

Robert Smillie Memorial Nursery Class & Skylark ELC



Handbook 2023-2024



Robert Smillie Memorial Nursery Class & Skylark ELC



About us

Robert Smillie Nursery Class & Skylark ELC are both part of the wider Robert Smillie Establishment which includes Robert Smillie Memorial Primary School.

Robert Smillie Nursery Class opened in the new school building in 2010. Skylark joined our RSMP family, opening for 2 year olds in December 2022 and 3 year olds in January 2023.

Both RSMP Nursery Class and Skylark ELC share the same Care Inspectorate Registration. Our staff team work together across both establishments. We have a shared Head and Depute Head who over see the full primary, nursery & ELC establishments aswell as a Depute Head of Centre who has a sole nursery/ELC remit.

We have the joy and privilege of serving families in the Strutherhill community of Larkhall. A strong, diverse, and vibrant community. We are committed to ensuring we do the very best, every day for our children, their families and the wider community.

We are proud to work in partnership with the following agencies and groups:

- Health Visitor Team
- Barnardo's Family Support Team
- Larkhall Community Growers
- Larkhall Library
- Men's Shed
- South Lanarkshire Active Schools Sports Coaches
- Educational Psychology Team
- Hamilton Specialist Support Services
- NHS Speech & Language Service
- NHS Occupational Therapy Service
- South Lanarkshire Visual Impairment Service
- South Lanarkshire Social Work & Family Support Services
- Colleges & Universities across West & Central Scotland supporting students on placements
- Larkhall Baptist Church
- Community Links South Lanarkshire
- Money Matters Advice Service

Our Vision
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Robert Smillie Memorial Nursery Class & Skylark ELC

Establishment Information

Establishment name: Robert Smillie Memorial Nursery Class

Address: Glen Avenue

Larkhall

ML9 1JN

Telephone number: 01698 882636

Capacity of class: 40 Children

Age range: 3 – 5 years

Denominational status: Non-denominational

Nursery Hours : 8.45AM – 2.45PM (Term Time)

Staffing

Head Teacher: Mr Roland Peck

Depute Head Teacher: Miss Fiona McPherson

Nursery Team Leader: Miss Louise Finnie (Acting)

Early Years Practitioner: Miss Louise Finnie

Early Years Practitioner: Miss Alex McMahon

Early Years Practitioner: Miss Carla Donnelly

Early Years Practitioner: Mrs Lyndsey Young

Early Years Practitioner: Miss Ashleigh Docherty

Early Years Support Assistant: Mrs Samantha Hardy



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Robert Smillie Memorial Nursery Class & Skylark ELC

Establishment Information

Establishment name: Skylark ELC

Address: Glen Avenue
Larkhall
ML9 1JN

Telephone number: 01698 88

Capacity of class: Forty-Eight 3-5 year olds, Fifteen 2 year olds

Age range: 2-5 years

Denominational status: Non-denominational

Nursery Hours : 8AM - 6PM 52 Weeks

Morning Session : 8AM - 12.35PM

Afternoon Session : 1PM - 5.35PM

Staffing

Head of Establishment: Mr Roland Peck

Depute Head of Establishment: Miss Fiona McPherson

Depute Head of Centre: Mrs Louise Wallace

Office Support Staff: Mrs Julie Moore

Early Years Practitioner: Miss Danielle Campbell

Early Years Practitioner: Mrs Hannah Hunter

Early Years Practitioner: Miss April Sommerville

Early Years Practitioner: Mrs Michelle McLaren

Early Years Practitioner: Miss Laura Cunningham

Early Years Practitioner: Miss Nicole Cartwright

Early Years Practitioner: Miss Mhari Gibson

Early Years Practitioner: Miss Emma Duffin

Early Years Practitioner: Miss Taylor Coburn

Early Years Practitioner: Mrs Julia Murphy

Early Years Practitioner: Miss Natalie Wardropper

Early Years Support Assistant: Miss Jazmin Ellis

Early Years Support Assistant: Vacancy



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Robert Smillie Memorial Nursery Class & Skylark ELC



Mr Roland Peck
Head of Establishment



Miss Fiona McPherson
Depute Head Establishment



Mrs Louise Wallace
Depute Head of Centre



Vacancy
Team Leader

Miss Alex McMahon
Early Years Practitioner



Miss Ashleigh Docherty
Early Years Practitioner



Miss Louise Finnie
Early Years Practitioner



Miss Carla Donnelly
Early Years Practitioner



Mrs Lyndsey Young
Early Years Practitioner

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Robert Smillie Memorial Nursery Class & Skylark ELC



