

Tinto Primary Nursery Class Early Learning and Childcare

Parents Handbook



Forward

Welcome to Tinto Primary Nursery Class Early Learning and Childcare. We hope that you and your child will enjoy your time with us.

This handbook will provide you with all the information you will need over the next 2-3 years. It's something to "dip into" when you need information. Should you find that this handbook does not have the information that you require, please let Mrs Miller or the nursery team know. We can then ensure that the handbook is updated.

Do not hesitate to ask for further information from Ms Stark or the nursery team. Staff are usually available at the beginning of each session to answer any questions or queries. You can also make an appointment should you wish to discuss something in private

Contents	Page	Contents	Page
Forward	2	Settling In	9
Aims and Policies	3	Clothes	10
Child Protection	4	Toilets	10
Confidentiality	4	Transport	11
Photography	5	Emergency Closure	11
Open Access	5	Birthdays	11
General Information	6	Festivals/Celebrations	11
Admissions	6	Snack Donations	11
Parking	7	Medication	12
Security	7	Accidents	12
Outings	7	Medical Staff	12
Newsletters	8	Sun Protection	12
Parent Groups	8	Parent Partnership	13
Insurance	9	Parent Meetings	14
Practical Information	9	Wider Community	15
Key Workers	9	Suggestions/concerns/complaints	16
Contents	Page		

Nursery Aims

We aim to provide a high quality service that will ensure your child is supported in reaching their potential.

In doing this we will:

- Recognise your child's individual learning needs and accommodate these
- Provide your child with a range of educational experiences both in and out of doors
- Provide these experiences through active learning opportunities within the eight curriculum areas of the Curriculum for Excellence

Literacy and English

Numeracy and Maths

Health and Wellbeing

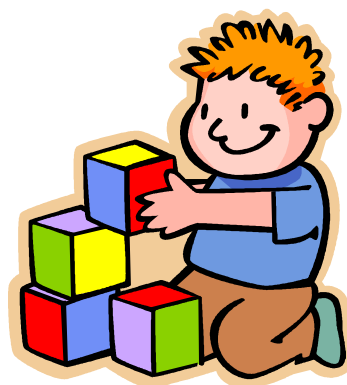
Expressive Arts

Religious and Moral Education

Sciences

Social Studies

Technologies



- Promote partnerships between pupils, parents and staff

Policies

Non-denominational Policy: Our nursery class is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

Equal opportunities Policy: Our nursery operates within the south Lanarkshire Council Equal Opportunities policy and recognises the rights of both male and female members of staff in our nursery. We are an anti-racist, anti-sexist and multi-cultural nursery class.

Our nursery class also takes account of additional support needs and provides these to enable all children to access the nursery provision.

Child Protection: Further information is provided at the nursery entrance. Ms Stark is the Child Protection Officer and any concerns regarding a child's safety can be confidentially discussed with her.

- Tinto nursery follows the procedures and guidance produced by South Lanarkshire Council
- All staff undertake an annual awareness raising training session related to child protection
- If staff suspect that a child is at risk of abuse or is being abused, they will pass these concerns on to the Head Teacher

The Head Teacher will prioritise the report

The Head Teacher will consider the immediate needs of the child

The Head Teacher will ensure all information is collated

The Head Teacher will ask staff to record relevant information

The Head Teacher will store this in a secure place

The Head Teacher will report any concerns to Social Work, who may involve the Police and Family Team

- It is everyone's responsibility to protect children. If you have concerns please speak to any of the following: head Teacher, a member of staff, the police, health visitor or GP. Make sure you act promptly; give as much information as you can and your concerns.
- All information will be treated with discretion. Any details received will be anonymous UNLESS the child's safety requires otherwise.
- Concerns may include: unexplained bruising: child appears unkempt, afraid to go home, hungry; child is left unsupervised; child may act in an inappropriate sexualised manner. On their own these concerns do not necessarily mean a child is being abused. If you are uncertain, speak to a professional for advice.

