

Forth Nursery

Early Learning & Childcare



Nursery Handbook

2023-2024

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***A warm welcome to Forth Nursery Class***



## **Words From the Head Teacher**



Dear Parents, Carers and Friends  
  
Welcome to Forth Nursery! This handbook has been designed to keep parents informed and to give visitors an introduction to our school, staff and children. At Forth, our children are at the heart of everything we do. We have a dedicated, enthusiastic and committed team of staff who strive to provide the very best education to our children in a nurturing environment.   
  
A feeling of warmth, friendliness and mutual respect underpins all we do at Forth. We have high expectations of pupils, in their work and in the way they treat others. Our motto within the nursery is ‘Playing and Learning with Kindness and Respect’ and this is at the essence of what we promote with the children in the playroom, outdoors and wider school.   
  
Parents and carers play a very important part of nursery life and we value our partnership with them. We all share responsibility for the children’s education and we look forward to working closely together to ensure we are meeting the needs of the children in our care. We encourage parents to become involved in all aspects of nursery life, so that, as partners, we can promote high standards of learning, behaviour and attitudes to enable every child to reach their full potential.   
  
Best wishes,  
  
**Mrs Elizabeth Steele**



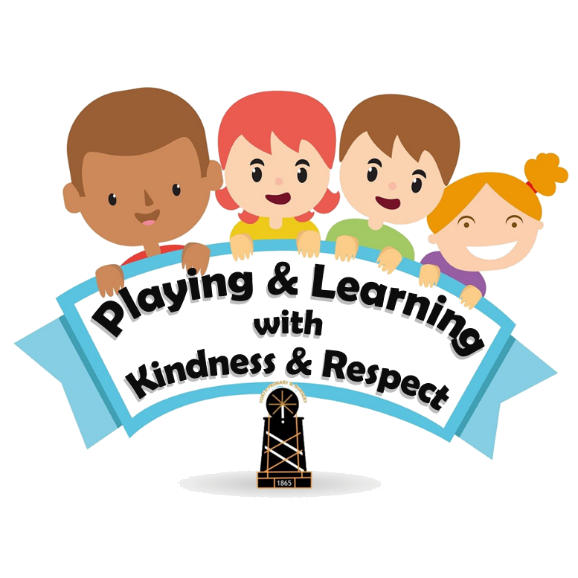
**Vision and Values**

**‘Our vision at Forth Primary School and Nursery is that every member of our Forth Family contributes towards a safe and nurturing learning environment in which everyone is encouraged to be the best version of themselves.’**

**Forth School Values**

**HONESTY AMBITION RESILIENCE KINDNESS**

**Forth Nursery Values**

**KINDNESS AND RESPECT**

Aims for our Forth Family

We strive to:

* help everyone to see their strengths and potential
* have close and meaningful relationships
* expand opportunities and experiences for all
* support and be supported
* encourage parents as partners

**Our Nursery Team**

|  |  |
| --- | --- |
| **Leadership Team** |  |
| **Mrs Elizabeth Steele** | Head Teacher |
| **Mr Fraser Dickson** | Principal Teacher |
| **Nursery Team** |  |
| **Mrs Kirsty Glackin** | Early Years Team Leader |
| **Miss Lianne Murphy** | Early Years Practitioner |
| **Mrs Lynn Wilson** | Early Years Practitioner |
| **Mrs Debbie Whyte** | Early Years Practitioner |
| **Miss Carole Craig** | Early Years Practitioner |
| **Mrs Lorraine Hamilton** | Early Years Practitioner |
| **Miss Eilidh Kettles** | Early Years Practitioner |
| **Miss Katie Garrity** | Early Years Practitioner |
| **Ms Louise Shaw** | Early Years Practitioner |
| **Mrs Jacqueline Dunsmore** | Early Years Support Assistant |

**Address**: Forth Primary School and Nursery

Main Street

Forth

ML11 8AE

**Telephone Number**: (01555) 811205 (Option 3 for Nursery)

**E-mail:** [forthnursery@glow.sch.uk](mailto:forthnursery@glow.sch.uk)

**Website:** <http://forthps.schoolwebsite.scot/home>

**App:** <https://play.google.com/store/apps/details?id=com.appscentral.psa&hl=en_GB&gl=US>

<https://apps.apple.com/gb/app/school-app-for-parents/id1309721219>

**Nursery Information**

**Age Range:** 2 – 5 years

**Status:** Non-denominational, we respect and welcome children, parents and carers of all religions, faiths and beliefs.

