Carstairs Junction
Nursery Class

Handbook for Parents
It is our pleasure to welcome you and your child to Carstairs Junction Primary Nursery Class. Starting nursery can be a very emotional time, for both you and your child, but it need not be a stressful experience. Together we will do everything we can to help your child settle and be happy here. We hope that this handbook will be a useful guide to help your child settle into nursery. If you have any questions, please speak to any member of the nursery staff team.

Our school vision and values are “Respect, Kindness, Caring, Self-Confident” based on a song our children composed and we promote these in an inclusive, supportive, safe, stimulating and motivating environment.

Our aims:
Our curriculum ensures that every child achieves their full potential in an inclusive, supportive, safe, stimulating and motivating environment.

We are committed to providing a high quality service, the main focus being children's learning and development. We will provide well balanced play opportunities which will give the children enriching experiences to enable them to develop strategies for learning.

To achieve this
We will consult with children, parent/carers, educators and the wider community.

We hope through doing this:

- To provide a broad, balanced and challenging curriculum which ensures that the needs of each child is taken into account.
- To enable the young child to be actively involved in their learning.
- To recognise the vital contribution parents, have in their child's learning and development.
- To involve the wider community in the life of the nursery and recognise its place within it.
- To work in partnership with other professionals to support children and families reach their potential
- To make children's learning visible and their voices heard.
- To create an environment in which staff can assist and support children's emotional, social and physical needs.
- To use the expertise of each member of staff to enhance children's learning.
General Information

Head Teacher: Mrs A. Murray
Nursery Teacher: Mrs A. Wilson
Early Years Team Leader: Miss W. Thompson
Early Years Worker: Mrs C. Joyce
Early Years Worker: Mrs F. Hannah
Early Years Worker Modern Apprentice: Miss K. Barr

School Address

Carstairs Junction Nursery Class
Coronation Street
Carstairs Junction
ML11 8QY

Telephone: 01555 870301
E-mail: gw14carstairsjoffice@glow.sch.uk
Nursery Email: gw1nurserycarstairsj@glow.sch.uk

Nursery Hours

Full time children: 9-3

Monday, Tuesday and Wednesday am
Monday and Tuesday 9-3
Wednesday 9-12.15

Wednesday PM, Thursday and Friday
Wednesday 1-4
Thursday and Friday 9-3.10

A member of staff will open the door at 8.45am and 2.45pm
In the interests of safety, please do not leave children at the Nursery before the nursery session begins.

If you could please wait for a member of staff to open the door at the beginning of sessions to allow staff the time to set up and carry out staff meeting. At the end of sessions, we also ask the same unless you require your child to leave the session early as this can distract them from their learning.

Please be sure to let our nursery staff know if your child is to be collected by an adult not known to staff.

In line with South Lanarkshire Council policy, no smoking is allowed within school premises.

**Sweatshirts**

Carstairs Junction Nursery sweatshirts with a nursery logo are on sale at ALJ Lanark. White polo shirts can be worn under the sweatshirts. It would be beneficial for your child to wear more practical trousers such as joggers or leggings.

**Equipment**

All coats, anoraks, shoes, wellingtons etc. should be labelled with your child’s name. Each child will have his/her own peg and bag labelled by name and picture which the children should be encouraged to use.
Soft shoes/slippers must be worn in the nursery every day. Staff can put your child’s name across their gym shoes if you wish.

During ‘messy’ activities such as painting and gluing, aprons are provided. However, we suggest that ‘best’ clothes are not worn to the nursery. Accidents sometimes happen.

No football colours to be worn within the Nursery.

We prefer that toys are not brought to the nursery unless specially requested. They can be easily lost or broken. Children will be encouraged to bring different items to put in the ‘Jeanie’s Peenie box’ as new concepts i.e. colour and shapes are explored throughout the year. This is not only a way to learn about the concepts but also a chance to show and tell their peers about their item.

