



David Livingstone Memorial Nursery Handbook 2021



Welcome

Welcome to David Livingstone Memorial Primary School Nursery Class. We are delighted that you have chosen to send your child to our Nursery Class.

Each individual child is very important to us and we aim to provide a safe, secure and happy learning environment.

Our role is one of partnership with you in the most important of all responsibilities – bringing up children, in a caring and nurturing environment that values and develops each young person's natural skills and abilities. This partnership with you will allow us to create a positive nursery class ethos which will allow every child to receive high quality Early Years education.

I hope you find this handbook useful. If you require any further information, please do not hesitate to contact me.

Linda Callender
Head Teacher

CONTENTS



Staff in the Nursery	Page 4
Nursery Address and Phone Number	Page 4
South Lanarkshire Nursery Aims	Page 5
David Livingstone Nursery Vision, Values and Aims	Page 5
Parents' View	Page 6
Our Approach to Learning	Page 6
Structure of the Day	Page 6
Snacks	Page 7
Key Worker System	Page 7
Admissions Policy	Page 7
Opening Times	Page 7
Nursery Roll	Page 8
Starting Nursery	Page 8
Accommodation/Cloakroom	Page 8
Attendance	Page 9
Registration	Page 9
Nursery Security	Page 9
Safety in and outside the Nursery	Page 9
Illness	Page 10
Accidents	Page 10
Child Protection	Page 10
Complaints Procedures	Page 11
Parental Involvement	Page 11
Fundraising	Page 12
Excursions and Visitors	Page 12
Nursery Uniform and Clothing	Page 12
Sun Protection	Page 13
Specialist Support	Page 13
Transfer to school	Page 13

Staff

Head of Establishment / Nursery Manager – Mrs Linda Callender

Depute Head Teacher – Miss Jennifer Lattimer

Early Years Team Leader – Miss Janine Bell

Early Years Practitioner – Miss Caroline Findlay

Early Years Practitioner – Mrs Pauline Caskie

Early Years Practitioner – Mrs Vicki Anderson

Early Years Practitioner – Miss Angela Duffy

Early Years Practitioner – Miss Kelly Graham

Students and other professionals may also be working in the Nursery from time to time.

All staff and workers in the Nursery have been PVG checked by SLC and hold suitable qualifications

Address and Telephone Number / Website

David Livingstone Memorial Primary Nursery Class

Morven Avenue

Blantyre

G72 9JY

Telephone Number – 01698 823680

Fax Number – 01698 712830

Website: www.davidlivingstone-pri.s-lanark.sch.uk



South Lanarkshire Council Nursery Aims

South Lanarkshire Council is committed to developing high quality education for all learners. It aims to provide the highest quality of education by:

- providing a stimulating curriculum to meet the needs of learners
- promoting partnership with pupils, parents, staff and the wider community
- ensuring the quality of education within establishments
- encouraging learners to achieve their maximum potential
- ensuring equality of opportunity
- establishing opportunities for staff development
- encouraging effective teaching and learning
- providing safe and appropriate premises
- promoting access to education as a lifelong process
- maximising the use of resources

Currently the Council provides a range of Early Years Services and works in partnership with the private and voluntary sector. Curriculum for Excellence provides guidance on meeting these aims in Early Years establishments in South Lanarkshire.

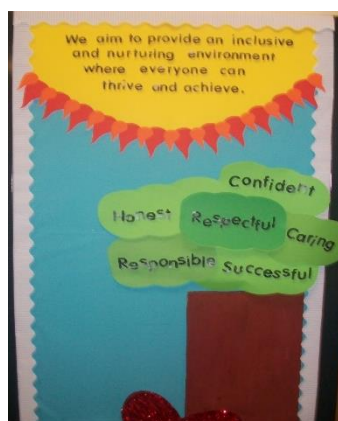
Our Vision

At David Livingstone Memorial Primary School and Nursery Class we aim to provide an inclusive and nurturing environment where everyone can thrive and achieve.

