

Lenzie Meadow Nursery



Handbook 2018-2019



Moss Road

Lenzie

Glasgow

G66 4HW

Telephone:

0141 955 2367



CONTENTS	Page
CONTENTS	2
LETTER FROM THE HEAD TEACHER	3
NURSERY VISION, VALUES AND AIMS	4
NURSERY INFORMATION / NURSERY CLASS HOURS	5
OUR STAFF	6
ADMISSIONS POLICY	7
REGISTERING FOR NURSERY	7
ENROLMENT PROCEDURES	7
ATTENDANCE / ARRIVAL AND COLLECTION	8
SUITABLE CLOTHING	8
UNIFORM	9
INSURANCE	9
EXCURSIONS AND CONSENT FORMS	9
TRANSPORT	10
EMERGENCY CLOSURE ARRANGEMENT	10
EMERGENCY CONTACTS	10
MEALS	10
BIRTHDAYS	11
SNACK AND THE PROMOTION OF HEALTHY EATING	11
NO SMOKING POLICY	11
ACCESS TO THE NURSERY	11
TREAT FUND	11
PHOTOGRAPHS/VIDEOS	12
SCHOOL PHOTOGRAPHER	12
DENTAL INSPECTION AND ORAL HYGIENE	12
PRE-SCHOOL MEDICAL	12
IF YOUR CHILD BECOMES UNWELL	12
MEDICATION	12
IF YOUR CHILD BECOMES UNWELL	12
MINOR ACCIDENTS & UPSETS	13
THE NURSERY CURRICULUM	13
CURRICULUM FOR EXCELLENCE	14-17
HOW WE PROMOTE LEARNING	17
ARRANGEMENTS FOR REPORTING TO PARENTS	18
PROTECTING CHILDREN AND YOUNG PEOPLE	18-19
SUPPORTING CHILDREN	19
PARTNERSHIP WITH PARENTS	20
PARENTAL INVOLVEMENT ACT	20-21
PRIMARY AND NURSERY PARENT COUNCIL	21-22
PARENT TEACHER ASSOCIATION	22
SCHOOL RUNNING COSTS	22
LIAISING WITH AND INVOLVING PARENTS IN THEIR CHILD'S EDUCATION	23
CHANGE IN CIRCUMSTANCES	23
WORKING TOGETHER TO PROMOTE POSITIVE BEHAVIOUR	23-24
CELEBRATING ACHIEVEMENTS	24
NURSERY AND COMMUNITY INFORMATION	24
FUND RAISING	25
THE LOCAL COMMUNITY	25
LINKS WITH LENZIE MEADOW PRIMARY SCHOOL	25
TRANSITION INTO PRIMARY ONE	25
SUGGESTIONS AND CONCERNS	26
USEFUL ADDRESSES	27
SCHOOL HOLIDAY ARRANGEMENTS	28





sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

Lenzie Meadow Nursery

Moss Road

Lenzie

G66 4HW

Nursery Tel: 0141 955 2367

School Tel: 0141 955 2232

Email: nursery@lenziemeadow.e-dunbarton.sch.uk

Dear Parent

Welcome to Lenzie Meadow Nursery. I have every confidence that you and your child will enjoy your experience with us.

Our nursery is of a very high calibre, we have an extensive range of up to date equipment, fantastic accommodation and very large outdoor play areas.

We provide a broad range of learning experiences for your child. Parents are informed about what is happening in the nursery in a variety of ways but mainly through newsletters, posters in the foyer, emails and such information is also uploaded to our website, facebook page and twitter.

I hope you will find this handbook helpful in gaining an insight into what our nursery has to offer you and your child. It does not contain everything so if you would like more information please do not hesitate to contact me.

Yours sincerely

Sheona Allen
Head Teacher



Lenzie Meadow Primary School and Nursery Our Vision, Values and Aims

Vision

To create learners who are happy, self-confident, motivated and responsible individuals who strive to achieve their very best in all pursuits

happy confident motivated responsible

We value:

- Creativity and Individuality
- Respect for all
- Commitment
- Responsibility
- Courage

Ours Aims:

- enable individuals to achieve their full potential, academically and socially
- foster a spirit of independence,
- promote positive attitudes in our school community with an emphasis on respect for oneself and others
- ensure equality of opportunity for all within an inclusive environment
- to develop a sense of caring, trust and honesty in all learners

Our School Charter:

- be kind
- be safe
- be responsible



Nursery Information

Name of Nursery:	Lenzie Meadow Nursery
Address	Moss Road Lenzie G66 4HW
Telephone Number	0141 955 2367
Email	nursery@lenziemeadow.e-dunbarton.sch.uk

In our 3-5 room we are able to accommodate 48 children in the morning and 48 in the afternoon, with priority given to children in their pre school year. In our 2-3 room we can accommodate 10 children in the morning and 10 in the afternoon.