Useful contact numbers:

Social work: 01555 673000 or out of hours 0800 811505

Police Family Protection Unit: 0141 207 4105

Parent Line: 0808 800 2222

Childline: 0800 1111

Confidentiality: Tinto Nursery has a full confidentiality policy which all parents are welcome to ask to see. Basically it states that all pupil information is confidential and only staff and child's parent can access the pupil files. Staff will not discuss your child with other parents but may ask permission to discuss their progress with Support for Learning, speech therapy etc.

Students are made aware of the confidentiality policy and are expected to abide by it.

The nursery staff will comply with the Data Protection Act. Staff in breach of the confidentiality policy may face disciplinary procedures.

Photography Policy: Your child will be having their photo taken daily by staff and friends. These photos are used in their profiles, for displays and are sometimes put on the school website. Any photos on the website are of groups of children, never individuals and no names are ever given with the photo.

At the beginning of each school year you will be asked to sign a form giving permission for this to take place. You may choose not to allow photos to appear on the website, for example but may be happy for photos to be taken for use in school.

At particular times of year parents may wish to video/photograph their child participating in a show or sporting event. Parents have the legal right to do so.

Open Access: Parents and carers are welcome in the nursery and have access to their child in class when requested. Parents doing so should follow the schools procedures for signing in and out and wearing a visitor badge.

If parents/carers wish to help in the nursery on a regular basis then a Disclosure Scotland form needs to be completed. Please ask a member of staff for a form should you wish to be a parent helper.

Children are never left unattended in the nursery or in any area of the school grounds/building. Tinto nursery operates to the statutory staff/pupil ratio at all times.

Parents and visitors are asked to ring the buzzer to enter the nursery building via the secure entry door. This ensures that no person can access unannounced. Please allow the staff to open the door and do not open it for other parents/adults.

Parents/carers are asked to sign their children in and out of the nursery. If another adult is collecting your child this must be noted in the signing in book. This ensures that children are only released to the care of a nominated adult. Should nursery staff be uncertain about the identity of an adult coming to collect a child, they will always contact the parent before allowing the child to leave the nursery.

General Information

Morning Session 8.45am - Doors open at 11:45am (Children to be collected by 11:55)

Afternoon Session 1.00pm – Doors open at 4:00pm (Children to be collected by 4:10)

Please bring your child to nursery during the first 15 minutes of each session and collect during the final 15 minutes of each session. Please do not arrive before or after these times as these are the times that staff use for preparation and planning.

Upon arriving please ensure that feet are wiped on the mats provide and that coats are hung on the identified peg. We ask that the children change into indoor shoes, such as plimsols, sandshoes.

We encourage the children to find their name card and stick them on the self registration Board. Every child has to be signed in and out stating times by their parent/carer on arrival and collection from nursery. We also ask parents/carers to write down who will be collecting the child on the back of the sheet (Additional information) Tinto nursery class operates during term time only and for the morning/afternoon sessions detailed above. Should there be spaces available it is possible to buy additional time in the alternative session. At this point in time we do not have any lunch facilities for children to stay for lunch. Please see Mrs Miller for further information or look at the information displayed outside the nursery class in the corridor.

Holiday dates will be on the Nursery Newsletter, in addition to this they will be on the school and council website.

Admission Policy

All nursery places are allocated in accordance with South Lanarkshire guidelines. Parents are asked to complete an application form in the first instance and this information is kept on a data base. Application forms are available from the school office.

An admission panel for Clydesdale meets 3 times a year to allocate places. Once the decision has been taken letters are issued to all parents to offer a place in a local nursery. Please note that the length of time a child's name has been on the data base does not influence the child's priority for admission.

Children normally begin the 3-5 nursery provision in the term following their 3rd birthday. There is also the option of paying for a place as soon as your child turns 3 until the funded place begins the following term. Admission dates for funded places are usually August, January and March/April.

A new provision for children aged 2-3 years is now in place and is open to children of parent in receipt of the following benefits:

- Income Support

- Income based Jobseekers Allowance
- Employment and Support Allowance (Income Related)
- Incapacity Benefit or Severe Disablement Allowance

The following children are also eligible for 600 hours/ year of early learning and childcare:

2 year olds, starting from the first term after their second birthday, (where their 2nd birthday falls on or after 1 March 2015) with a parent in receipt of qualifying benefits; or, the first term after their parent starts receiving qualifying benefits.