Our Values

We want all our learners to be:

- Respectful
- Responsible
- Caring
- Confident
- Honest
- Successful



Our Aims:

Within our Nursery Class we aim to:

- create a happy and safe learning environment where children are motivated and engaged in their own learning.
- constantly review and improve our practice through working together, to offer the best learning experiences for all children.
- respect and work cooperatively with all those involved in the children's education. This will include listening to the views and opinions of the children, their families, educational agencies and other groups.

Statement of Parents' Views:

We as parents in our children's learning want DLMPs and the Nursery Class to be a happy, safe place where our children are inspired, engaged and willing to take part in their own learning. We believe that in order to learn, our children must feel happy and secure in surroundings that give them a sense of belonging, whilst celebrating achievement and hard work. We wish our children to receive high quality teaching and learning which is challenging and enjoyable but fosters responsibility and respect for themselves, their peers and their community. Our children need to be provided with active learning experiences which motivate them to work independently and cooperatively, learning skills that will take them on their journey through life.

Equal Opportunities

David Livingstone Memorial Primary Nursery Class reflects the Council's equal opportunities policy, being anti-racist, anti-sexist and multi-cultural. The provision takes account of children's individual needs and each child is offered equality of access to opportunities to learn and develop, to meet their potential.

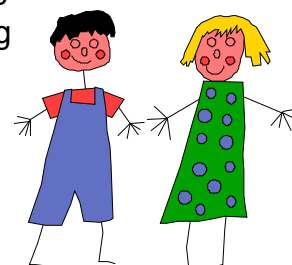
Our Approach to Learning

Individuality is paramount to our approach to learning. We aim to ensure that all children develop their self-esteem, interpersonal and social skills and are given opportunities to reach their full potential.

The Nursery setting is organised to cover all aspects of child development and play. There is a flexible and responsive approach to learning. Staff take time each day to listen to the children, follow their interests and allow children to influence future activities. This allows children the opportunity to develop their confidence and ability to take forward their own learning. Curriculum for Excellence and Together We Can and We Will are the key documents used in the Nursery to further enhance the children's skills and knowledge.

Structure of the Day

- Free choice and structured activities are available for children to choose from the start of each day.
- Staff are responsive to each child's development needs and interests as they arise, using the activities set up in the Nursery to help them in their learning.
- Snack Time is an important time in the Nursery routine for developing social skills.
- Activities and play are planned for outside and inside the Nursery every day.





Snacks and Lunches

We promote healthy eating at all times, and this is reflected in our choice of snacks. Snacks are offered to all children. A varied selection of fresh fruit and vegetables are available as well as fresh milk and water.

The children are encouraged to develop a sense of independence by helping to prepare and choose their own snack. Throughout the year the children are introduced to different cultures and are encouraged to try a variety of foods.

All children are provided with a free school meal each day. Children are able to choose lunch when they come in each morning. Alternatively, children can bring a packed lunch. The nursery lunch menu can be found on South Lanarkshire Council's website.

If your child has an allergy to any food or requires a special diet please let us know.

Key Worker System

Your child will be assigned a 'Key Worker' in the Nursery, who will be responsible for ensuring your child is settling into the daily routines.

An online Learning Journal will be created for each child which will showcase their learning, interests, and achievements within the Nursery. Parents can also add achievements from home which are shared with the children and staff in Nursery.

Staff report to parents formally twice a year at our Nursery Parents' Evening sessions and also in the form of a Nursery report card. Parents can discuss any issues or concerns with members of staff informally at the beginning or end of a session.

Nursery Admissions Policy

We follow South Lanarkshire's guidelines for admissions to the nursery. Priorities for admission are available for you to view by asking at the school office.

Opening Times

The Nursery Class is open Monday to Friday each week during school term time. Holidays and In-service days are the same as those of the school.

All children attend our Nursery between the hours of 9am-3pm as a result of the increase to 1140 hours.

Nursery Roll

We have up to twenty-four children in the Nursery Class. The age range varies from 3 to 5 years.

The Nursery is non-denominational and we welcome children and parents of all religions and faiths.

Starting Nursery

When your child has been allocated a place in the Nursery, you will be informed by letter and will be given a starting date. Shortly after this we will invite you and your child for an informal visit during a Nursery session, when you will meet the staff and be introduced to the Nursery environment.

