 882101

Fax number: 01698 883728

Capacity of class: 50 Children  
9am - 3pm (1140-hour provision)

Age range: 3 - 5 years

Denominational status: Non-denominational

## **STAFF**

Head Teacher:	Mrs Kirsty Boyle
Depute Head Teacher:	Mrs Vicky Tallamy
Principal Teacher: (Acting)	Mrs Lauren Hamilton
Nursery Teacher:	Mrs Lisa Forrest Miss Shannon Keeney
Early Years Team Leader:	Miss Lynsey Scott
Early Years Practioner:	Mrs Leighann Bryce - Job share
Early Years Practioner:	Mrs Joyce McGrath- Job share
Early Years Practioner:	Miss Laura Cairns - Job share
Early Year Practioner:	Mrs Julie McNulty- Job Share
Early Years Practioner:	Mrs Lisa Kenmuir
Early Years Practioner:	Mrs Lorraine Millar
Early Years Practioner:	Mrs Fiona Aitken
Early Years Practioner:	Mrs Karolyn Kane
Early Years Practioner:	Mrs Lesley Whitelaw
Clerical Assistant:	Mrs Ellis Knox

## **NURSERY HOURS**

Monday to Friday 9 am - 3 pm

During the nursery session, children participate in a wide variety of activities, including free play, adult led learning experiences, singing, snack and story time.

### **Establishment Aims**

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

We will seek to:

provide a safe and stimulating environment in which children can feel happy and secure.

encourage the emotional, social, physical, creative and intellectual development of children.

promote the welfare of children.

encourage positive attitudes to self and others and develop confidence and self esteem.

create opportunity for play, both indoor and outdoor.

encourage children to explore, appreciate and respect their environment.

provide opportunities to stimulate interest and imagination.

extend the children's abilities to communicate ideas and feelings in a variety of ways.

## **Admissions Policy and Enrolment Procedures**

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

An admissions panel meets in March to determine the allocation of nursery places for the following session August-June. The panel consists of all heads of pre-five establishments in the area, and a representative from Early Years Management.

A register of all applicants will be kept by the head of the 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.

You will be notified in writing when successful in gaining a place. A date will be made for enrolment and a visit to the nursery prior to starting full nursery sessions.

During the enrolment process it is important to remember that the children are all individual, some may settle immediately while others take longer. The nursery staff will work with you, as parents and carers, to ensure that enrolment of your child is successful.

## **Medical and Health Care**

### **Medications**

If your child requires medication during his/her time at nursery you should discuss their requirements with your child's key worker. In order to authorise administration of drugs, a medical form must be completed and reviewed on a regular basis. Please note there is no statutory obligation for staff to administer medication and consequently your written permission is essential.

If your child suffers from asthma, epileptic seizures etc. you must tell your child's key worker if there are any activities or specific circumstances which are likely to bring on an attack and also of the necessary emergency procedures required should an attack occur.

### **If your child is ill**

If your child is unable to attend nursery, please contact the school office (01698 882101) before the session begins on the first day of absence. If you do not phone, it is South Lanarkshire policy for the school office to contact you in the event of an unexplained absence.

If your child is feeling unwell, we would ask you to please consider the other children before bringing them to Nursery. If you think your child could be suffering from a contagious infection, please seek medical advice and inform nursery staff immediately. We follow NHS Lanarkshire exclusion guidance when advising parents on when it is safe for their child to return to nursery. A copy of this is on display in the cloakroom.

Should your child become ill whilst at nursery, the staff will take immediate and appropriate action. You will be informed by telephone or through the emergency contacts you have provided. Please ensure emergency contact numbers are kept up to date.

### **Minor Accidents**

Should your child have a minor accident, for example bumping heads, they will receive care and comfort from staff. A cold compress will be applied where suitable. Any accidents are logged in the Accident Book, and shared with parent/carers, who will be asked to sign the report. Professional medical advice will be sought if required.

## Care Plan

All children within our nursery have their own Care Plan which is based on the core elements of *Getting It Right for Every Child*.