Those benefits are:

1. Child Tax Credit, but not Working Tax Credit, and your income is less than £16,105*
2. Both maximum Child Tax Credit and maximum Working Tax Credit and your income is under £6420*
3. Support under Part VI of the Immigration and Asylum Act 1999
4. Universal Credit

*The income thresholds for Child Tax Credit and Working Tax Credit can vary annually

Once a child becomes entitled to early learning and childcare, they will stay entitled even if their parent becomes employed, or their situation with a parent or carers changes.

Children will stop being entitled to early learning and childcare at the start of the autumn term in August in the same year that they become 5 when they would normally start school. Children who become 5 in January or February can have an additional year of early learning and childcare if their parent or carer wants their child to start school at 5 ½ rather than 4 ½.

The maximum number of children who can attend a session at Tinto nursery is 30 (this includes 5 places for age 2-3 children). Each child is entitled to 5 sessions per week, with 3 being the minimum to keep the place open. Should your child be unable to attend due to illness/family circumstances it is vital that the nursery staff are informed. Please the nursery should your child not be attending. If staff do not receive a phone call they will contact you to find out why your child is not at nursery.

If there are two sessions operating and spaces are available, your child can take a place in the other session for a fee. Please speak to a member of staff for more information.

Parking (when Primary School on site)

Parents are not allowed to park in the staff car park and should not walk through the staff park to access the nursery building. This rule is in place to ensure the safety of the parents and children. There are constant deliveries to the school and kitchens throughout the day. It is almost impossible for a reversing lorry/van to spot a 3 or 4 year old running behind their vehicle.

If you bring your car either park in the turning circle after the school buses have gone (buses only 8.30am - 9.10am and 2.45pm-3pm daily), or use the parking facility at beside the swing park. Our Eco Committee do encourage our parents to “park and stride”.

****Whilst Primary is decanted, parents can use the car park**

Security

Your child's safety is of the utmost importance and as such we have stringent procedures in place. During your child's time with us all exterior doors are accessible only by staff carrying a fob. In the event of an emergency evacuation external doors can be opened from the inside by using the push bars.

All visitors must report to the main office, sign in and be given an identity badge.

Outings

The children do access the outdoor environment on a daily basis if the weather permits. The children make good use of the school grounds to extend their learning. When you enrol there is a section on the form asking for permission to take the children on walks in the local community. Should trips be planned further afield a consent form will be issued. No child can access these experiences without parental consent.

Newsletters

School newsletters are issued on the last Friday of each month. The newsletters are accessed via the school website unless you have specifically requested a paper copy. There is always a copy on display outside the nursery classroom. A nursery newsletter is also made available through the school website and facebook page. This newsletter gives more detail into what's been happening in the nursery and future events and learning.

Daily News

There is a large whiteboard and planning walls in the nursery cloakroom which staff use to update parents/carers. Please do look at this whenever you bring/collect your child from nursery. Each group has their own Talking and Thinking floor book which is placed in the cloakroom at collection time to see what your child has been learning about at group times.

Parent Groups

Coffee Chat (previously Parent's consultative group): Approximately every 6 weeks parents are invited to drop into the coffee chat with Mrs Miller and Ms Stark when available. Agenda items can vary and have included reviewing questionnaires/updating handbooks/organising Christmas entertainment/raising funds and organising trips. From August 2017 we will be piloting Stay and Play sessions, running alongside the coffee chat. Parent's also have the option to add items onto the agenda.

Parent Council: Tinto Primary and Nursery also have a very supportive and effective Parent Council. The joint Chair is Lorna Christie & Fiona Lyon. Lorna & Fiona's details are on the school website and they are always looking to recruit new members. Previous meetings have discussed the Curriculum for Excellence, funding, school meals and the school modernisation programme. The agenda and minutes are on the school website.

