

Newmains Family Learning Centre



Services and People First

We pledge education of the highest standard by:

- ✚ Improving learning and teaching
- ✚ Raising achievement and realising potential
- ✚ Encouraging life long learning
- ✚ Working with communities for a better future
- ✚ Listening and learning together
- ✚ Celebrating success
- ✚ Respecting the dignity and value of all
- ✚ Giving pupils and staff a safe, happy and attractive place to work

School Handbook 2015/2016

Dear Parent/Guardian

I am delighted, as Head of Centre of Newmains Family Learning Centre, to join with the staff to welcome you and your child to our nursery.

We hope the information contained in this handbook will be useful to you and help you to understand how your child learns through play in our learning centre.

We are very aware of the responsibility of educating and caring for your child and working together to ensure your child reaches their full potential. We look at your child holistically, taking into consideration their family background, local community, interests and their social and emotional development.

We are very proud of our Nursery and grounds and strive to provide a warm, caring atmosphere in which your child will be happy to respond positively to the opportunities for learning offered through the many wide and varied learning experiences in the nursery and look forward to having fun together.

Yours sincerely

Sandra Ferguson
Acting Head of Centre

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Section One: Establishment Aims

Our Values and Aims

At Newmains Family Learning Centre, we want to ensure all children are given every opportunity to thrive throughout their time with us. We see everyone as a learner for life and we hope that none of you will ever lose the enthusiasm and excitement that learning provides. This is clearly encompassed in our vision for the nursery and its community.

Newmains Family Learning Centre's vision is to ensure that all children are:

- Nurtured
- Educated
- Welcomed
- Motivated
- Achieving
- Inspired
- Non-judgemental
- Successful Individuals

Our values are to ensure that children's rights are at the heart of all we do.

Our aim at Newmains Family Learning Centre is to work in partnership with the education authority, parent/carers and the wider community to deliver a broad, balanced, stimulating and challenging, fun filled curriculum, which will expose our children to learning experiences which will help them become successful learners, confident individuals, effective contributors and responsible citizens.

Section Two: General Information

Names & job titles of our staff members

Below is a list of staff at the nursery and details of our regular opening hours. Details of holidays and training days specific to this year will be available. Please ask the Head of Centre for information about these dates at the beginning of each term.

Head of Centre

Sandra Ferguson

Depute Head of Centre

Karen Gibb

Early Learning Practitioners

Gillian Barr (Job Sharer)

*Gillian Cameron
Shirley Campbell
Kirsty Johnston
Charlene McGilvery
Karen McGowan
Ruth Maxwell (Job Sharer)
Meghan Paterson
Kirsty Pickering (Job Sharer)
Clare Quinn
Emma Jane Robertson (Job Sharer)
Carole Rodger
Julie Thomson (Job Sharer)
Julie Tyrrie*

Clerical Assistants

*Alison Stevenson
Wilhelmina Weir*

Cleaning Staff

*Mary Smart
Nan Wotherspoon*

Janitor

Paul McArthur

Address

Newmains Family Learning Centre
The Annexe
School Road
Newmains
ML2 9BE

Telephone Number

01698 274979

E-mail

newmains@ea.n-lanark.sch.uk

Hours of Opening

The registered opening times are from 8.00 am - 6.00 pm.

Daily Sessions

The core sessions for the majority of children attending are:

8.40 am - 11.50 am	Morning Session
1.00 pm - 4.10 pm	Afternoon Session
8.30 am - 6.00 pm	Full-Time

Should you require flexibility outwith these hours, please contact the Head of Centre.

Length of Year including Details of Holidays (Dates for August 2014 - June 2015)

We operate 52 weeks per year for children aged 0-3 years and term-time for children aged 3-5, unless you have requested holiday provision (*please note if you wish to use this service during the holidays it would be on a chargeable basis*). This does not include public holidays and in service days which are:

August

14 th	Inservice Day
15 th	Inservice Day

September

18 th	Inservice Day
26 th	Public Holiday
29 th	Public Holiday

October

13 th - 17 th	October School Week
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November

17 th	Inservice Day
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December

23 rd - 31 st	Christmas Holidays
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January

1 st - 4 th	New Year Holidays
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February

9 th - 10 th	Mid Term Break
11 th	Inservice Day

April

3 rd - 20 th	Easter Holidays
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May

4 th	Public Holiday
8 th	Inservice Day

June

25 th	End of Term
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22nd Public Holiday
25th Public Holiday

Admissions Policy

All nursery places are allocated in line with the Council's Admissions Policy. The nursery staff will be happy to advise you how this policy operates when you apply for a place for your child. A leaflet detailing the Council's policy is also available from all establishments and on the North Lanarkshire Council Early Years Website.