Nursery Hours

We have two funded only sessions daily:

Morning funded session 8.40 am – 11.50 am

If your child attends the morning session please endeavour to have him/her in the nursery by 8.50am and ensure that he/she is collected between 11.40 am and 11.50am.

Afternoon funded Session 12.50 pm – 4.00 pm

If your child attends the afternoon session please endeavour to have him/her in the nursery by 1pm and ensure that he/she is collected between 3.50pm and 4pm.

Extended day places

Morning extended day session 8am – 12noon or 1pm if staying for lunch (please note lunches are charged separately through Cashless Catering – further information on page 10)

Afternoon extended day session 1pm – 5pm or 6pm

Always collect your child on time, as he/she will be waiting for you

In particular we would like to note that staff lunches take place between 11.50am and 12.50pm and, therefore, we would be very grateful if your child could be collected on time as staff are entitled to their full lunch break. Thank you for your support.

Non denominational policy of the nursery

The nursery is non-denominational. We respect and welcome children and parents of all religious, faiths and beliefs.

Our equal opportunities policy

All pre-five services reflect the council's equal opportunities policies. Our provision takes account of the needs of children with special needs, disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to our nursery and in the curriculum of all East Dunbartonshire pre-five establishments.



Our Staff

Head Teacher	Mrs Sheona Allen
Depute Head of Centre	Mrs Lesley Reid
Nursery Teacher	Mrs Kirsty Quinn
Senior Early Years Worker	Mrs Heather Hill
Early Years Workers:	Mrs Sandra MacDonald Ms Fiona Philp Mrs Nicola Paterson Miss Kirsty Monaghan Mrs Sharon Warner Miss Suzanne Hay Miss Lynsey McMillan Miss Eilidh Campbell Miss Debbie Elliott Miss Lesley Irving Miss Jeanna Nisbet Miss Aimee Clark
Early Years Support Worker:	Miss Lynda Winchester
Admin Assistant:	Mrs Avril Zammit

Our staff will always be happy to discuss your child's progress with you and you are very welcome in our nursery. Any worries or concerns should be aired with the Depute Head of Centre or the Head Teacher. Please contact the [nursery office](#) to arrange an appointment.



Admissions Policy

All nursery places are allocated in line with the East Dunbartonshire Council's admissions policy and the Head Teacher 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 available from the nursery and the school office. If you would like a copy, please ask the school office.

An admissions panel will meet at intervals throughout the year to decide how nursery places will be allocated.

The panel will consist of a representative Head Teacher, the Head of Education and representatives of the other agencies involved in supporting children and their families e.g. Social Work Department, Health Board.

Registering for Nursery

Parents applying for a nursery place must register online at www.eastdunbartonshire.gov.uk :-

You will need to upload

- your child's birth certificate
- proof of residency (council tax statement)

The Education Officer will hold a register of all applicants centrally and the admissions panel will consider the information contained in the applications, where necessary, to assist in the allocation of places.

Please note that the length of time a child's name has been on the register will not affect the child's priority for admission. Also, a child with a place in the 2-3 room will not automatically move into the 3-5 room.

Parents can ask to see their application form at any time. If circumstances change which affect the application you should speak to the Depute Head of Centre, who will in turn pass on your information to the Education Officer.

Enrolment Procedures

When you are allocated a place in our nursery you will be informed by letter from East Dunbartonshire Council.

When the nursery receives this information you will be contacted by the Depute Head of Centre who will give you a starting date and details of enrolment and induction procedures.



Attendance

Although there is no statutory attendance procedure in pre-five establishments you are asked to ensure that your child attends nursery regularly. If your child is absent please telephone and let us know the reason for his/her absence. We follow East Dunbartonshire's policy and it is the responsibility of every parent to contact the nursery before 9.30am or 1.30pm and inform the staff why your child is not in attendance. If this does not happen, the nursery office staff will phone the home and emergency contact. If this fails, the Head Teacher will involve the Attendance Officer. These measures are put in place under the Child Protection Policy.