Mrs Michelle McLaren
Early Years Practitioner



Miss Natalie Wardropper
Early Years Practitioner



Ms Mhari Gibson
Early Years Practitioner



Miss Emma Duffin
Early Years Practitioner



Mrs Hannah Hunter
Early Years Practitioner



Miss Taylor Coburn
Early Years Practitioner



Miss Nicole Cartwright
Early Years Practitioner



Miss Danielle Campbell
Early Years Practitioner



Miss April Somerville
Early Years Practitioner

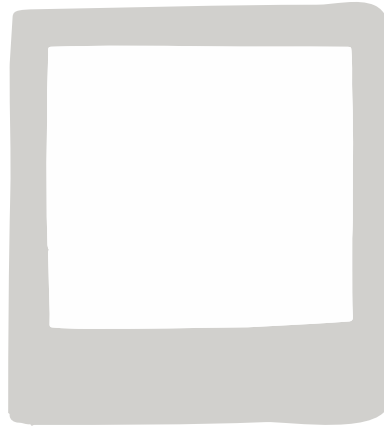
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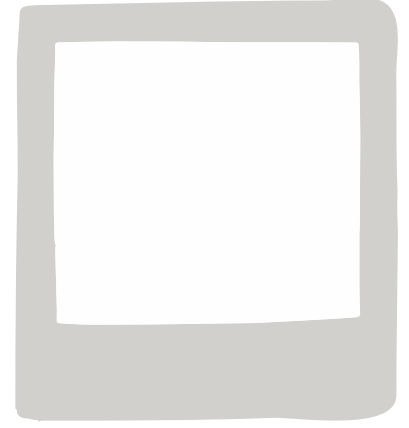
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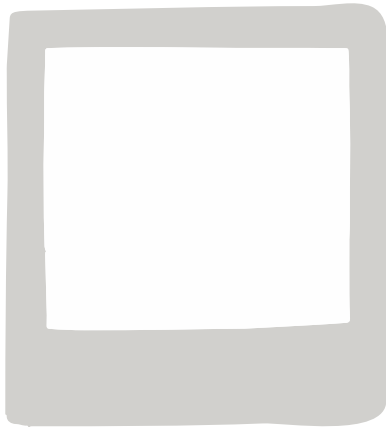
Mrs Julie Moore
Skylark Office



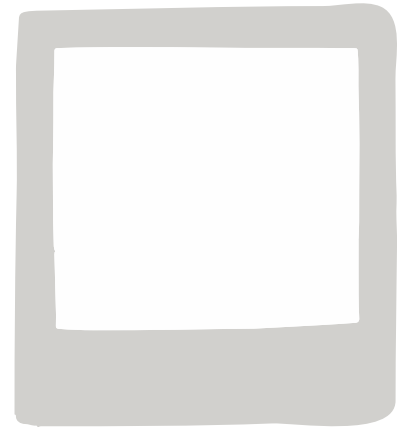
Miss Laura Cunningham
Early Years Practitioner



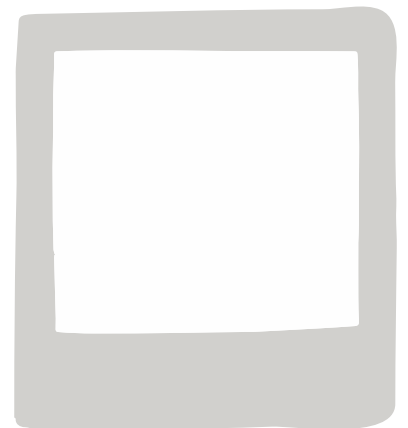
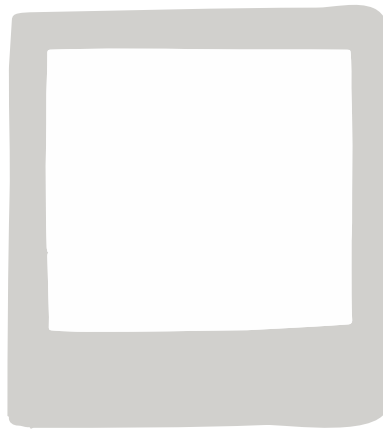
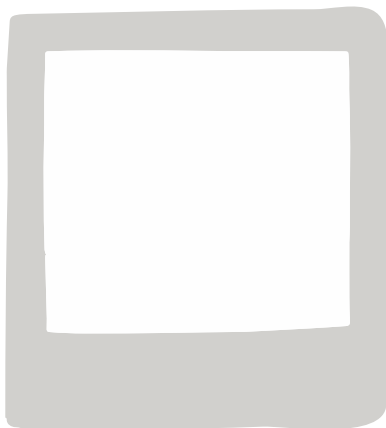
Mrs Julia Murphy
Early Years Practitioner