Any additional hours which you request for your child will be charged at £1.59 per half hour. Parents will be asked to enter into an agreement with NLC Department of Education in order for charges to be processed by NLC Finance.

The Admissions panel will meet in January of each year to allocate places for all eligible children for the year ahead. Children whose birthdays fall between 1st March and 18th August will start nursery in the August of that year. Children whose birthday falls between 19th August and 28th February will start the day after their third birthday.

Admissions for children in the Birth to Three playrooms are allocated through the birth to 3 admissions panel after receiving a request for assistance from another agency. These places are reviewed every 12 weeks in accordance with North Lanarkshire's Admissions Policy.

The admissions panel will consist of all Heads of Early Years Establishments in the catchment area along with representatives of the other agencies involved in supporting children and their families.

Age Range Of Children In The Establishment

6 Weeks - 5 Years

Numbers of Children at each Daily Session and Patterns of Attendance

0-2 years	6
2-3 years	10
3-5 years	48 (attend both morning & afternoon sessions)

Currently we are able to offer AM or PM sessions, split week sessions and full-time places in accordance with NLC Admissions Policy.

Suitable Clothing

Your child will spend his/her time both inside and outside the nursery "playing and learning". He/she will get messy, so please ensure that your child is wearing play clothes and not their best clothes and that his/her footwear is both safe and comfortable. We would also ask that you do not wear football tops on your child when he/she attends their session.

Can you also ensure that you change your child's outdoor shoes into soft indoor shoes before entering the playrooms for health and safety purposes? Please ensure that you put your child's name on all their belongings.

Is there a charge?

You are encouraged to donate £2.00 per week to the nursery "Toy Fund", which will be **greatly** received - this is the nursery's only source of direct income. The "Toy Fund" is used to buy food for snack, baking ingredients.

A record of all monies given to the nursery will be kept for auditing purpose, in line with NLC Financial Management Procedures.

Register of Applicants

A register of all applicants will be kept by the Head of Centre. The information contained in the applications will be considered by the admissions panel to assist in the allocation of places.

Once your application is received it will be recorded in respect of the category which it relates to as per Admissions Policy and entered directly onto the SEEMIS System, thereafter any proof of address and birth certificate will be destroyed.

Please note that the length of time a child's name has been registered will not affect the child's priority for admission.

Parents can ask to see their application form at any time. If circumstances change which affect the application you should speak to the Head of Centre.

Enrolment Procedures

Once you have been offered a place for your child a date will be set to arrange a home visit or nursery enrolment this will enable the nursery staff to meet your child at home, or a pre - arranged date to come into the nursery, to complete the necessary enrolment procedures.

Attendance

Please telephone the nursery if your child is off for any reason. A record of attendance is carefully monitored. The Head of Centre will implement NLC Absence Management Procedures automatically after three days of absence if no contact is made with the establishment. **(See "If your child becomes ill" on page 12).**

There is as you are no doubt aware, a great demand for local authority nursery places, If your child is genuinely ill then he/she should be at home and not in nursery. If however, a place is not being used appropriately and there are frequent absences then the place will be reviewed by the Head of Centre in accordance with NLC absence management procedure for children attending nursery.

Arrival and collection of children

"What should I do when I arrive at nursery?"

In the interest of health & safety the doors of the nursery will not be open before 8.35 am or 12.55 pm.

"What happens when I collect my child?"

The daily session will last 3 hours & 10 minutes (3-5 years) 2 hours & 30 minutes (0-3 years) and we would encourage you to allow your child to make the most of his/her place by staying and enjoying the whole session. Parents/Carers should sign children in/out of the nursery at drop off/pick up times.

"If someone else needs to collect my child, what do I do?"

We understand that you may be held up or plans may change. In such circumstances you should telephone the nursery on 01698 274979 and inform staff of this change, give a description and name of the person who will be collecting your child and ensure this person is aged 16 or over. You may also be asked for a password that only yourself, staff and the person collecting your child will know for additional security.