We discourage the wearing of good jewellery at the nursery. This can be lost during the many activities undertaken each day.
Communication

We have a Nursery section on our school website www.carstairsjunction-pri.s-lanark.sch.uk. Newsletters updates for the school will be put on this as well as a this you will receive a paper copy. We have a closed Facebook Group for Parents/Carers. A weekly nursery update will be put on this as well as pictures of what your child has been getting up to in the nursery. This may include pictures of your child if permission is granted. This is a closed Facebook page which means only people from the school are allowed to join. Please put in a Friends’ Request if you wish to join us. The nursery has its own monthly newsletter which will be sent by email. This will be sent at the start of each month detailing what we have been up to the previous month and a look at the month ahead.

A noticeboard for parents is situated in the nursery cloakroom. Throughout the year, a variety of information will be displayed for parents’ attention.

Letters and reminders will be sent home to keep parents up to date with special events, holidays, In-Service days etc. The white board in the cloak room will keep you informed of events which are happening during the nursery week. Parents’ consultations are held twice a year, usually in October and May. All parents are invited to attend to discuss their child’s progress with nursery staff.
Nursery staff are always available at the beginning and end of each nursery session. If there is anything you wish to discuss, please do not hesitate to speak to one of our staff.

Nursery staff will place a sign in the foyer of the nursery advising parents whether child’s outdoor shoes should be kept on or if they should change into their indoor footwear.

**Excursions/Consent Forms**

Parents are asked to sign consent forms before each outing throughout the year.

Small groups of children may go out with a staff member to make local visits and parents will be notified. Letters will be sent out for larger excursions with details of travel arrangements, payment, special clothing requirements etc. Parent helpers will be required for larger trips and visits.
Parent Helpers

As well as helping on trips and outings, parents are encouraged to help in the nursery. Please let us know if you wish to join the rota. Disclosure Scotland Security Checks are required for all parents who wish to help in schools and nurseries.

Fund-raising and Contributions

We ask for £2.50 a week in line with South Lanarkshire council policy to help cover your child’s snack, baking and new toys. This will be paid through Parent Pay.

When it is your child’s birthday, you may wish to provide a birthday cake so that the children can celebrate this special event in the nursery. A boxed, unopened cake with the best before date displayed.

Throughout the year we will run a variety of special fund-raising activities. Money raised will be used to buy larger items of play equipment or other special materials. The funds will also be used to subsidise the cost of outings and parties.
Settling In

Children will be given a transition day where along with their parents they will play in the Nursery. When children first start the nursery, they will attend in small groups for a short time only, on different days. Parents are invited to stay with the children if they are tearful or unsettled in any way. Usually children would stay in the nursery an hour without their Parent/Guardian. The second day they will stay from 9-11.30. If they have settled well they would then stay for their full days.

School Links

Our nursery is very much part of Carstairs Junction Primary. We have established excellent relationships with school pupils and school staff. Our nursery children have frequent contact with staff and pupils and are included in school events and activities whenever possible. This is a great help in preparing them for going to school.

The nursery children can use the school gym hall. Small groups of children regularly make visits with nursery staff to the school office, the janitor’s room etc. They soon become used to layout of the school.

We have ‘Wheelie Wednesday’ every week when children are invited to bring wheeled toys e.g. bikes, scooters prams etc. The toys are played with in the school MUGA pitch.

Staff and children also regularly visit the woodland area in Carstairs Junction which we refer to as
the ‘Funky Forrest’. These visits happen no matter the weather so appropriate warm clothing is essential. The nursery has waterproof suits and wellies that the children may borrow if required.

We have fostered good relationships with our local schools, especially those which our children will attend.

We make arrangements for school staff to visit the nursery to observe the children at play and to discuss their progress and development needs with nursery staff.

Arrangements are also made for our pre-school children to make a number of visits to their local primary school in the summer term.

Children meet their class teacher, spend some time in the Primary 1 classroom and have a chance to work together with other children who will be joining them in their new P1 class.

**Personal and Social Development**

While in the nursery, we expect children to be polite and show consideration for others. Behaviour which harms other children is not acceptable.

We encourage children to sort out any differences by talking and reasoning and not by hitting back.