Miss Jazmin Ellis
Early Years Support Assistant



Mrs Samantha Hardy
Early Years Support Assistant



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Robert Smillie Memorial Nursery Class & Skylark ELC



Our Vision

Our work at Robert Smillie Memorial Primary School, Nursery Class & Skylark ELC is grounded in a shared vision statement of 'Together we learn, we grow'. We are a learning community who puts children first and who promote our core values that impact positively on our nursery, school and wider community.

VALUES

Throughout our work and play the nursery values mirror those in school:

Friendship, Respect, Positive, Achieving, Learning

Robert Smillie Memorial Nursery & Skylark ELC Aims:

- To provide a safe, happy, caring, stimulating and secure environment for our children where everyone feels valued, included and respected.
- To engage our children in the highest quality learning experiences indoors and outdoors
- To create a nursery which feels like home and provide an extended family environment
 - To develop and foster leadership at all levels
- To work in partnership with other agencies and our communities to promote the welfare of our children
 - To work together with parents as partners to improve learning and care
 - To continually reflect on our work and fulfill our learning potential
- To value and empower our children and staff by recognising and celebrating successes and achievements
 - To promote wellbeing and respect
 - To develop a culture of ambition and achievement
- To equip our children with skills for learning, life and work



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Learning Journals

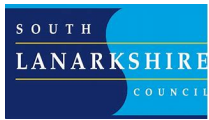
At Robert Smillie Memorial Nursery & Skylark ELC we use Learning Journals to record, track and share learning across the nursery and at home. The learning journals are a crucial link between nursery and home and it is important that together we value this link. Photographs of your child's learning experiences are shared from nursery and parents/carers can share photos from home.

Nursery staff will engage with any posts from home and we ask that parents engage with posts from nursery. We also communicate important messages, diary dates, reminders and newsletter via the app. It is essential that all parents access it.

**Please download the Learningjournal app or type in
www.robertsmilliememorial.yourlearningjournals.co.uk in your browser.**

Type in your username (it is case sensitive and will be emailed to you) then make up a password.

If you have any difficulties please ask any member of nursery staff who would be delighted to help you.



Child Protection Procedure

The care and welfare of the children is of the utmost importance to staff in Robert Smillie Memorial 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 Mr Roland Peck (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.

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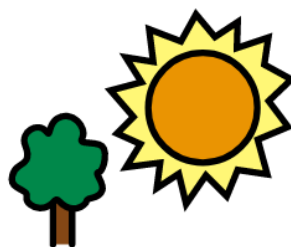
Robert Smillie Memorial Nursery Class & Skylark ELC

Pace of the day at Robert Smillie Memorial Nursery Class

- We welcome our children with a smile at 8.45am every morning at the main nursery door.
- Children independently hang up their bag and jacket
- Our morning snack is offered as part of our free flow set up - children can eat when they feel hungry. Our morning snack cafe is open from 8.45am until 10.15am.
- Children can plan their day according to their own interests and wishes.
- Our outdoor area is open all day, every day, whatever the weather!
- Our lunch time is set at 11.30am. We are part of the primary school and share the lunch hall.
- Our afternoon snack cafe offers fruit & veg snacks throughout the afternoon, the snack area is free flow and children can have fruit when they are hungry.
- Our children are offered a range of opportunities outwith the nursery every week we join with our friends in Skylark for these activities. We enjoy visiting the library on a Wednesday, sports coaching on a Thursday afternoon and Woodland Adventures on a Friday
- Doors open for children to be collected at 2.40pm, the latest time that children can be collected is 2.45pm. Children are collected from the doors within our nursery garden.