The Care Plan confirms parents'/carers' names, medical needs\* and states the opportunities our children are given to be involved in their learning.

This will be reviewed with all parents/carers throughout the Nursery Session.

\*If any details of your child's allergies/medical needs, or emergency contact, change during the session, **please inform your child's key worker as soon as possible.**

## **The Nursery Curriculum**

The nursery curriculum is based on Curriculum for Excellence (CFE) which is the Scottish Government's curriculum for children aged 3-18 years. It is based on the following 4 capacities.

- Responsible Citizens
- Successful Learners
- Effective Contributors
- Confident Individuals

CFE offers children opportunities to learn about the following curricular areas.

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

The daily activities which the children participate in are planned for using CFE and are organised under the eight headings above. Over the course of the year the curriculum offers a broad range of learning opportunities and experiences with the young child being an active participant throughout, with the emphasis being on enjoyment, expression and learning.

Relevant curriculum information, for example, current focus activities are on display in the cloakroom. We also have "Talking and Thinking" Floor books for each focus, which contain photos and information about the different activities that the children have enjoyed. This book is in the nursery foyer for parents/carers to view. Should you require further information please speak to a member of staff.



## **Assessment**

Assessment is ongoing; children's progress is assessed mainly through staff observations and extra help given where necessary. All children will receive a Settling in Report during the Nursery year.

The nursery has an Open Evening where parents/carers can visit the nursery, speak to staff, and look at some of the activities on offer for the children.

A fuller report is issued in the Summer Term. You will also be offered an appointment with your child's key worker to allow you to discuss your child's progress. Children in their ante pre-school year receive a Nursery report based on the curriculum. Children in their pre-school year receive a Transition Report and this will be forwarded to your child's Primary 1 teacher before they start primary school.

The nursery has an 'Open Door Policy' where staff are happy to speak with parents/carers at a mutually convenient time.

## **Supporting Children with Difficulties.**

We all experience difficulties at some time in our lives and young children are not immune to this experience. The staff are ever watchful to notice if any child may be having difficulty with learning, speech, integration etc.

We are able to call upon the services of various experts to obtain information and support for most of the difficulties children experience. If you feel you must seek outside help - the various agencies are there to help you and your child when you need it.

If we feel there is a need to contact another agency we would always first seek your consent.

Please remember if you have any concerns about your child, parents can self-refer to outside agencies. However, in the interests of partnership, it would be appreciated if you would inform the nursery of any such referrals.

Under the agreement of the Information Sharing Protocol, the nursery will not contact any other agency outwith education without parents' permission. (Unless a child protection situation arises.)

## **General Information**

### **Clothing**

Our nursery uniform consists of a navy sweatshirt and a white polo shirt embroidered with the nursery logo. These are available to buy from Scotcrest, in Hamilton and Schoolwear Made Easy, online.

Uniform is optional, however it prevents the messing of good clothes and promotes a sense of belonging. It would be appreciated if all sweatshirts are clearly marked with your child's name.

### **Shoes**

All children are required to change into indoor shoes before entering the nursery playroom. Sandshoes or Velcro-fastening trainers allow the promotion of independence in dressing as well as being suitable for activity in the gym hall. It would be appreciated if all shoes are clearly marked with your child's name.

### **Birthdays**

The nursery provides a small birthday cake for each child in order to keep everyone the same. We have a short celebration, and all sing "Happy Birthday."

### **Lunch**

Children accessing 1140 hours provision are entitled to a lunch every day in the school dining hall. Parents are given a menu from SLC offering a hot meal or sandwich. Children choose the option they'd like each day.

### **Snack and Toy Fund**

A healthy snack is provided every day. We try to vary this as much as possible and it may include vegetables and dips and also fresh and dried fruit. While children are encouraged to eat, no one is forced! As the nursery is a Health Promoting Nursery, milk or water is provided to drink. Parents are expected to contribute 50 pence towards the snack and toy fund each day. This is paid through Parent Pay online. A letter with your specific access information will be issued to you shortly after enrolment.

