



Welcome to Bankhead Primary Nursery Class



Parent Handbook 2021/2022

Bankhead Nursery Class
Bankhead Primary School
Bankhead Road
Rutherglen
Glasgow
G73 2BQ (Tel. 0141 647 6513)





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At Bankhead Nursery Class:



Our school and nursery vision

- To work and learn in partnership to ensure that all our children are safe, included and reaching their potential.

Motto – Bankhead Will Soar

Values – Success, Opportunity, Active, Respect

Aims

- To create a happy, caring and co-operative school community.
- To learn a range of lifelong skills both indoors and out.
- To ensure all pupils rights are met by being nurtured, safe, active, healthy, achieving, included,
- respected and responsible.
- To provide opportunities for pupils to become successful learners, confident individuals,
- responsible citizens and effective contributors.
- To develop creative, curious and inquiring minds.

Bankhead Primary Nursery Class

History

The nursery opened in May 1997 with 12 children on the register. Since then the number of children attending the nursery has greatly increased and we are now able to take up to 48 children throughout the day. The nursery were delighted to open our new nursery doors in April 2015!



Bankhead Nursery Class Staff

A very warm welcome to our children and their families from our Nursery Team.



Mr Hamill
Head Teacher



Mrs Yardley
Depute Head
Teacher



Miss Boyd
Acting Depute Head
Teacher (responsibility of
the nursery)



Mrs McGregor
Acting Principal
Teacher/Nursery Teacher



Mrs Chadwick
Nursery Teacher
(Wednesday)



Miss Murray
Nursery Team
Leader



Mrs Burns
Early Years
Worker



Mrs Ballantyne
Early Years
Worker



Mrs Strickland
Early Years
Worker



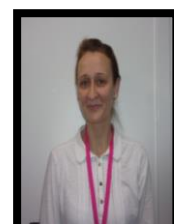
Miss Shaw
Early Years
Worker



Miss Hanna
Early Years
Worker



Mrs Trench
Early Years
Worker



Izabella Bienkowski
Early Years Support
Worker



Mrs Quinn
Support
Assistant

We often have students from the following courses on placement in the nursery:

- B.ed & PCGE (*trainee teachers*)
 - HNC (*trainee Early Years Workers*)
 - NC (*trainee Early Years Workers*)
- Work Experience pupils from local secondary school

Settling in at Nursery

At Bankhead we recognise that all children have individual needs and some may take longer to settle into the nursery routine than others. With this in mind please note that our settling in programme will be adapted to meet your own child's needs.

Day	Session	What will happen?
	Home Visit	Prior to your child's start date, you will have been contacted by the nursery team leader and offered a home/garden visit. This will last approximately 30 minutes. The team leader will complete your child's enrolment paperwork with you and explain nursery procedures, answering any questions you may have. During this time, your child's keyworker will begin to build a relationship with your child.
1	1 hour	You and your child will be greeted at the nursery entrance by the nursery team leader and your child's keyworker on your allocated time. Your child will be welcomed and taken into nursery by their keyworker. During this time we will ask you to complete your child's care plan with your child's key worker and be asked to return within the hour to collect your child. Please refer to your time on your letter confirming start date.
2	8.50- 11.00	Your child will return for a slightly longer session.
3	8.50 – 12.30	This slightly longer session will provide opportunities for your child to become more familiar with nursery routines. They will also get the opportunity to stay for their lunch on this day.
4	8.50 – 1.30	Your child will return for a slightly longer session.
5	8.50 – 2.50	Your child may now be ready to stay for the full nursery session.



Session Times



8.50am – 2.50pm

Please ensure that your child arrives on time – it is also important that your child is collected on time as staff need to prepare for the following session.

We do appreciate that unforeseen circumstances sometimes arise that prevent you from picking up your child on time, but we would ask that, if possible, you try to contact us to let us know if you are delayed.

We also wish to ensure the safety of your child at all times, and so would request that you inform a member of staff if someone other than you or your named 'collector' is collecting your child.