We operate a system of staggered entry into the Nursery Class with small groups starting over a period of a few weeks. This works effectively, allowing Nursery staff time to spend with the new children as they settle them into the group.

Parents are welcome to stay with children as long as is necessary. Most children settle very quickly into the Nursery Class. However, initially some younger children may benefit from shorter sessions, gradually increasing the time as they become more confident.

Accommodation

The Nursery Class is located in the Infant Department of the school. This provides us with opportunities to work collaboratively with the other staff and children in the Infant classes.

The Nursery has a separate entrance which is near the main entrance to the school. The Nursery has its own outdoor play area which includes a mud kitchen and planting area.

Cloakroom

The Nursery cloakroom is outside the Nursery Class. Each child is allocated a labelled peg and shoe box. They also have a tray labelled with their name. In this tray you will find finished work, newsletters etc. and we would ask that you check it daily.

Please do not allow your child to bring any item of value into the Nursery as the school/nursery cannot be responsible for these. South Lanarkshire Council has no insurance to cover the loss of personal items. Claims would only be met in a case where the authority can be shown to have been negligent.



Attendance

We require parents/guardians to inform the Nursery as soon as possible if your child will be absent or on holiday. If the Nursery has not been made aware of the reason for absence then a Nursery member will contact you for details. This complements our Child Protection procedures to safeguard all children.

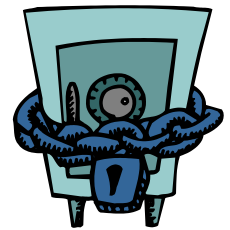
Registration

In the interest of your child's safety, please ensure that he/she is brought to the Nursery and is collected by a responsible adult. This person must be at least sixteen years of age. On arrival this person will sign your child in on the Nursery register. The same procedure will apply when signing your child out.

Please notify the Nursery if your child has to be collected by someone other than a parent or usual pick-up person. Your child will not be permitted to leave with anyone other than the named person unless the Nursery are given specific instructions prior to the collection.

Nursery Security

Our Nursery class has a controlled entrance and buzzer system in operation at all times. A member of staff will be present at the door to welcome you at the start of the day and dismiss your child at the end of the day.



Safety in the Nursery

- There are always at least two members of staff working with the Nursery children at all times.
- Safety issues are considered each day in the layout of equipment for play.
- The Outdoor Area and Playroom are assessed before and during each session.
- Children are taught how to handle equipment safely.
- Where necessary, cupboards have child locks on them.
- Children are familiar with the fire safety regulations and participate in school fire drills.
- A Panic Button links the Nursery to the emergency services and school offices.

Safety outside the Nursery

- When arranging a trip, staff visit the area beforehand to check its suitability and ensure there are no hazards.
- Reliable and safe transport with regulation seatbelts are used.
- Signed consent forms, with relevant medical information and emergency contacts, are taken on any trip.
- A first-aid box is always taken on outings.
- Children are constantly reminded that they must stay close to adults at all times when out with the Nursery Class.

Illness

In the Nursery we follow the advice contained in the document – Infection Prevention and Control in Care Settings (Day Care and Child Minding Settings) (March 2011.) A copy of this is available for reference.

We ask that you provide us with information on any health issues related to your child or any allergies they may have on their enrolment form.

If your child requires medication, details of this should be discussed with a member of staff. A relevant consent form must be completed and updated should there be any change. Medicines should be clearly labelled with your child's name.

Where a child has sickness or diarrhoea they are asked to remain away from Nursery until **48 hours** after this has stopped.

If your child has an infectious disease such as chicken pox or measles, they will not be permitted to attend Nursery until this has cleared up.

A copy of the South Lanarkshire's Illness Exclusion Policy is displayed on the parents' noticeboard. Alternatively, our staff will be happy to advise you on the individual time periods of exclusions.

Accidents

You will be informed of any accident your child has in Nursery at the end of the session or immediately should we feel there is any cause for concern. Details of accidents are noted in the Accident Book.

If your child appears at the Nursery with a bump or bruise, we ask that you inform us about this at the start of the session.

It is essential that we are given names, addresses and telephone numbers of two emergency contacts on the enrolment form. Please keep us updated should any of these details change.