When leaving the playroom, it is your responsibility to ensure the safety of your child. Please ensure also that you close the playroom door and the main entrance doors.

Excursions and consent forms

When outings or excursions for children are planned, the Head of Centre or a member of staff will advise you in advance. You will be asked to complete consent forms which give your permission for your child's participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/guardian. Parents/guardians who are accompanying the children on any outings will also be asked to complete the necessary forms and your permission has already been granted for visits to the local area.

Emergency Closure Arrangements

The nursery will be opened on the times already outlined, but on some occasions circumstances arise which mean the nursery has to close.

Establishments may be affected by, for example, severe weather, transport problems, power failures or difficulties with fuel supplies. If this happens, we will do all we can to let you know about the details of closure and re-opening. We may keep in touch by telephone, announcements in the press on local radio, and via North Lanarkshire Councils Schools website page.

If in the event that we need to evacuate the building, the children will be escorted to Newmains Primary School, School Road, Newmains. Telephone Number: 01698 274923.

Arrangements will be made for you to collect your child from this location.

Emergency Contacts

Parents whose children are in the nursery are asked to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of an emergency. You are also asked to keep the nursery up-to-date with any changes in this information.

Meals

Most children attend nursery for a half day, therefore, meals are not generally provided. However, some children may attend on a full day basis and in those circumstances we would ask you to bring in a packed lunch for your child - a sandwich, yoghurt, a piece of fruit and a small drink is usually sufficient and can be stored in the fridge until lunchtime.

Snacks and the Promotion of Healthy Eating

There is an expectation that your child will have eaten prior to nursery. Your child will have a small healthy snack, with either milk or water to drink during each session. If there are any dietary requirements please let your child's keyworker know. The £2.00 donation allows us to purchase a varied range of healthy, balanced snacks.

Accommodation for Parents

Within the nursery there is a well-resourced Parents Room which is available for your use during your child's session.

No Smoking Policy

Our nursery centre operates a No Smoking Policy and no smoking is permitted within the grounds.

Behaviour Management

Behaviour management is the responsibility of parents, staff and children alike. A positive approach is encouraged both at home and at nursery if children are to develop into responsible, well-adjusted adults. For example, the rule for 'No running' is positively said as 'Walking feet in nursery.' Children are praised for positive behaviour and other behaviours are managed by staff appropriately according to the individual child's level of understanding and needs. We have a consistent approach to our behaviour management policy which is vital for the children's understanding of what is acceptable and what is not.

Medication

If your child is in need of medication during his/her time at nursery, you should discuss his/her requirements with the Head of Centre or keyworker. Prescribed drugs will be given at the discretion of the Head of Centre and you will need to fill in a form which authorises nursery staff to administer the drugs to your child. The necessary forms can be collected from the main office. Should any prescribed drugs need to be stored in a fridge, then arrangements will be put in place to store them securely in a marked container. Consent forms will be updated and signed by parents on a monthly basis. Un-prescribed medication can be administered after completion of appropriate form.

If your child suffers from asthma, you must tell your child's keyworker if there are any activities or specific circumstances which are likely to bring on an attack.

If your child suffers from epilepsy or diabetes, you must tell your child's keyworker what emergency treatment to give in order for a Health Care Plan to be devised.

If your child becomes ill

If your child is sick or you are unable to bring them to nursery, please inform the nursery, by telephone. Due to the risk of infection if your child has had sickness and/or diarrhoea then he/she must have two full days clear of infection before they return to nursery. If your child has an infection such as measles or chicken pox you must inform the nursery and consult your doctor. Your child must be free from infection before their return to nursery.

What happens if my child has an accident?

If your child has an accident while at nursery they will be treated by a member of staff, this will usually be by our trained First Aider or First Aid Assistant. You will be informed of accidents by your child's key worker and an Accident form will be completed by staff and will be shared with you and your signature will be required. If your child has had a very serious accident an ambulance will be called and the parent or emergency contact will be informed.

If your child comes to nursery with a cut, bruise etc. that happened at home prior to nursery you will be required to record this on an "Accident at Home" sheet which your child's key worker will provide.

Child Protection

Every adult in Scotland has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations.

The Head of Centre is responsible for the nurseries actions in response to Child Protection concerns.

If there are any Child Protection concerns the Head of Centre or the Child Protection Co-ordinator will follow North Lanarkshire Child Protection Procedures and Guidelines.