Parents Sign In
Welcome
Free Play (Outdoors too!)
Free Flow Healthy Snack
Lunch
Toothbrushing
Lunch time activities (different daily)
Free Play (Outdoors too!)
Tidy Up
Quiet time activities (different daily)
Home Time



Security in the Nursery



For security reasons we have a buzzer entry system. Our nursery staff will open the door at the start of each session. Please ensure that the door release button used to exit the building is operated by adults only to ensure the safety of all children.

Clothing for Nursery

The children enjoy participating in messy play activities using paint, glue, sand, water, dough and flour. Children play outside in our nursery play area and participate in active play during the nursery session. Clothing should therefore be suited to all of these activities! Children should wear soft shoes. The child's shoes will be changed on entering the building and their outdoor shoes will be in the cloakroom.

Please make sure that your child wears clothes which are easy to remove when they go to the toilet. We aim to encourage the children to be independent so trousers with elastic waists are ideal. Please try to avoid fussy fastenings which can be unmanageable for the children such as belts, buckles, buttons and dungarees.

If we need to change your child we will ensure that this is as stress free as possible. We will inform you of this when you collect your child at the end of the nursery session. If your child has to be changed into spare nursery clothing please wash and return these as soon as possible. May I remind you that South Lanarkshire Council stipulates that football colours should not be worn to nursery.

Please put your child's name on ALL items of clothing!



Clothing for all Seasons



Outdoor activities are central to your child's learning and development. We offer a period of outdoor play every day. Children are required to have appropriate outdoor clothing including a waterproof jacket and suitable footwear everyday to enable them to participate in outdoor play.



Sunscreen Protection for your Child



Outdoor learning is an important part of Curriculum for Excellence. At Bankhead nursery class we take the children outdoors as much as possible. During the summer months when the weather is warm and sunny we ask that parents ensure their child's skin is properly protected against the sun. Please apply sunscreen protection cream on your child before they come to nursery. On sunny days children should wear a sun hat to protect them from the sun.



Snack and the promotion of healthy eating



We aim to encourage a positive attitude towards healthy eating, and offer the children a selection of fresh fruit or vegetables every day, with a choice of milk or water to drink. Water is available throughout the morning/afternoon for any child who wishes an extra drink, perhaps after a particularly active session in the large play area! Please inform our team if your child has any special dietary needs.

As a Health Promoting Nursery, we have developed a 'Healthy Eating Policy', which is displayed in the nursery foyer.

Nursery staff sit with children while they eat and provide a good role model for healthy eating – at other times, an 'open' snack system will operate whereby children come to snack at a time of their own choosing (this helps to encourage independence). Children will enjoy lunch in the school dining hall between 11.30am – 12.15pm. A copy of the lunch menu can be found on the school app, learning journal and website.





Working with You



In Bankhead Nursery, we have strong links with parents/carers. Parents/carers are encouraged to speak to staff whenever possible; formal meetings can be arranged at any time to discuss your child's needs or concerns you may have. Also you are welcome to come into the nursery to help out. However, we are aware that it is not always possible for parents to spend time in the nursery and you may wish to contribute in other ways. Please ask a member of staff for more details about this.

Please note, that in line with new regulations, all parents/carers working within the nursery will be subject to 'disclosure' checks.

Formal reporting will take place during the year. All records are confidential but are available from Parents/carers on request.

We encourage you to share learning and achievements at home with us by talking about this with staff or uploading via Learning Journals. This is our main form of communication. Here you will see regular updates and photographs of your child's learning, progress and targets. You have the opportunity to communicate back and forth with your child's keyworker through the 'comment' button.



Other forms of communication include:

- Emails - You will receive emails with regular updates, including Monthly Mags, Swags and day to day correspondence.
- School and Nursery app – information uploaded there as and when necessary

As parents/carers we want you to be:

- Welcomed and given an opportunity to be involved in the life of the nursery;
- Fully informed about your child's learning;
- Encouraged to make an active contribution to your child's learning;
- Able to support learning at home;
- Encouraged to express your views and involved in forums and discussions on education related issues.