**Capacity:** 64 children

**Opening Hours** 9am-3pm **Lunch Served** 11.30am

**Nursery Admissions and Enrolment**

[](http://imgkid.com/children-helping-parents-clipart.shtml)The nursery provides a learning environment for children aged 2-5 years. Parents from any area may apply for their child/children to attend the nursery class. Please feel free to contact us to find out more about our service. Parents can register their children by completing application forms (these are available throughout the year and online) and returning these to the main office. All nursery places are allocated in line with South Lanarkshire Council’s policy for admissions and the outcomes of applications are normally communicated to parents in June along with a start date and time.

Once your child has been allocated a nursery place you and your child will be invited to visit the nursery to meet our team and hear about nursery life. You will be given a copy of our nursery handbook.

**Settling Into Nursery Life**

We are pleased to welcome you to Forth Nursery Class and hope that your time with us will be enjoyable. Starting nursery can be a very emotional time for both of you, but it need not be a stressful experience. Together we will do everything we can to help your child be happy here.

**[](http://www.google.co.uk/url?sa=i&rct=j&q=welcome+parents+clip&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRw&url=http://wes.pendleton.k12.or.us/&ei=HQ_rVOXcK8GBU5qLgLAL&psig=AFQjCNHljMtvAOuvd96qy1XC5uQ0hmBnMQ&ust=1424777368729710)**As a team we usually find that children settle after a few days. However, every child is unique and each child settles differently. Not all children begin on the same day so that staff can spend more time with the children on their first few days. On your child’s first day, staff will be waiting to welcome you and your child into the room. When your child has settled there will be an opportunity for you to chat with the key worker to discuss your child’s care plan and complete some administration forms. Staff will work in partnership with you to agree a settling in programme that meets the needs of both you and your child.

[](http://www.google.co.uk/url?sa=i&rct=j&q=writing+clip&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRw&url=http://www.clipartpanda.com/categories/creative-writing-clip-art&ei=0w7rVMezC4X3UtGohMAN&psig=AFQjCNGMBIvvFxLrwUFxT-hl_yxk2o-PGA&ust=1424777283368714)**Signing In and Out of Nursery**

When you bring your child in the morning/afternoon please inform us of who is collecting your child at the end of the session. If there is any change in arrangements and the named person cannot collect, it is important that you contact us by telephone to inform us of who is collecting your child. We cannot let your child go with anyone without your consent.

**Key Workers**

Each child needs someone with whom he/she is familiar and who knows his/her particular needs. This person is your child’s key worker. Each key worker is responsible for a small group of children.

* Gold Group - Lorraine
* Red Group - Debbie
* Purple Group - Lynn
* Green Group - Carole
* Blue Group - Lyndsey
* Yellow Group – Lianne (Mon & Tues), Eilidh (Wed, Thurs & Fri)
* Orange Group – Katie and Louise
* Silver Group - TBC

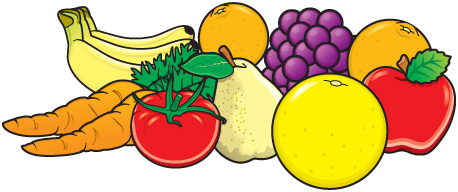
This team member will become a familiar person to enable you and your child to settle into nursery. The key worker will be your first point of contact to discuss your child’s progress and any concerns you may have. However, the Team Leader, Principal Teacher and Head Teacher are always available should you require to speak with them.