Child Protection Co-ordinator is:

Getting it Right for Every Child (GIRFEC)

Getting it right for every child (GIRFEC) is a national policy and programme which is now being implemented in Lanarkshire. The Scottish Government introduced GIRFEC as a long term programme; it is relevant to each and every child in Scotland, and reaches across children's and adults' services in the public and voluntary sectors to drive towards achieving better futures for all of our children and young people.

GIRFEC promotes key values in working with children and their families across all agencies and is based on core components which will help bring these values about.

This programme works on a multi-agency approach and ensures that children are at the centre of every decision taken about their safety and welfare. As part of the reporting process, a Health and Wellbeing Assessment will be completed by staff for individual children should this be required for another agency. Children's wellbeing will be reported on under the following headings, which is known as SHANARRI:

- Safe
- Healthy
- Active
- Nurtured
- Achieving
- Responsible
- Respected
- Included

Solihull

All staff are trained in the Solihull Approach. This approach is a practical way of working with families in a multi-agency way that supports relationships and attachments between parents and their children. This training has given staff a deeper understanding of families and their children and what they have to face in their day to day lives. This impacts on our daily practice, interactions and relationships with all children and families in Newmains Family Learning Centre.

P.V.G.

Any parent/carer who wishes to support in any playroom based activities or outings on a regular basis must undertake a full "PVG" check (Protecting Vulnerable Groups Scheme). This helps to ensure that those who have regular contact with children through paid and unpaid work do not have a known history of harmful behaviour.

How can I get involved in the nursery and help my child?

- Join our Parent Group. The purpose of the group is to look at issues such as fundraising, getting involved in the daily routine of the nursery, getting involved in regular nursery outings e.g. to the library, to the local park or to address issues/suggestions which you as a parent may have.
- If you are unable to get involved in this manner, then you may be able to give the nursery your support with fund-raising events or you may have a talent or a hobby e.g. gardening, storytelling or baking which may be of use in the nursery.
- By donating non-perishable snack foods to ensure that your child is offered a healthy snack during their session, i.e. Bananas, grapes, melon, apples, pears, breadsticks etc. from the snack list.
- The most crucial way to help your child is to appreciate and nurture his/her development and learning through talking about what he/she has been doing in nursery.
- By participating on one of our nursery's parental workshops.

Visits to Establishment by Medical Staff

The Community Medical Officer, Child Psychologist or Health Visitor(s) may, with your permission, observe or assess your child whilst at nursery.

Frequently Asked Questions

"I feel my child requires additional support. Who do I speak to?"

Speak to your child's keyworker in the first instance. They can advise support or request for assistance to other agencies that can be put into place.

"Will I be able to discuss my child's progress with anyone?"

Yes, on a daily basis you will have the opportunity for an informal chat with your child's key worker during each of his/her sessions. You will also however be invited to a parental consultation twice a year when you will be able to discuss your Child's development in more detail. If you have any concerns, problems or questions, please do not hesitate to speak to your child's keyworker or to the nursery management team. We operate an open door policy.

The staff and children would love you to take home their profiles which are a record of their time at nursery. Please ask your child's key worker for more details.

"How will I be informed of what is going on?"

You will be provided with a monthly newsletter giving you details of events, holidays etc. Please read the newsletters carefully and keep them in a safe place. We also encourage parents to have their newsletter emailed to them as we are an Eco Nursery so if you have access to a computer please pass on your email address to your child's key worker.

"What should I do if it is my child's birthday?"

It would be nice if you could bring in a cake on your child's birthday. We will have a small celebration for him/her and share the cake amongst his/her friends.

As we are a health promoting nursery we would ask you not to bring in any sweets or juice for the children.

Section Four: The Nursery Curriculum

What is Curriculum for Excellence?

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing an improved, more flexible and enriched curriculum for all children and young people from 3-18. The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. All schools and nurseries in North Lanarkshire are working hard to raise standards so that children and young people will develop all of the skills necessary to continue to be successful when leaving nursery and entering the world of primary education.

Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament - wisdom, justice, compassion and integrity. The purpose of Curriculum for Excellence is encapsulated in the four capacities - to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.

At Newmains Family Learning Centre, we recognise that individual children have varied learning styles and we meet children's individual needs through our nursery planning.