Some useful links to parent/ carer information are available on our website and relevant information for parents/carers can be found on the Parent/Carer Information Board in the cloakroom.

Very often children are brought to and collected from nursery by a relative or childminder. Please note that the invitation to spend time in the nursery is also extended to them. (Please note that due to safety within the nursery we would ask that young children are left at home if you are spending time in the nursery. Thank-you)

Parent Workshops

Once your child has settled into nursery, you will receive an invitation to attend one of our Parent workshops – this will provide an opportunity to find out more about nursery routines and approaches to teaching and learning within the nursery setting. It will also provide an opportunity to meet other parents and Carers.

Bankhead Nursery will also have a range of parent workshops delivered by external agencies as well as providing home link from work we do in the nursery e.g. Literacy and Numeracy workshops and play packs.



Playroom

Within the playroom the children participate in a range of activities designed to meet their individual needs. These include:

- Snack
- Malleable
- Art
- Investigation Area - STEM
- Numeracy
- Technologies
- Construction
- Outdoor Area
- Writing Area
- Story corner
- Imaginative Area
- Music



In addition to these areas inside our playroom, your child will have free access to many outdoor learning opportunities including our Mud Kitchen. We also have access to a local woodland/forest area, which is a fantastic area and they will have to the opportunity to take part in 'Nurture and Nature'.

Physical Activity

In addition to the weekly visits to the gym hall, MUGA and trim trail, we actively encourage fitness and exercise in the playroom and outdoors.



Our Curriculum

We involve children in every aspect of their learning; planning, assessing and evaluating. By reading information around the nursery and talking to your child about what they have been learning, you too can help them in this process.

The majority of learning and teaching in the early years occurs through play. Our nursery offers children opportunities to play alone, in groups or as a class. Playing with other children develops language and social skills, while encouraging children to share resources and communicate their ideas.

The Curriculum

Our curriculum is based on Curriculum for Excellence experiences and outcomes in the following curricular areas:

- Expressive Arts
- Health & Wellbeing
- Languages
- Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies



Curriculum for Excellence encourages children to become:

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



You can find further information in the link provided.

<https://education.gov.scot/education-scotland/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-building-from-the-statement-appendix-incl-btc1-5/what-is-curriculum-for-excellence>

The opportunities and experiences planned within the nursery are responsive to the individual needs and interests of the children. They encourage children to investigate and explore; to persevere when they encounter difficulties; recognise and celebrate their achievements; develop their own ideas; make links between ideas and develop strategies for doing things.

We have many resources which provide stimulating challenging learning opportunities both indoors and out. We will regularly invite you to come and join us at various times to share in the learning or learn alongside us. Please take up these opportunities if you are able and do let us know of any ideas for activities that you would like to be part of.

Information about what your child is learning can be found in our displays, Parent/Carer Information Board, Monthly Mag and Online Learning Journals.

Additional Support Needs

In Bankhead Nursery we aim for early identification of additional support needs. We involve parents/Carers as soon as possible, giving them strategies for helping the children at home and keep them informed of progress. We have strong links with a range of outside agencies, e.g. Psychological Services and Speech & Language Therapy.

Health and Wellbeing

We use the national Getting it Right for Every Child (GIRFEC) approach by improving and supporting the wellbeing of our children within the nursery. We focus on all health and wellbeing indicators within the nursery. The health and wellbeing indicators are – safe, healthy, active, nurtured, achieving, respected, responsible and included.

Equal Opportunities

At Bankhead Nursery we promote Equal Opportunities for all regardless of gender, race, religion or disability. We foster a positive self-image and self esteem in all our children.



Nursery Policies

We have a range of curricular and non-curricular policies which underpin many aspects of our practice across the nursery setting.

We also have a range of Procedures for Nursery routines which ensure that there is consistency in practice and that Health and Safety imperatives are observed.

Priorities for Session 2021/2022

Each year in nursery we identify and take forward a range of objectives to develop, refine and extend learning and teaching within the nursery setting. The following are some of the priorities for this session:

- We will be continuing to self evaluate our practice using How Good is our Early Learning and Childcare as well as Care Inspectorate Quality Framework.
- We will be promoting the use of STEM within the playroom this session.