**Clothing/Uniform**

The children learn through hands-on experiences at this stage in their development. This means that they will experiment with a variety of materials. Please send your child in clothes suitable for ‘messy play’, even though aprons are provided, it is amazing how far glue and paint can spread. In the busy nursery environment accidents and spillages can happen, please leave a spare set of clothing i.e. trousers, top, pants, and socks in your child's bag. Children have opportunities to play outdoors in all weather therefore we ask that your child is dressed appropriately for the weather conditions e.g. wellies on rainy days. If you wish to purchase a nursery uniform, this is available from A L J Industrial, 18 Bloomgate, Lanark, ML11 9ET however it is not essential that your child wear uniform with the school logo. We aim to keep the cost of the school day as low as possible and given that the children will be involved in messy play we would advise the children wear old clothing or uniform that can be purchased cheaply from supermarkets etc. Please note that it is South Lanarkshire Council’s Policy that no football or rugby colours should be worn.

**Snack Time**

During each session children have a light snack. The staff follow the Scottish Government Guidelines contained in ‘The Nutritional Guidelines for Early Years’ and ‘Setting the Table’. We adhere to local authority policy in providing healthy snacks.

[](http://www.google.co.uk/url?sa=i&rct=j&q=fruits+clip&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRw&url=http://fruits-pictures.drippic.com/fruit-clip-art-10/mastersundaybulletins.com*blog*wp-content*gallery*fruit-clip-art*fruits2.gif/&ei=VRDrVIe5AYbeavHkgvgO&psig=AFQjCNHx8ZFlTz2Az7SR-jGQZ5o1c6YTnA&ust=1424777671986279)

Children will be encouraged to develop good eating skills and table manners. You will be advised if your child is not eating well. All children receive free milk and water is freely available for those who are allergic to, or don’t like milk.

On special occasions or festivals appropriate food is served e.g. at our Burns Supper we have haggis, neeps and tatties and at the Chinese New Year we sample Chinese style food. We celebrate children’s birthdays, but due to current health and safety reasons we ask that birthday cakes are not brought in to nursery.

It is essential that you inform staff of any dietary requirements, food allergies or intolerances so that we can include this information in your child’s care plan.

**Lunch**

Lunch is served in the playroom. A two course lunch with choice of main course is offered to children daily. There are always hot and cold options available. In addition to this, they are also offered salad, bread and vegetable side dishes. Lunch orders will be taken each morning as the children enter the nursery.

For more information on school lunches and South Lanarkshire Council’s 10 promises for healthy active children please visit:

www.southlanarkshire.gov.uk/school\_lunches

**Our Curriculum**

[](http://www.google.co.uk/url?sa=i&rct=j&q=curriculum+for+excellence+clip&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRw&url=http://www.st-angelas-pri.glasgow.sch.uk/&ei=4xDrVJ-MMJfbaraFgtgJ&psig=AFQjCNGuHl51kJ5u4gL9VZaqQ6tQWhrwyg&ust=1424777814055198)Forth Nursery Class follows the guidelines set out by the Scottish Executive and South Lanarkshire Council.

Children have the opportunity to learn, play and explore whilst at nursery. Children access a variety of resources which encourage their creativity, imagination and development. This is known as a free-flow environment. This means children have the freedom to play and choose activities that match their individual interests. It also means they can communicate and interact with all children and adults within the nursery.

**Our curriculum aims to:**

* Develop the whole child
* Celebrate each child’s individuals’ interests, strengths and talents
* Celebrate the unique potential of every child
* Recognise that early childhood is a distinctive and valuable period of learning
* Acknowledge that parents and family are integral to the child’s life
* Provide opportunities for our children to be Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens

**In order to learn about and respond to each child’s individual pattern of learning and development staff:**

* observe children playing and learning
* take part in and talk about children’s experiences
* talk with parents about their insights into their child’s learning and development

**Planning for Effective Learning**

Children learn best when actively involved and consulted on their learning. We plan responsively to take into account children’s interests and establish clear goals for learning that are designed to meet the needs of individual children. We provide a caring, happy and stimulating environment which provides children with good opportunities to access and benefit a wide range of experiences. Each child has an online Learning Journal, which is updated regularly, and parents/carers are encouraged to look at it regularly and share comments. This will be a focus for discussion during parent/child/staff consultations.

