



Spittal Primary School

# Nursery Class



## Handbook

Session 2018/2019

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# Staffing

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



Mrs O'Kane  
Team Leader



Mrs Houston  
Nursery Teacher



Miss Allan  
Early Years Worker



Mrs Hays  
Early Years Worker



Mrs Frame  
Early Years Worker



Miss Campbell  
Early Years Worker



Miss Cameron  
Early Years Worker



Miss McCready  
Early Years apprentice



Mrs Paterson  
Head Teacher



Miss Thomson  
Acting Principal Teacher



## **Nursery Opening Hours**

The nursery class offers a term time service. This means that we close for school In-Service days and school holidays.

**Nursery Session:            9.00am - 3.00pm (Monday - Friday)**

The nursery session is arranged as flexibly as we can in an effort to meet your needs and to accommodate as many children as possible.

If you are running late in the morning please can you call before 9.30 to enable us to order lunch from the dinning hall.

If you are running late to collect your child from nursery we ask that you phone the nursery prior to 3pm to inform us of this.

## School Holidays & In-service days for 2018-2019

<b>August 2018</b>	
<p>Teachers return on Tuesday 14 August 2018</p> <p>All pupils return on Thursday 16 August 2018 (including P1 pupils attending for full day)</p> <p>In-service day - all schools</p> <p>Tuesday 14 and Wednesday 15 August 2018</p>	
<b>September 2018</b>	
<p>September weekend</p> <p>Friday 21 and Monday 24 September 2018</p> <p>Pupils return on Tuesday 25 September 2018</p>	
<b>October 2018</b>	
<p>October break</p> <p>Monday 15 to Friday 19 October 2018</p> <p>Pupils return on Monday 22 October 2018</p>	
<b>November 2018</b>	
<p>Monday 19 November 2018</p> <p>In-service day - all schools</p>	
<b>December 2018 and January 2019</b>	
<p>Christmas/New Year</p> <p>Schools close at 2.30pm on Friday 21 December 2018</p> <p>Schools re-open on Monday 7 January 2019</p>	
<b>February 2019</b>	
<p>February break</p> <p>Monday 11 and Tuesday 12 February 2019</p> <p>In-service day - all schools</p> <p>Wednesday 13 February 2019</p>	

<b>March/April 2019</b>	
<p>Spring break</p> <p>Schools close at 2.30pm on Friday 29 March 2019*</p> <p>Schools re-open on Monday 15 April 2019</p> <p>Easter</p> <p>Friday 19 April 2019 and Monday 22 April 2019</p>	
<b>May 2019</b>	
<p>May Day</p> <p>Monday 6 May 2019</p> <p>In-service day - all schools</p> <p>Tuesday 7 May 2019</p> <p>Local holiday</p> <p>Friday 24 and Monday 27 May 2019</p>	
<b>June 2019</b>	
<p>Summer break</p> <p>Schools close at 1pm on Friday 28 June 2019</p>	

## **Our Aims and Vision**

At Spittal Nursery Class we aim to offer the highest quality of service.

### **Aims:**

- Provide a stimulating learning environment that is safe, rich, happy, relaxed and interesting where children will have a wonderful time and feel welcome.
- To create experiences which will promote self-esteem and allow children to become independent and confident.
- To offer a well-balanced and appropriately resourced curriculum which will enable each child to celebrate success and reach their fullest potential.
- To establish a close partnership with parents/carers, encouraging them to become partners in their child's learning.
- To establish good relationships and foster caring attitudes where manners and respect for self and others are important.
- Continually monitor, review and develop our service through staff development, consultation with all stakeholders and regular evaluation of resources.

### **Objectives:**

- That opportunities are available for children to explore, investigate, be creative and use their imagination.
- That children, parents/carers and staff are made to feel valued, trusted and that their views and opinions are important.
- That children have access to a suitable resourced curriculum full of experiences and activities suited to their individual needs.

### **Vision:**

Our vision is to provide a happy and safe environment which is stimulating, free from gender stereotyping and reflective of the multicultural society of today. We will promote self-esteem and allow children to become independent and confident whilst offering a Curriculum for Excellence.



## A Typical Session at Spittal Primary Nursery Class



Parents Sign In  
Welcome & Freeplay  
Free Play (Outdoors too!)  
Tidy Up  
Healthy Snack  
Group Time  
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 we have a buzzer entry system. Our nursery staff press 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. Parents should change their child's shoes on entering the building and leave the outdoor shoes in their child's pigeon hole 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 Spittal 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



An important part of the nursery session is snack time. We aim to encourage the children to try a variety of healthy foods and offer a wide range of healthy options. Snack choices change daily. Popular snacks include a variety of fresh fruits, toast, sandwiches, breadsticks, crackers, cheeses and yoghurts. The children drink either milk or water with their snack. The snack choices for each day are displayed outside the nursery playroom on the whiteboard, for your information.