There is a strict policy of non-restraint and no physical punishment.
If a child becomes upset at any time, a member of staff will seek to comfort and resolve the situation. Staff will advise you if your child has been upset.

Please let us know if there is anything upsetting your child at nursery so that we can help sort it out.

**Illness**

We must have an Emergency Contact person (other than the parent) in case of illness at nursery. If your child is unwell, please keep him/her at home to avoid spreading infection.

If your child is going to be absent, please contact the school office who will inform nursery staff.

Medication (including inhalers) can be administered by the nursery staff. We have a trained first-aid person within the school who is available to the nursery if required. A medical administration form must be completed.

**Minor Accidents and Upsets**

When a child is upset or has a minor accident in the nursery, staff will comfort the child. The school first aider will be contacted to deal with accidents. Parents will be informed when the child is collected and the incident recorded on an accident form.
Complaints Policy

We hope that you would always find the service we provide to be satisfactory. However, from time to time, there may be points you wish to discuss. We welcome your comments and complaints to help us to improve our services for you. In these instances, we would invite you to follow the procedure below.

In the first instance please contact our nursery staff and arrange an appointment as necessary

If you still feel the issue is unresolved, please contact the Head Teacher, Mrs Murray. Our school telephone number is 01555 870301

If you require further assistance, please contact the Early Years Department at South Lanarkshire Council Offices:

Council Offices,
Almada Street
Hamilton
ML3 0AE
Tel: 01698 454474

It is council policy to try to sort out complaints straight away, but if we can’t we will contact you within five days to let you know what is being done.
Parents can also contact the Social Care and Social Work Improvement Scotland at the following address:

Princes Gate
Castle Street
Hamilton
ML3 6BU
Tel: 01698 208150

*Please note that Social Care and Social Work Improvement Scotland can be contacted at any time.*

**Health and Safety**

The health and safety of everyone in the Nursery is of the utmost importance. Staff follow the procedures and guidelines of South Lanarkshire Council in all matters of Health and Safety.

**Child Protection**

South Lanarkshire Council has a policy on Child Protection which all staff must follow.

**Equal Opportunities**

We actively promote the principles of equal opportunities by treating everyone with dignity, respect and by valuing their different ethnic backgrounds, language, culture and faith.

**Prevention of Infection**

Staff in the Nursery follow the advice given by Lanarkshire Health Board on the Prevention of Infection. Good personal hygiene is the main line of defence in avoiding and preventing the spread of infection. It is essential that
children wash their hands immediately after using the
toilet and before eating.

**Photographs**
We like to record activities and special events in the
Nursery by taking photographs. These are displayed in
and around the nursery for the benefit of the children,
parents and carers. Please advise Nursery staff if you
have any objections to your child’s photographs being
taken and/or displayed at Nursery.

**Information on Emergencies**
We make every effort to ensure the
Nursery is open but on some occasions,
circumstances may arise which can
affect the Nursery. The Nursery may be
affected by severe weather, power
failures or difficulties in the supply of fuel. In such cases
we shall do all we can to let you know if this happens.

We shall keep in touch by using letters, Facebook,
notices in local shops and announcements in the local
press or on local radio. If you are unsure if the Nursery
is open, please contact the school office or Education
Resources, Communications & Information Section,
Almada Street, Hamilton. (Tel 01698 454545)

**Conclusion**
Our nursery is non-denominational.
All children will be encouraged to express themselves in
the ways they know best and to become involved in all
the activities provided.
As parents, you are welcome at the nursery at any time,
to ask questions, discuss activities and to play a part in
your child’s pre-school education.
Nursery Security Regarding Carstairs State Hospital

South Lanarkshire Council has agreed on a formal operating procedure with regard to emergency procedures following an incident at Carstairs State Hospital.

These emergency procedures affect five local schools including Carstairs Junction Primary and the details are listed below.

1. If at any time a patient is unaccounted for at the State Hospital, a warning siren will sound.

2. If the siren sounds during the Nursery day, all staff and pupils will remain in the Nursery building. All doors and windows will be locked. Police Scotland will liaise with the Head Teacher. When the 'all clear' siren is sounded Nursery routine will return to normal.