All stakeholders are consulted in our self-evaluation process. 'How Good is Our Early Learning and Childcare?' and the Health and Social Care Standards are the main tools used by staff as part of our self-evaluation process. We consult with all stakeholders in our self-evaluation process using a variety of approaches including questionnaires and evaluations. Consultation with our children is an integral part of our practice.

We welcome any comments you may have on how we can improve our service.



Links with Primary School

The transition from nursery to school is an exciting and sometimes emotional time for your child, and we aim to make the transition as 'seamless' as possible. Staff from the school your child is going to attend will be invited to visit the nursery to meet your child and nursery staff will have the opportunity to discuss any appropriate information with them. There will be opportunities for your child to visit their school and you will be informed of any arrangements regarding this. Enrolment takes place in January and relevant information will be displayed in the cloakroom.



Emergency Dismissal

As you will know, there are times when schools/nurseries are forced to have early closures – in the event of a power cut, for example. We will contact you or your emergency contact and ask that you collect your child from nursery as soon as possible.

It is therefore, most important that you let us know of any changes relating to emergency contact information or relevant telephone numbers.



Helpful Hints

Toileting – Children are encouraged to go to the toilet independently and you can help them by establishing a toilet routine at home. They should wear clothing that they can undo themselves, preferably without buttons and belts, know the importance of toilet paper and how to flush the toilet. We always try to ensure that the children wash and dry their hands. If the children are familiar with this routine, the transition to nursery is made much easier.

Clothing – Please ensure that all items of clothing are named. Your child should wear practical clothing. They will be inside, outside, painting, drawing, baking etc. As the children may be outside, they must have an outdoor jacket with them – we would also ask that you provide your child with a pair of ‘wellies’ which can be left in nursery. Gym shoes should be worn at all times within the nursery – all children will be provided with a shoe bag which will be kept on their peg in the cloakroom. Please note that slippers and lace-up footwear are not suitable for some equipment on health and safety grounds. We would also request that a spare change of clothing is kept on your child’s shoe bag in case of accidents. Football colours are not encouraged.

Health and Safety – To avoid accidents in the cloakroom area, we would ask that any bikes or scooters that the children have come to nursery on are taken away by the person who dropped the child off. Our cloakroom has a limited amount of space and so we would appreciate your co-operation in leaving prams outside the door where possible. We would also appreciate your support in encouraging your child not to wear jewellery for health and safety reasons.



Absence Procedures

If your child is absent from the nursery, you must phone the nursery no later than 9.30am, to inform staff your child will not be attending. Your child's safety and well-being are very important to us – please make every effort to let us know if your child is not coming to nursery. In the event that you do not phone, the school office will contact you for confirmation of your child's absence.



COVID – 19

In the event of a school closure related to COVID – 19 please refer to our Recover Handbook.



Bankhead Primary School
Nursery Class

Do you have any concerns?

If you have any concerns regarding your child's Early Years Education, please contact:

Miss Amanda Boyd
Member of the Senior Management Team with responsibility for nursery at:
Bankhead Primary School
Telephone: 0141 647 6967

If you wish to discuss a concern relating to your child, we will provide an opportunity for you to do this with a member of staff – all information given to nursery staff is strictly confidential and will not be discussed outwith a professional situation. We employ a multi-agency approach at Bankhead Nursery and therefore have close links with many other agencies, such as speech and language support.

All staff have been trained on SLC Children Protection Guidelines. If you have any child protection concerns the first contact is Gerry Hamill, Bankhead Primary Head Teacher.

We aim to address any concerns that you raise within 14 days. If, after this period of time, you are not completely satisfied, you may also contact:

Social Care and Social Work Improvement Scotland
Princes Gate
Castle Street
Hamilton
ML3 6BU
Tel. 01698 208150
Fax: 01698 282162

We hope that you have found the information in this booklet useful and informative. We look forward to supporting your child throughout their learning journey in Bankhead Primary Nursery Class.