### Allergies/Dietary Requirements



It is important that we are made aware of any special dietary requirements for your child. Please let a member of our nursery team know if your child has any special requirements or food allergies.

We are happy to have a special snack on your child's birthday. Parents/Carers, if they wish, can provide a 'shop bought' cake on the day of their child's birthday. Each child will be given a small piece of cake. Spittal Nursery is a nut-free zone.



## Snack Fund

In line with all nurseries within South Lanarkshire we ask parents for a contribution £2.50 per week for each child (or a suitable donation based on the number of hours your child attends the nursery). The money is used to provide the healthy snack and to provide resources and meaningful experiences for the children. Snack money is collected on a Tuesday and placed into the individual pencil cases provided.



## Illness, Emergency and Medication



If your child is unable to attend nursery please telephone our direct number and leave a message prior to the start of the session.

Please ensure that you keep us informed of any changes to home details e.g. address, mobile phone numbers etc. **It is important that the phone numbers given to us, for emergency use, accept incoming calls.**

Medication should be administered by parents before coming to nursery. Any essential medication which may be required in an emergency e.g. inhaler, allergy medication etc should be brought to nursery and will be stored in the first-aid cabinet. Parents will be asked to complete a medical form detailing its use and will be informed each time it is administered.



For the welfare of all our children we ask that you keep unwell children at home to avoid the spread of illness and infections. In line with NHS guidelines, children who have sickness or diarrhoea should be kept at home for 48 hours after the symptoms disappear.



If your child becomes unwell at nursery we will phone parents or emergency contact immediately. We suggest that if your child has been sent home they should remain there the following day also. The NHS exclusions criteria is listed on our information board but please do not hesitate to contact us if you are unsure.

It is wise to regularly check your child's hair for head lice too. Children may attend nursery once they have been treated. Please inform staff if you have any questions or concerns about this.

### **Policies and Procedures**

If you would like to read about the nursery policies and procedures a folder related to education and health and safety at Spittal Nursery is available in the nursery welcome area.

### **Curriculum for Excellence**

Curriculum for Excellence is about ensuring that we help develop and educate our children to become;

**Successful Learners:** with enthusiasm and motivation for learning.

**Confident Individuals:** with emotional well-being with self-respect and ambition.

**Responsible Citizens:** with respect for others and effective contributors who can communicate and solve problems.

**Effective Contributors:** who can communicate and solve problems.

In the nursery the children learn through play and investigation. A broad and balanced curriculum is provided through a variety of topics and the children's interests.



## **Health Promoting Nursery**

The nursery promotes healthy eating through topics, healthy snack choices, regular physical activities, hand washing and tooth brushing.

## **Care Inspectorate**



The nursery is registered with the Care Inspectorate. We were last inspected in June 2016. A copy of this report is displayed beside the notice board.

## **Collection of Children**

It is important your child is collected from nursery on time. Children become anxious and upset when they are collected later than expected. If you are delayed for any reason please telephone the nursery to advise us. If your child has not been collected by the end of session the following procedures will be carried out.

- Parents/Carers will be contacted.
- If there is no response we will telephone the emergency contact.
- The head teacher will be informed.
- If we have been unable to make contact, the head teacher will contact Rutherglen Social Services Department.



## Suggestions and Complaints

We hope that your child's time at Spittal Primary Nursery Class is one you will recall with happy memories. It is important that we know how you feel about the service you and your family receive and we welcome your views. Please feel free to post any suggestions, ideas or opinions in our suggestion box situated in the nursery welcome area.

Occasionally there may be times when you wish clarification on practice and procedures or may wish to complain. If you have a complaint about any aspect of this service please speak to a member of nursery staff who will strive to resolve your concerns. Alternatively please speak to a member of our senior management team; Miss Thomson, Acting Principal Teacher or Mrs Paterson, Head Teacher. We will endeavour to deal with all complaints promptly.

If you feel that you would like the matter to be investigated further please contact:



South Lanarkshire Council  
Council Offices  
Almada Street  
Hamilton  
Telephone: 08457 406080

or



Care Inspectorate  
Princes Gate  
Castle Street  
Hamilton  
Telephone: 01698 208150

*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*

*Spittal Primary Nursery Class.*