**Learning and Teaching**

Our learning and teaching activities are based on the outcomes and experiences in Curriculum for Excellence – which is the national curriculum for children and young people aged 3 – 18. The purpose of Curriculum for Excellence is to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.



South Lanarkshire’s programme for early learning is known as ‘Together We Can and We Will’. This programme uses the experiences and outcomes set by Curriculum for Excellence and sets ‘Learning Goals’ which are used to assess, support and facilitate your child’s learning.

**Assessment and Observations**

The nursery team use a rage of strategies to track your children’s learning and take account of national and local guidance. Your child’s progress will be reported to you via the online learning journals so that you know how well he/she is doing. Assessment within the nursery is continuous i.e. during free play or planned experiences the staff observe, listen and take notes or photographs of each child's progress. Regular meetings of staff occur to discuss children's progress and further experiences are planned to extend or reinforce children's learning as necessary.

**Spiritual, Social, Moral and Cultural Values (religious observance)**

Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance notice should be provided to the school when children will be absent. Appropriate requests will be granted and the pupil noted as an authorised absentee in the register.

**Control of Infection**

We follow strict guidelines issued by Lanarkshire NHS board to control the risk of infection and as such would ask you to keep your child absent from nursery for 48 hours if they have either sickness or diarrhoea.

**Child Protection**

We follow South Lanarkshire Council Child Protection Guidelines and Procedures and as such are duty bound to report any concerns, injuries or if we feel a child is not being looked after properly. All children have the right to feel safe and protected and we teach our children protective behaviour strategies so they know who they can talk to if they are worried about something. Our Child Protection Officer is Mrs Elizabeth Steele.

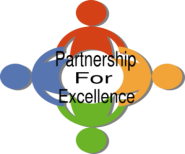
**Absence Procedures**

**[](http://www.google.co.uk/url?sa=i&rct=j&q=telephone+clip&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRw&url=http://bestclipartblog.com/24-telephone-clip-art.html&ei=lRHrVJe4No3taPPggpAF&psig=AFQjCNHLZNnpAudR3O_3arWAqxYk32a-EA&ust=1424777995909460)**In accordance with South Lanarkshire Council Absence Procedures, a member of staff will telephone you if you do not contact the nursery to notify us of your child’s absence and explain the reason for the absence. If we cannot get in touch with you then we will call your emergency contacts. FOR THIS REASON IT IS EXTREMELY IMPORTANT THAT YOU KEEP US UP TO DATE WITH TELEPHONE NUMBERS.

**Home and Nursery Links**

We work in partnership with parents and value the role which parents play in young children’s education. The use of Story Sacks, Book Bug and the Lending Library promote the home/nursery partnership.

It is recognised that parents may wish to consult the nursery regarding some aspects of their child’s nursery experience or welfare. In such circumstances parents should not hesitate to call the school to discuss any concerns or arrange a time to speak to a member of the nursery team. There are also times when the nursery may approach a parent to discuss a matter. There is an opportunity to speak more formally to staff during Consultation Evenings where your child’s Transition Document or Report will be available for discussion.

[](http://www.google.co.uk/url?sa=i&rct=j&q=partnership+clip&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRw&url=http://www.clker.com/clipart-community-in-partnership-.html&ei=rxLrVL6NI4q0UdyuhPgE&psig=AFQjCNEGZicAJGFT2_YMUptLre5ZIrT9Ng&ust=1424778283819371)

Parents’ meetings are held during the year. Parents are also invited to attend events throughout the session, such as ‘Stay and Play’ or ‘PEEP’ sessions. Information is regularly placed onto the Nursery app to keep everyone informed about dates and learning experiences that are taking place in the nursery. Please take a few moments to look at the app each day.

**Car Parking**

We ask parents to put safety first by driving and parking considerately in the vicinity of the nursery. The car park at the front of the building is for staff use only, with the exception of people who have a Disabled Parking badge and bus/taxi transport for children.