## **General Information**

### **Toys**

We ask that children do not bring their own toys into nursery, as we can not be liable for lost or damaged items.

## **General Information**

### **Fund raising**

We use football cards, raffles and sponsored events during the year. We arrange these in advance and display details in the cloakroom so that everyone can prepare to support, donate and participate if they wish.

### **Tooth Brushing Programme**

In order to promote dental care, the nursery, in conjunction with Lanarkshire Health Care, operate the Childsmile tooth brushing programme. Each child has their own toothbrush and under supervision of nursery staff, brush their teeth daily after snack. Every term, the dental hygienist visits to change the toothbrushes, and participate in activities with the children. The Childsmile team visit the nursery to apply fluoride varnish throughout the year.

### **Parent Helpers**

If you would like to volunteer as a parent helper, your help would be appreciated. Any amount of time is valuable, whether it be half an hour once a month, or a full session on a weekly/fortnightly basis. Please speak to a member of staff if you are interested in helping. Parent helpers will be asked to complete a P.V.G. application form before assisting in nursery)

### **Newsletters**

Newsletters are issued monthly, and give details of happenings in the nursery. We hope these provide an informative read and welcome any comments or suggestions on what they should contain.

## **General Information**

### **Toileting Accidents**

Should your child have an accident, please do not worry as we will change him/her using spare sets of nursery clothes. This is done in a caring and discreet way. Please wash and return clothes to the nursery as soon as possible. It would be helpful if you could supply a change of clothes in your child's nursery bag, as some children prefer to wear their own clothes.

### **Excursions and consent forms**

When outings and excursions are planned for children, staff will advise you in advance. You will be asked to complete a consent form for your child's participation. Please note that children cannot take part unless completed consent forms have been submitted.

### **Information in emergencies**

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Establishments may be affected by for example, severe weather, temporary interruption of power etc. In such cases we shall do all we can to let you know about details of closure or re-opening.

### **Collection of children**

Should, for any reason, someone different be collecting your child, please notify your child's key worker when dropping your child off. If alternative arrangements for collection are made during a nursery session it is important you telephone the nursery to notify us. When alternative arrangements are made the responsible adult who is collecting your child must be able to state your child's password. This is appreciated in order to ensure the security of your child and saves unnecessary embarrassment.

## **General Information**

### **Change of personal details**

Please notify your child's key worker of any changes to personal details, for example, change of address, telephone number or emergency contacts.

### **Lending Library**

The nursery operates a home loan library where children can take a nursery book home to read. Book bags are provided to carry books to and from nursery, and it would be appreciated if these bags were used only for this purpose.

## **Machanhill Nursery Class**

### **Child Protection Procedure**

The care and welfare of the children is of the utmost importance to staff in Machanhill Primary School Nursery Class. We believe that all children have the right to be cared for and protected from abuse and harm.

We promote an environment in which children feel safe and valued, and where decisions are made in the best interests of the child concerned.

All nursery staff receive annual Child Protection training, and are kept up to date on any changes in legislation by the Senior Management Team of the School and by attendance at appropriate in-service training.

Any concerns regarding the welfare of a child are immediately reported to our Child Protection Officer Mrs Kirsty Boyle, (Head Teacher) who will follow South Lanarkshire Council Guidelines, and involve other agencies as appropriate.

If a child makes a disclosure to staff, they will

- ★ Listen with care, and not ask any leading questions.
- ★ Acknowledge what has been said, take the allegation seriously and reassure the child.
- ★ Write down what the child has said, using the child's words.  
Record the date and time of the discussion and sign this.
- ★ Report the matter immediately to the Child Protection Officer.

Any action taken will follow South Lanarkshire Council Guidelines on Child Protection, which is available to parent/carers on request.

## **Problems**

**PLEASE** never feel staff are too busy to talk to you. Parents are the biggest influence in their children's lives. Children learn more and are happier when parents and staff co-operate and exchange ideas and information. We value parent's expertise and welcome your ideas, opinions and even constructive criticisms.