What are the curriculum areas in Curriculum for Excellence?

There are eight curriculum areas:

Expressive Arts	Religious and Moral Education
Health and Well Being	Sciences
Languages (literacy)	Social Studies
Mathematics (numeracy)	Technologies

Importantly, literacy, numeracy and health and wellbeing are given added importance as these skills are so vital in everyday life and are Scotland's three national priorities in education. All staff will have responsibility to teach literacy and numeracy and health and wellbeing.

There are initiatives that the nursery follow to support literacy development in young children and these are 'Kodaly', a music programme that supports children's vocabulary and understanding of rhyme, beat and rhythm and also 'The Three Read Approach' which develops literacy skills such as listening, thinking and talking about their ideas and experiences.

Learning is divided into two phases

The Broad Education (BGE) is from nursery to the end of Secondary School Year 3. Learning is divided into levels.

The levels are as follows:

<u>Level</u>	<u>Stage</u>
Early	the pre-school years and P1 or later for some
First	to the end of P4, but earlier or later for some
Second	to the end of P7, but earlier or later for some

How will my child's learning be assessed?

At Newmains Family Learning Centre, the staff team have embedded the approaches outlined in 'Assessment is for Learning,' such as mind mapping, floor books and listening to children to probe their understanding along with skilful interactions. The nursery staff are highly trained in sustained shared thinking which ensures that staffs interactions with children support the development of their complex thinking and problem solving skills. The observations gathered encourage everyone involved in the children's learning, staff, parents and children, to talk about learning which has taken place and to use this information from assessment as feedback to plan future learning.

What happens in the nursery?

The nursery curriculum is based on the Curriculum for Excellence: Learning at the early level stage.

Within a typical day your child will follow a daily programme. She/he will be involved in learning experiences and opportunities which will promote their all round development and learning.

All children's learning experiences will:

- develop How, Where, When, What children learn.
- be carefully planned for by the staff team.
- be evaluated by children and staff in order that the 'next steps' for learning can be
- clearly identified.

Within our nursery we have developed a programme for recording achievements and identifying next steps for learning. This programme is called "My Learning Journey". Every child will participate in this achievement programme.

We actively encourage parents/visitors to look at and ask questions about our curriculum, planning and group learning stories. Staff appreciate feedback on your child's learning so please add comments to our group learning stories as well as your own child's learning journey profile. You will also find Curriculum displays in and around the nursery playroom and corridors.

There are formal and informal opportunities to meet with your child's keyworker on a daily basis and throughout the year.

Each year the nursery will let you know what is being done to implement Curriculum for Excellence so that you can be confident that your child is receiving a high quality education.

Languages (Literacy)

At Newmains Family Learning Centre, we aim to provide children with an environment rich in literacy, which is planned to ensure that our children become effective communicators and fluent, independent readers who value reading, both as an educational tool and as a leisure activity.

We use a variety of reading resources which are to suit each child's individual learning styles. This is supplemented by a chosen selection of other resources including Big Books and I.C.T and puppets. The children are exposed to a wide variety of children's literature, both fiction and non-fiction.

Children are encouraged to write creatively and effectively in meaningful writing experiences. This ensures a progressive development of skills needed to communicate ideas.

Opportunities in Listening and Talking which are essential for literacy development are provided in many ways, for example, through Purposeful Play, daily discussions about current learning and what is happening in children's lives as well as planned for structured talking and listening experiences.

Children's progress is assessed continuously by all staff and other agencies to ensure that each child is making good progress.

Mathematics (Numeracy)

At Newmains Family Learning Centre, we aim to provide children with an environment rich in literacy, which is planned to ensure that our children are able to make sense and connections in the world around them. It enables children to develop the necessary skills to make informed predictions, interpret, analyse information, simplify and solve problems, assess risk and make informed decisions.

Children use a variety of resources which involve them in actively learning about numeracy. There are three essential aspects of early numeracy, these are, the environment, resources and high quality staff interaction.

Purposeful play, mathematical games, fun, and investigative activities play an important part in helping children to use their knowledge and extend their skills.

Smart boards and iPads are in use at all stages. This allows children to be involved interactively in learning.

We aim to ensure that all children develop positive attitudes towards mathematics since mathematical skills are essential for success in their later life.