Tinto Fund Raisers: Tinto Primary and Nursery are also supported by a very busy fundraising group. The group are mainly concerned with fund raising and organising events for the pupils such as Halloween and end of year discos. The contact details are on the website and even if you cannot join the committee we are always looking for help running the stall on village Day/School Fayre; people to bake or make donations to stalls and for helpers at the disco. The Fund Raisers have raised funds to buy the pupils a Smartboard, staging, cameras; and books to extend the reading and maths scheme over the past few years.

Insurance

Although we are aware that children like to bring their new toys/items for their friends to see and play with, Tinto nursery is not insured to cover any loss or damage to personal items. There is a "show and tell"

box for items to be placed in but we would not encourage expensive items to be bought to nursery for this purpose.

Practical Information

Key Workers: Each child is allocated a key worker. This person will be responsible for planning, monitoring and recording your child's progress working as part of a team and reporting to you. Please let your child's key worker have as much information about your child as possible – likes, dislikes, health issues etc. It is also important to know about any changes at home that may affect your child's progress at nursery. All information is confidential.

Settling In: We want your child to enjoy coming to nursery so we need to ensure that the start is as pleasurable as possible. On your child's first day you will be asked to stay with your child, during this time a member of staff will explain the general routine and go over all of the information relating to your child coming to nursery. Settling at nursery will be different for everybody, some children are ready to stay for the whole session by the end of the first week, others take longer. There is no "right" amount of settling in time. The important thing is that when the time is right you will be able to leave your child with us, confident that he/she is happy and confident to stay.

Clothes

Some suggestions regarding clothes and shoes!!

- Does it matter if the clothes get paint/glue or wet? If so – do not wear these to nursery.
- Can your child take shoes/clothes off easily for PE or to go to the toilet? Velcro straps on shoes and elasticated waists are great; belts/braces/dungarees are too time consuming!
- Can your child play easily in them? Longs skirts/dresses make physical play difficult and possibly dangerous.
- Can your child put on their outdoor clothes and take them off independently?

There is a nursery sweatshirt that you can purchase from ALJ in Lanark if you wish. As long as your child is comfortable and can access the nursery activities without worrying about their clothing – that is all we ask.

Children have daily access to the outdoor area, if possible we would ask that you can provide your child with either a waterproof suit or trousers, we have a limited supply at nursery Wellies or sturdy shoes are recommended for outside. Please dress your child appropriately for the weather e.g hat, gloves, sunhat,

Please ensure everything has your child's name on it – including shoes. It's extremely difficult to match items of clothing in a room of 25 3-5 year olds!

Spare Clothing: please leave a spare set of clothing in your child's bag in case clothes become wet in the nursery or outdoors. Don't forget to replace them if they are used.

Toilets

The children are encouraged to access the toilets independently and to wash their hands afterwards. If a child accidentally wets or soils their clothes staff are able to change them into dry ones. **Please provide nappies and wipes as required.**

Transport

The council does not provide transport to nursery classes unless your child has a special need and has to travel some distance to access appropriate nursery provision.

Emergency Closures

There will be occasions when the nursery has to close early; for example, during adverse weather. It is of vital importance that the nursery has up-to-date information regarding emergency contact details and mobile phone numbers. Staff will use this information to contact you should the need to close early arise. The website (school and council) & Facebook will always have up to date information.

Birthdays

Each child's birthday is celebrated in the nursery with a card and a birthday cake at snack. If a child has a birthday during a holiday staff will celebrate the event as close as possible during the term.

Festivals and Celebrations

Curriculum for Excellence allows us to develop children's understanding of the world they live in, developing the children's awareness of their own religious beliefs along with events such as Christmas, Halloween, St Andrews Day and beliefs that are important to others as well as their own.

The nursery also have a sports fun day in the summer term and the children may have the opportunity to attend the pantomime in December.

Nursery fund

All parent/carers are expected to contribute £2.50 per week towards nursery funds which includes snack. The money goes towards buying healthy snacks for the children and pays for special foods throughout the year; for example, the birthday cakes mentioned above. Surplus funds are used to pay for the photographs, ingredients for baking and equipment and toys.