3. If the 'all clear' siren has not sounded by the end of the Nursery day pupils will be kept in Nursery. Parents will be advised of the situation. Where no general all clear signal is given parents should take children home from school only if advised that it is safe to do so by the Police Scotland.

4. Parents' will be contacted to arrange for safe evacuation of pupils from Nursery. No pupil will be allowed to leave the Nursery without parental or authorised guardian escort. The Nursery must have up-to-date emergency contact numbers for parents and authorised guardians.

5. If an incident occurs at interval time or lunchtime, pupils will immediately be brought in to the school and a register taken. All doors and windows will be locked and any pupils returning to school from home should use the main door for access to the building.

Parents should be aware that when an incident at the State Hospital occurs it may be necessary for pupils to be retained beyond the end of the Nursery day or possibly that the Nursery may be late opening following an overnight incident whereby staff have been prevented from getting to school.
## School holiday Dates Session 2018/2019

<table>
<thead>
<tr>
<th>Break</th>
<th>Teachers In-service</th>
<th>Holiday dates</th>
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<tbody>
<tr>
<td><strong>First Term</strong></td>
<td></td>
<td><strong>Tuesday 14 August 2018</strong></td>
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<tr>
<td>In-service day</td>
<td>Wednesday 15 August 2018</td>
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<tr>
<td>Pupils return</td>
<td></td>
<td><strong>16 August 2018</strong></td>
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<td>September Weekend</td>
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<td><strong>20 September 2018</strong></td>
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<tr>
<td>Close on Re-open</td>
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<td><strong>25 September 2018</strong></td>
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<tr>
<td>October Break</td>
<td>Close on Re-open</td>
<td><strong>Friday 12 October 2018</strong></td>
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<td><strong>22 October 2018</strong></td>
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<tr>
<td>In-service day</td>
<td><strong>Monday 20 September 2018</strong></td>
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<tr>
<td>Christmas</td>
<td>Close on Re-open</td>
<td><strong>Friday 21 December 2018</strong></td>
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<td><strong>7 January 2019</strong></td>
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<td><strong>Second Term</strong></td>
<td></td>
<td><strong>19 November 2018</strong></td>
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<td>February break</td>
<td>Close on Closed on</td>
<td><strong>Friday 8 February 2019</strong></td>
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<td><strong>11 February 2019</strong></td>
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<td><strong>12 February 2019</strong></td>
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<tr>
<td>In-service day</td>
<td><strong>Wednesday 13 February 2019</strong></td>
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<tr>
<td>Spring break/Easter</td>
<td>Close on Re-open</td>
<td><strong>Friday 29 March 2019</strong></td>
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<td><strong>15 April 2019</strong></td>
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<td></td>
<td>Close on Re-open</td>
<td><strong>Thursday 18 April 2019</strong></td>
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<td><strong>23 April 2019</strong></td>
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<tr>
<td><strong>Third Term</strong></td>
<td><strong>Monday 6 May 2019</strong></td>
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<tr>
<td>Local Holiday</td>
<td>Closed</td>
<td><strong>Tuesday 7 May 2019</strong></td>
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<tr>
<td>Local Holiday</td>
<td>Close on Re-open</td>
<td><strong>Thursday 23 May 2019</strong></td>
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<td><strong>Tuesday 28 May 2019</strong></td>
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<tr>
<td>Summer break</td>
<td>Closed</td>
<td><strong>Friday 28 June 2019</strong></td>
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<tr>
<td>Proposed in-service days</td>
<td></td>
<td><em>Proposed date for teachers return (subject to consultation)</em></td>
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</tbody>
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**Notes**

- Good Friday falls on Friday, 19 April 2019
- **Lanark schools will close 6 and 7 June 2019**
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Thursday, 21 December 2018 and Friday 29 March 2019)
- Schools will close at 1pm on the last day of term 3 (Friday 28 June 2019)
  *Two in-service days proposed for August 2019 to be confirmed.*