Sciences

Our most important goal for science education is to stimulate, nurture and sustain the curiosity, wonder and questioning of children. In early years, we develop ideas through play, investigation, first-hand experiences and discussion. As the children develop they ask searching questions based on their everyday observations and experiences of living things, the environment and the materials, objects and devices they interact with. Children have opportunities to engage in these skills in every curricular area.

Social Studies

It is important for our children to know and understand the place where they live and the heritage of their family and community. Through social studies, children develop their understanding of the world by learning about other people and their values, in different times, places and circumstances, and how their environment has been shaped. With greater understanding, children become more aware of how to influence events by becoming responsible citizens. For example, participating in regular charity events.

Technologies

To participate fully in modern life, children need to be skilled and knowledgeable users of technologies and be ready to embrace further developments in the future. The technologies consider how knowledge can be applied for practical purposes. They provide exciting opportunities to develop children's creativity and the enterprising attitudes. Technologies are developing at an unprecedented rate. Such dramatic change brings risks as well as benefits, and children and young people need to be able to assess the impact of technologies so that they can take action in an informed way.

The nursery is networked and all computers have access to the Internet. A range of software is in use to support all areas of the curriculum. Children have access to a Smart Board and iPads daily.

Expressive Arts

Through the expressive arts, our children have rich opportunities to be creative and imaginative and to experience inspiration and enjoyment. Through their experience of the expressive arts, children are able to express themselves in different ways and be creative, participating in performances and presenting learning to others. We aim to ensure that every child has the opportunity to be part of our Kodaly singing initiative.

Health & Wellbeing

Children need to experience what it feels like to develop, enjoy and live a healthy lifestyle. They also need to learn ways of dealing with the many new and challenging situations to support their emotional wellbeing that they will experience throughout their lives. A healthy lifestyle supports physical, social and emotional wellbeing, and underpins successful learning. In the nursery, children have the opportunity to have a healthy snack and access the outdoor environment on a daily basis. We aim to ensure that every child has the opportunity to be part of our Forest Kindergarten initiative.

Religious & Moral Education

It is the view of the nursery that children should have the opportunity of developing an awareness of our Christian heritage and of spiritual values. As your child plays and learns they are developing an understanding of what is fair and unfair and the importance of caring for, sharing and co-operating with others. They will learn about the importance of celebrating

festivals and customs in other people's lives and learn this through the media of stories, images, music and poems.

What We Do

The nursery staff work in partnership with parents in developing children's learning.

The pre-birth to three document: (Positive Outcomes for Scotland's Children and Families) in conjunction with the Effective Early Development and Learning. "The Critical Period from Birth to Three" documents are used as guidance by the staff to provide high quality care and education for children under three.

The early level experiences and outcomes from a Curriculum for Excellence enables staff to provide an active learning environment which engages children and challenges their thinking.

Assessment

At Newmains Family Learning Centre, the staff team has embedded the approaches outlined in Assessment for Learning, such as mind mapping, floor books and listening to children to probe their understand along with skilful interactions. Staff assesses a broad range of planned learning across the full range of context and settings in which the curriculum is experienced.

The observations gathered, encourage everyone involved in their children's learning (staff, parents and children) to talk about learning which has taken place and to use this information from assessment as feedback to plan future learning.

Children progress at different rates. Some require different levels of support to maximise their progress and achievement.

Each child has his/her own "profile" which is a record of their learning and development whilst at nursery. This evidence is gathered both at nursery and home and celebrates what your child can do. These profiles will provide evidence for making oral and written reports to parents. This information shall be used to form your child's Progress Report and Early Level to Primary Progress Report, which will aid their transition to primary school.

Supporting Children with Additional Needs

Within our early years service, we are able to access the following support services for children who are requiring additional support:

- Pre-5 Support for Learning
- Early Years Psychological Services
- Bilingual Support Services
- Speech & Language Therapy
- Physiotherapists
- Community Learning & Development Home Link Worker
- Occupational Therapist

Working Together to Support Learning

Where additional support is needed, a multi-disciplinary approach will be required to help children to progress. Careful observation and assessment will be carried out to identify particular needs. An ASP (Additional Support Plan) may be initiated at this stage, indicating the range of approaches which will be used to support the child's learning. Thereafter a CSP (Co-ordinated Support Plan) will be opened where appropriate. These plans will be regularly reviewed with parents, staff and other professionals, thus identifying targets and next steps for development in accordance with NLC Support for Learning Policy into Practice 2.