Medical Matters

Medication

If your child is in need of medication this should be discussed with the nursery staff. Prescribed medicine may be given by staff provided the appropriate form has been completed, detailing the dosage and times. Administration of Medication forms are available from the school office/nursery.

Please make staff aware of any medical conditions. If your child is asthmatic and inhalers should be left in the nursery, clearly labelled. If your child has an allergy – the cause, symptoms and the appropriate treatment along with any medication/Epipen clearly labelled. Any medication given must be prescribed by the doctor. If your child becomes ill whilst in nursery, a member of staff will contact you. It is vital that we have up-to-date contact details.

Minor Accidents

Minor accidents (falling outside for example) will be dealt with by staff, logged and reported to parents or the person collecting your child.

Medical Staff

There may be occasions when the nursery is visited by the school nurse, health visitor or oral hygienist. Parents will be informed in advance of these visits and the reasons for them. Sometimes the medical staff give a talk about hygiene, how to brush teeth etc. On other occasions they may be making an observational visit for a particular child.

Sun Protection Policy

There is a full policy that all parents/carers have access to that details aims, advice on clothing etc. Basically it states that children should come to school with sun protection cream (SPF15+) on when the weather demands. It also states that nursery staff will administer cream if the parent has signed the permission form. Children should wear sun hats during the warm weather. Staff will avoid the hottest part of the day and will ensure the children have access to shade when outdoors.

Parental Partnership

We aim to build a positive parent: nursery partnership. Parents are the most important educators in a child's life and the nursery staff will be working hard to extend and enrich your child's learning experiences with your help.

As a nursery we will provide you with up-to-date and regular information about your child's progress; nursery events; the curriculum; assessments and evaluation. The floor book / learning wall will be available so you can see the activities your child has participated in and the learning that was planned. The termly focus will be displayed outside the classroom and the weekly planners are available for you see also. We will suggest ways in which you can support your child at home and we will be asking for your ideas on how we can further improve the nursery curriculum and environment.

Every term we have a parents/carers stay and play session which helps us to monitor and evaluate our nursery, allowing us to best support the children and families in our care. Staff are always available to discuss concerns with you at the beginning and end of the nursery session. If you wish to make an appointment for a more in depth discussion, please ask and we will arrange for this to take place. Should there be a difficulty that cannot be resolved through normal nursery activities we will ask for parental permission to contact an external agency. This could be speech and language therapy, physiotherapy, school nurse, educational psychologist, health visitor. The parent and key worker would meet with one of the agencies to agree an assessment process and next steps.

Working Together to Promote Positive Behaviour

Parent: School partnership is very important in this area. We try to extend the rules of the home into the nursery by encouraging good table manners at snack; sharing when playing together; use of polite language; not hitting or shouting at other children. If a problem should arise we will ask parents for their support in resolving the issue.

Parent Meetings

As mentioned previously, staff are always available to meet with you at the beginning and end of each session.

There are also two formal meetings during the school year, usually during October and again in June. Your child's key worker will discuss the progress made during the session, discuss the observations made in the

child's profile and the next steps. For pre-school children, the June meeting will focus on the transition report and the move into P1. This is also a chance for parents to ask questions about the nursery curriculum and next steps planned.

The Wider Community

The nursery is involved in the activities at Tinto Primary as far as is reasonably practicable. The children make good use of the school grounds and gardens.

The children may also be out and about in the village to visit the park or the local shop or into Biggar on the bus to visit the book shop.

The nursery staff also invite members of the community into the nursery to talk to the children about their jobs or to demonstrate a skill. The children thoroughly enjoy these events.

Suggestion, Concerns or Complaints

If you are concerned about any aspect of the nursery then please speak to a member of the nursery staff. We will do our best to resolve it or offer support or guidance.

If this first step is not appropriate then please speak to the Head Teacher, Ms Stark

You also have the option of speaking to the Head of Early Years, South Lanarkshire Council: Morag McDonald 01698 454474.

Alternatively you may contact Social Care and Social work Improvement Scotland on 01698 208150; read the "How to Complain" leaflet displayed by the nursery or visit the website www.scis.com for more information.