**Information in Emergencies**

We make every effort to ensure the nursery remains open during term-time for pupils. However, circumstances may arise which can affect the nursery. We may be affected by, for example, severe weather or power failures. In such cases we shall do all we can to let you know as soon as this happens. We will keep in touch by the app, telephone, text, where appropriate, letters, web news and through local radio stations particularly if there are prolonged periods of severe weather. The Council’s website www.southlanarkshire.gov.uk will be used to let you know if the nursery is closed and when it will re-open. It is important for parents/carers to let us know of any change to your mobile/home telephone number and change of address. If for any reason, you are unsure if the school is open, please contact the school or Education Resources, Operations Service on (01698) 454545.

**General Data Protection Regulation - Data Protection Act 2018 (GDPR)**

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school. For more information please contact the school directly.

**The Parent Council**

As a parent of a child at this nursery you are welcome to join our Parent Council.

The Parent Council’s rights and duties include:

* 1. Supporting the work of the school.
  2. Representing the views and opinions of parents.
  3. Consulting with parents and reporting back to the Parent Forum on matters of interest.
  4. Promoting contact between the school, parents, pupils, providers of nursery education and the wider community.
  5. Fundraising.
  6. Taking part in the selection of senior promoted staff.
  7. Receiving reports from the head teacher and education authority.
  8. Receiving an annual budget for administration, training and other expenses.
  9. Improving home school partnership and facilitating parental involvement.

Members of Parent Councils, on a voluntary basis, may also have an advisory role in decisions on placing requests by parents in respect of those situations where the number of placing requests for a particular school or for a particular stage in a particular school exceeds the number of places available.

**Transition to Primary School**

Children normally transfer following their pre-school nursery year. Parents will be informed of the primary school enrolment procedures in January of the year of school entry. If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request.

Forms are available from the SLC website – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk), schools or by contacting Education Resources, Almada Street, Hamilton, phone **0303 123 1023**. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

**Useful Websites**

The most recent report for the nursery is available through the following website:

* <https://education.gov.scot/reports/>
* [www.careinspectorate.com](http://www.careinspectorate.com)

For information and support for families:

* <https://parentzone.org.uk/home>
* <https://www.parentclub.scot/>
* <https://www.parentingacrossscotland.org/>

For information on term dates and holidays:

* <https://www.southlanarkshire.gov.uk/info/200140/education_and_learning/82/school_holidays>

**Complaints Procedures**

Through the Complaints Procedure, we ensure parent/carers are secure in the knowledge that they can complain to staff or management without victimisation. It also guarantees all complaints are dealt with fairly. If you have a concern or complaint about any aspect of our service, we ask you to liaise with a member of the Nursery Team. Alternatively, please contact Mrs. Elizabeth Steele (Head Teacher) who will investigate and update you within 5 working days, however this is normally sooner.All complaints will be dealt with promptly following SLC guidelines.

The Nursery is part of South Lanarkshire Council’s Education Resources Early Years Service. Therefore if you do not want to approach staff or you are not entirely satisfied with the outcome, you are free to complain to South Lanarkshire Council or The Care Inspectorate. The Council aim to acknowledge complaints within 3 working days and to provide a response within 5 working days however some cases may take up to 20 working days.

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| **Early Years Manager:**  Ms Morag McDonald Early Years Manager South Lanarkshire Headquarters Almada Street HamiltonML3 OAA **Tel: (01698) 454468** | **Executive Director:**Ms Carole McKenzie Council Offices Almada Street Hamilton  ML3 0AA  **Tel: (01698) 454379** |  |

**Care Inspectorate**

You can contact the Care Inspectorate directly and their details are:

|  |  |
| --- | --- |
| **Local Office:**  Princes Gate, Castle Street Hamilton, ML3 6BU  01698 897800 | **Website:** www.careinspectorate.com  **National Enquiry Number:**  0845 600 9527 |
| **Head Office**  Compass House  11 Riverside Drive  DUNDEE  DD1 4NY  **Tel: 0345 600 9527** | **Email:**  enquiries@careinspectorate.gov.scot |