Multi-Agency Development Review Meetings are held every term.

NLC Policy/Equal Opportunities

It is the policy of the nursery not to discriminate against gender, colour, disability or to divide children into boys and girls for any activity or in any place in the nursery. Children will learn this through their everyday play and learning experiences.

The nursery is committed to assessing all policies and practices to ensure there is no negative impact on any group of people.

The Equality and Human Rights Commission's Technical Guidance for Schools in Scotland is the essential guide for the school community to promote equality.

This information can be accessed at:

<http://www.equalityhumanrights.com/news/2013/june/commission-publishes-equality-guidance-for-schools/>

Improvement Plan

The local authority request that education establishments provide an annual plan for improvement. This ensure continuous improvement so we can guarantee the best outcomes for your child. Knowing our strengths and areas for development and improvement enables us to better plan for your child. What we endeavour to achieve in our improvement plan is dependent on effective partnership working with parents. Robust self -evaluation and continuous improvement are integral to ongoing success.

Our proposed priorities are:

- Learners, staff, parents, carers and stakeholders will continue to be involved in a rigorous, systematic self-evaluation process, by establishing the VERP initiative in the centre.
- Learners will be supported in the development of their complex thinking and problem solving skills through staff's quality interactions.
- Learners' early numeracy skills will be developed through the implementation of NLC's numeracy strategy.
- Learners and families will be able to build stronger relationships and deeper understanding of their child's development from a parents committee being re-established and working in partnership through various workshops.

We work from an operational plan to ensure that all of these priorities are embedded in our daily practice. Details of our improvement plan is available in our parent's room.

If you wish to find out more about school improvement and read our Inspection Report you can visit www.educationscotland.gov.uk

Section Five: Parental Partnership

Working Together to Promote Positive Behaviour

Behaviour management is the responsibility of parents, staff and children alike. A positive approach is encouraged both at home and at nursery if children are to develop into responsible, well-adjusted adults. For example, the rule for 'No running' is positively said as 'Walking feet in nursery.' Children are praised for positive behaviour and other behaviours are managed by staff appropriately according to the individual child's level of understanding and needs. We have a consistent approach to our behaviour management policy which is vital for the children's understanding of what is acceptable and what is not.

Parental Involvement

The nursery staff are very aware of the value of sharing the responsibility for the education of our children with their parents. Strong home/nursery links are invaluable in maintaining the good relationships already established between parents and staff.

The nursery staff ensure that they plan and participate in developing their own professional development and are up to date with current knowledge and skills to support parents and their children to learn together through a variety of workshops. For example:

- Growing Together, Learning Forever
- Behaviour management
- Big Chef, Little Chef
- Baby massage
- Baby Weaning
- Forest helpers
- Curriculum workshops
- Stay and play days

We have a Community Learning and Development Worker, Jen Dawson, who assists us in organising these courses and many more.

We annually encourage parents to participate in our Parents' Committee

We are very aware of the need to have good communications between parents and school. Newsletters are sent home monthly to keep parents informed of all aspects of nursery life.

Fundraising

All parents are encouraged to support the nursery during fundraising events. Events normally take place on a term-time basis with all monies being used to pay for extracurricular activities, e.g. parties, outings etc.

Recent successful events include:

- Sponsored Bounce
- Raffle of a Christmas Hamper
- Christmas Toy Sale

If you have any suggestions for fundraising activities/events, please bring them along to the Parents Support Group or put a note in the nursery comments/suggestions box (located throughout the nursery).

Section Six: The Wider Community

The Establishment & The Community

The nursery is well established in the local community, working closely with a number of community based initiatives. Regular activities in the local press, enable the nursery to publicise their work throughout the area.

The local Health Visiting Team deliver a programme on "Managing Children's Behaviour" to parents and carers.

Services Within the Community

The nursery utilises many of the services in the community, including visits to the local library.

The Community Learning and Development Work offer a wide range of adult courses. Details about these courses can be obtained from Wishaw Community Learning and Development on 01698 386886.

Links with Primary Schools

The nursery has links with three associate primary schools - Morningside Primary, Newmains Primary and St Brigid's Primary. We have a very good transition programme, which enables both nursery and primary staff to work closely with your child, thus ensuring continuity and progressions within their learning.