If you have a problem, or are unsure of anything, please do not hesitate to talk with your child's key worker.

If you have any concerns or complaints about the nursery service, please discuss it with your key worker or speak to a member of the management team. You have every right to ask for, and receive an explanation for anything that concerns you. We hope to provide a high quality service but we can rely on you to give us your opinions so that we can meet your expectations. If you do not accept any explanation we may offer, then you can contact Early Years Manager at South Lanarkshire Council Offices in Hamilton.

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## **Sun Awareness Policy**

At Machanhill Nursery Class the Health and Wellbeing is of the utmost importance.

- Our sun awareness policy is included in the nursery handbook, which will be issued to all parents at the time of enrolling.
- All parent/carers will be asked for permission to allow the nursery staff to reapply sunscreen to their child as required.
- Parent/carer will be asked to apply sun cream to their own child before coming to nursery.
- Parent/carer will be asked to provide sun cream and a hat labelled for their own child. This will be stored on the child's peg in cloak room.
- No child will be taken outdoors in warm weather without sun cream being applied first.
- Staff will monitor the time children spend in direct sun light and shaded areas will be provided or children can go back indoors.
- Staff will encourage children to drink more water while in the sun.
- In the event that children come to Nursery without sun cream or attend Nursery all day, the staff can apply sun cream with minimum factor of SPF30 provided permission is granted by parent/carer.

**Useful Addresses:**

**Executive Director  
Education Resources  
South Lanarkshire Council  
Council Offices  
Almada Street  
HAMILTON  
ML3 OAE  
TEL: 01698 454545**

**Early Years Services  
Education Resources  
South Lanarkshire Council  
Council Offices  
Almada Street  
HAMILTON  
ML3 OAE  
TEL: 01698 454474**

**Early Years Manager: Morag McDonald**

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 his/her time at nursery. You will be notified of any important changes to the information.

and FINALLY .....

Something to think about when your child comes home:

MESSY? .....

Red paint in the hair? Blue paint on the jeans? Sand in the shoes? Jam on the favourite shirt? White socks that look brown? Sleeves a little damp?

Your child probably:	worked with friends/ solved a problem/ created a masterpiece/ negotiated a difference/ learned a new skill/ had a great time/
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Your child probably didn't:	feel lonely/ become bored/ do repetitive tasks that are too babyish/ do worksheet tasks that are too easy/ do 'sit-down' work that is discouraging/
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You probably:	paid good money for these clothes/ will have trouble getting the red paint out/ are concerned that the staff are not paying enough attention to your child/
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The staff probably:	were aware of your child's needs and interests/ spent time planning a challenging activity for the children/ encouraged the children to try new things/ put aprons on the children/
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were worried that you might be concerned.

Try to remember your favourite activity when you were four years old. Was it outdoor play with water, mud or dressing up clothes? Young children really learn when they are actively involved in play, not when someone is talking to them. There is a difference between messy and lack of care!

The staff make sure your child is fed, warm, has washed hands after toileting and before eating, and they plan messy fun things to do, because that is how young children learn.

### **Transfer from nursery to school**

Children normally go to primary school between four and a half and five years old.

Information on registration and enrolment procedures for primary schools are published by South Lanarkshire Council in the local press usually in January. The Head Teacher of the primary school will, on request, provide you with a copy of their school handbook.

There is a regular and effective contact with our local primary schools. Primary staff visit the nursery to meet the children and arrangements are made to visit your child's future primary school during the term prior to entry.

Schools to which children normally transfer to are:

Machanhill Primary School	Glengowan Primary School
Machanhill	Summerlee Road
Larkhall	Larkhall
ML9 2HG	ML9 2UH
01698 882101	01698 882208
Craigbank Primary	01698 882513
Dalserf Primary	01698 882680
Hareleeshill Primary	01698 883155
Robert Smillie Primary	01698 882636
St.Mary's Primary	01698 881121