Pace of the day at Skylark ELC

- At Skylark, we offer morning, afternoon or whole day sessions. Morning sessions are from 8am - 12.35pm , Afternoon sessions are from 1pm - 5.35pm. Some children have full day sessions from 8am - 5.35pm. Whenever your child arrives, they are welcomed with a smile.
- Children are encouraged to independently hang up their jacket/bag on their pegs which are located in the corridor before going into the playroom.
- We offer early birds breakfast every morning. Dinky diner lunch is at 11.45am (2-3 room). Skylark Bistro serves lunch at 12pm (3-5 room). High tea is offered later in the afternoon for all children (around 4.30). Afternoon session ends at 5.35pm
- Our children are offered a range of opportunities outwith the nursery every week, we join with RSMP Nursery Class for these activities. We enjoy visiting the library on a Wednesday, sports coaching on a Thursday afternoon and Woodland Adventures on a Friday



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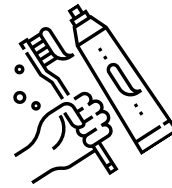
Clothing

Our nursery uniform consists of a navy sweatshirt and a yellow polo shirt. 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.

Toys



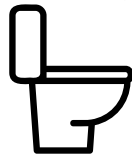
We ask that children do not bring their own toys into nursery, as we can not be liable for lost or damaged items.



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.

Toileting



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.

Collection of children

Should, for any reason, someone different be collecting your child, please notify nursery staff. 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. No-one under the age of 16 is permitted to drop off or collect a child from nursery



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Medical and Health Care Medications



If your child requires medication during his/her time at nursery you should discuss their requirements with a member of nursery staff. 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 nursery staff 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. Please note we require a copy of any Health Care or Asthma Plans provided by NHS Health Professionals.

If your child is ill If your child is unable to attend nursery, please phone to let the nursery staff know before the session begins on the first day of 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.

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 minor grazes, they will receive care and comfort from staff. A cold compress will be applied where suitable. Any accidents are written in the accident book, and a copy is shared with parent/carers. Professional medical advice will be sought if required. We always phone home to inform parents/carers of any head injuries.



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.



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Working Together with Parents/Carers



Communication

Please never feel that 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 to any member of nursery staff.

If you have any concerns or complaints about the nursery service, please discuss it with the nursery team leader, DHT Miss McPherson, DHOC Mrs Wallace or HT Mr Peck. 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.

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 may be asked to complete a P.V.G. application form.)



Newsletters

Newsletters are issued monthly on paper and on the learning journal app, they give details of happenings in the nursery along with upcoming events. We hope these provide an informative read and welcome any comments or suggestions on what they should contain.

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



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Excursions



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.

When your child enrolls in nursery you will be asked to sign a consent form which covers outings within the local community. Our children often enjoy exploring within the local community, these outings include going to the local shop, library and walks. We ask for you to ensure the local community outing consent form is signed at the time of enrolment to allow your child to enjoy these

Regular Outings

Our children enjoy going out and about each week within the community. Weekly outings include visiting the library, sessions with sports coaches on the MUGA pitch at the primary school and Woodland Adventures in the Morgan Glen Forest.



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, social interactions, emotions etc. We are able to call upon the services of various experts to obtain information and support for most of the difficulties we 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 communicate with you first.

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.



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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 linked to the 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. Your child's learning is evidenced and tracked through the LearningJournals app. Please take time to look, like and comment on the posts on your child's learning journal. Please also share any learning from home with us.

Together We Can

Together we can is a guidance for early years staff working with our youngest children aged 0-3 years in South Lanarkshire Council. It has been developed in line with the values, purpose and principles of the Curriculum for Excellence.

The document focuses on 5 areas of development:

- health and well being
- emotional spiritual well being
- social development
- physical development, and
- cognitive development.

Together we can recognises the important role parents and carers have in their child's development and aims to build on previous experiences children have either had at home and /or in other pre-school settings through partnership working with early years professionals.

Assessment



Assessment is ongoing; children's progress is assessed, and extra help given where necessary. All children will receive a report during the Nursery year. 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 any time when mutually convenient.

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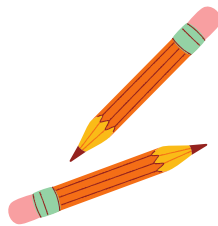


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Admissions Policy and Enrolment Procedures for Nursery

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 May 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.

More information can be found on the South Lanarkshire Council Website



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:

Robert Smillie Memorial Primary School

Glen Avenue

Larkhall

ML9 1JN

01698 882636

Machanhill Primary 01698 882208

Craigbank Primary 01698 882513

Dalserf Primary 01698 882680

Hareleeshill Primary 01698 883155

St.Mary's Primary 01698 88112

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Useful Addresses:

Executive Director Early Years Services
Education Resources
South Lanarkshire Council
Council Offices
Almada Street
HAMILTON
ML3 0AE
TEL: 01698 454545

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.

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