Section Seven: Other Information

Freedom of Information

The Freedom of Information (Scotland) Act 2002 came into force in January 2005. The Act allows anyone to ask for information held by the Council and imposes a time-scale of 20 working days for the Council to respond. To deal with Freedom of Information requests, the Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information and Records Management Officer can be contacted by telephone on 01698 524712.

Data Protection

The processing of your personal information by North Lanarkshire Council is carried out in accordance with the Data Protection Act 1998. The information you give is held securely, treated confidentially and only used for statutory educational purposes or to improve the quality of the service. Under the Data Protection Act 1998 you are entitled to access the information held. In terms of section 7 of the Act such requests should be sent to Freedom of Information and Records Management Officer at Municipal Buildings Kildonan Street Coatbridge ML5 3BT.

Transferring Educational Data about Pupils

Education Authorities and the Scottish Government Education Portfolio (SGEP) exchange data about pupils either on paper or electronically through the ScotXed programme.

The data collected and transferred covers areas such as date of birth, postcode, whether a child is looked after by his/her local authority, additional support needs including disability, attendance and absence from school. Children's names and addresses are collected by the school and the authority but they are not passed to SGEP. The postcode is the only part of the address that is transferred. Data is held securely and no information on individual children can be published by SGEP.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on will help you understand the importance of providing the data.

Why do we Need Your Data?

In order to make the best decisions about how to improve our education service, SGEP and education authorities need accurate, up-to-date data about our children. We are keen to help all our children do well in all aspects of nursery life and achieve better educational outcomes.

Suggestions and Complaints

We are always anxious to maintain and improve our services. If you have any suggestions to make about the service, please contact the Head of Centre in the first instance. Similarly, if you have a complaint about any aspect of the service you should contact the Head of Centre.

If you feel your complaint has not been satisfactorily resolved with the Head of Centre, please contact both the Early Years Education Office and the Care Commission Centre who can be contacted at the following address/on the following number:

Lorraine Fisher
Department of Education
Municipal Buildings
Kildonan Street
Coatbridge
ML5 3BT

Tel: 01236 812279

Care Commission Centre
Care Commission
South West Region
Prince's Gate
60 Castle Street
Hamilton
ML3 6BU

Tel: 01698 208150

Useful Names & Addresses

LEARNING AND LEISURE SERVICES

North Lanarkshire Council
Municipal Buildings
Coatbridge
ML5 3BT
Telephone: 01236 812239

CHIEF EXECUTIVE OFFICE

North Lanarkshire Council
PO Box 14
Civic Centre
Motherwell
Telephone: 01698 302222

EDUCATION PSYCHOLOGICAL SERVICES

St Brendan's Primary School
45 Barons Road
Motherwell
Telephone: 01698 262840

SOCIAL WORK - MOTHERWELL

Scott House
73/77 Merry Street
Motherwell
ML1 1JE
Telephone: 01698 332100

NORTH LANARKSHIRE COUNCILLORS

Mr M Ross
Mr P Kelly
Mrs A Valentine

Based at:

Civic Centre
Motherwell
ML1 1TW
Telephone: 01698 332100

Help and advice on any matter relating to Additional Support Needs are available from:-

ADDITIONAL SUPPORT MANAGERS

Dawn Cunningham
Berryhill Primary School
Hillcrest Ave
Wishaw
ML2 7RS
01698 274656

ENQUIRE

The Scottish Advice Service for additional Support for learning. Operated by Children in Scotland. Enquire offers independent Confidential advice and information on additional Support for learning. Enquire also provide a range of fact sheets.

Telephone: 0845 123 2303

infor@enquire.org.uk

www.enquire.org.uk for parents and practitioners

www.enquire.org.uk/yp for children and young people

RESOLVE

Independent Adjudicator
Telephone: 0131 222 2456

NHS LANARKSHIRE

Motherwell Health Centre
Telephone: 01698 242610

SCOTTISH INDEPENDENT ADVOCACY ALLIANCE

Melrose House
69a George Street
Edinburgh
EH2 2JG
Telephone: 0131 260 5380

REFERENCE TO TRIBUNAL

5TH Floor
Highlander House
58 Waterloo Street
Glasgow
G2 7DA
Helpline: 0845 120 2906
Fax: 0141 305 4185
Email: Inquiries@asntsscotland.gov.uk

Note

Although this information is accurate at time of printing, there could be changes affecting any of the matters dealt with in the document.