Child Protection

All agencies work in a collaborative way to promote the safety and wellbeing of the children in Lanarkshire. As part of our Duty of Care we have procedures and protocols in place within the Nursery which are designed to ensure all children are kept safe. Where there are any concerns about a child's welfare, these are passed onto the Head Teacher (Child Protection Officer) who will, if necessary, liaise with the relevant agencies to discuss these issues.

Our staff are trained in South Lanarkshire Procedures to be vigilant over Child Protection issues and receive training on the importance of this area on an annual basis.

Complaints Procedure

Should you have a concern/complaint about any aspect of your child's educational experience, please let us know. Complaints will be treated seriously and will be dealt with speedily and sensitively. In most cases complaints will be dealt with immediately, but certainly within 3 working days. Should a complaint require further detailed investigation, the process may take longer.

How to make a formal complaint

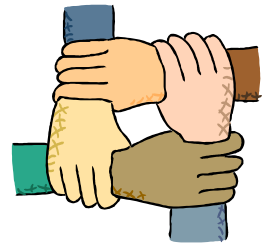
A complaint may be made to our Quality Improvement Officer at South Lanarkshire Headquarters in Hamilton. Complaints may be made in writing, by telephone or in person.

South Lanarkshire Council
Almada Street
Hamilton
ML3 0AE

Phone: 0303 123 1015

Parental Involvement

We recognise that when Nursery staff and parents / carers work together for our children, the Nursery is a better place. This being the case, Nursery staff will look to work closely with you, the parents/carers, at all times to ensure your child's success and happiness.



Parents are kept informed of general Nursery information through regular newsletters and updates via our social media platforms.

Contributions and Fundraising

Fund-raising ventures are organised throughout the year to help finance Nursery trips, visits and other activities. We always welcome any new ideas parents may have for this.

All money collected will be spent throughout the year directly benefiting your children.

Accounts are kept in accordance with South Lanarkshire Council guidelines.

Excursions and Visitors

Throughout the year the children are taken on a variety of outings to reinforce work on the Nursery curriculum. Safe transport is always arranged and parents are given details of excursions well beforehand. We always ask for your written permission, unless the visit is within the immediate environment of the school. On most occasions we ask some or all parents to join us.

We also invite many visitors into the Nursery to help in our work on the curriculum. This includes visits from the people working in the local community e.g. a police officer, health visitor etc.

GENERAL NURSERY INFORMATION

Nursery Uniform and Clothing

Children should always wear comfortable clothing to Nursery. No matter how well covered they are with overalls, they still manage to get paint and glue on their clothes from time to time. In this respect we prefer them to wear play clothes. Polo shirts with the Nursery logo are available from Scotcrest, Hamilton.

Children should have a change of clothing left in the Nursery, in case they have a toileting accident. For safety and hygiene reasons we ask children to change into gym shoes or slippers when they arrive at the Nursery. These should be clearly marked with their name on the inside.

Outdoor clothing is provided by South Lanarkshire Council (jackets, overtrousers and wellington boots).

As with all South Lanarkshire Authority buildings, ***football colours are not to be worn on the premises.***

Sun Protection

All parents and guardians are asked to complete a permission slip at the start of the year to allow staff to apply sun cream to your child in warm weather. Alternatively, you can provide your own brand of sun cream for the staff to apply to your child.

Specialist Support

David Livingstone Memorial Nursery works closely with a number of support services to ensure your child receives additional support if required.

Our collaborative approach to learning involves us working closely with parents who are the prime educators in their child's life.

Below is a list of outside professionals that the Nursery can access if required:

- Specialist Support Teacher
- Public Health Nurse
- Oral Health Nurse
- Speech and Language Therapist
- Occupational Therapist
- Educational Psychologist

Transfer to School

Many children move from our Nursery Class to David Livingstone Memorial Primary School. We are able to arrange informal visits into a Primary 1 class and assemblies, as part of our induction programme. Children will also have formal induction visits to which parents/carers are invited.

Information on your child is passed to your chosen primary school through the standard document for South Lanarkshire – the Transition Record. We will give you more information on this during your child's pre-school year.