Arrival and Collection of Children

It is expected that a responsible adult will bring your child to and from the nursery. In the interests of your child's safety you should make a point of telling the staff members if he/she is to be collected by someone unknown to them. Please ensure this person knows the password you put on the Enrolment Form. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff. You are required to sign your child in at the front desk and sign out on collection. Children are also given the opportunity to 'sign in' on arrival in the playroom as part of our literacy programme.



Suitable Clothing and Provisions

It is very important that all clothes and footwear are labelled as a number of children have the same or similar items of clothing. Your child should have soft shoes that he/she will wear while in the nursery. Sandshoes or well fitting slippers are acceptable. We would also ask that you provide a pair of welly boots that can stay in the nursery.

Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons but accidents happen so please dress your child in suitable clothes. Also make sure that your child has suitable outdoor clothing in case outdoor play or a trip is planned.

If your child is still in nappies please ensure you provide enough nappies and wipes for the duration of their stay in nursery. Also, if your child is toilet training you must provide several changes of clothing (underwear, socks and trousers) as accidents are still likely to happen.



Uniform

Lenzie Meadow Nursery navy polo shirts and sweatshirts are available to buy from Baru in Kirkintilloch. Uniform is not mandatory, however, does prepare the children for going to school and helps them feel part of the whole school community.



Insurance

Sometimes children like to bring something special or new to nursery for their friends to see, however parents should ensure that valuable items are not left at nursery, particularly as the authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the authority can be shown to have been negligent.

While we support children bringing transitional objects from home to help them feel safe and secure we must make you aware that we cannot be held responsible if any items go missing. We will endeavour to look after all belongings from home to the best of our ability.

Excursions and Consent Forms

There are two types of outing:-

Off Campus – is one in which no form of transport is used and one permission form covers the complete session.

Extra Curricular Activity – is one in which some form of transport will be used and an individual permission form will be required.

When outings or excursions for children are planned, the Head Teacher or a member of staff will advise you in advance. Usually this is done through newsletters, individual letters or notices displayed in the nursery. You will be asked to complete consent forms, which give your permission for your child's participation if appropriate. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/guardian.



Transport

Transport is not normally provided for children attending pre-five establishments. The Council may, however, provide transport to and from nursery for children with special needs who may require to travel some distance to take up their placement. Generally parents are expected to make their own travel arrangements.

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 have procedures in place for this eventuality.

We will keep in touch by GroupCall email, telephone, twitter as well as notices in the press and on local radio.

Please ensure that the **nursery** have been informed of any **change in home telephone number, main email contact and/or address.**

Emergency Contacts

Parents whose children are in the nursery are asked to provide the school with the names, addresses and telephone numbers of two contacts (who live close to the school) for use in case of an emergency. This should be other than the parents of the child.

You are also asked to keep the **nursery** up-to-date with any changes in this information.

Meals

Meals are provided for extended day children who are staying for lunch. A lunch menu is displayed in the foyer along with an order form for you to place your child's order for the day. Packed lunches cannot be accepted as we do not have storage space.

Information may be obtained from the Head Teacher or from Education offices. Please note that lunches are paid for separately through our Cashless Catering system. You will be given a code when your child has started nursery to allow you to log-in online and manage your account. Please ask at the nursery office if you think you may be entitled to free lunches.



Birthdays

Parents are invited to bring in a 'shop bought' birthday cake on their child's birthday so that we can celebrate with your child. The cake will then be cut and a slice given home with each child. Please remind a member of staff of your child's birthday.

Snack and the Promotion of Healthy Eating

Your child will be provided with a daily snack. We also try to make our baking products as healthy as possible.

It is our aim to promote healthy eating by encouraging children to eat healthy foods rather than sweets.

However, when there is a celebration i.e. Christmas party, graduation etc. there may be a departure from the normal snack.

If your child has any allergies or requires a special diet please inform the Depute Head of Centre of this when completing the enrolment forms and remind her on your child's **first day** at nursery.



No Smoking Policy

Smoking is not permitted in the nursery or in the surrounding environment. Smoking is only permitted outside of the school grounds.

Access to the Nursery

The nursery has its own separate entrance so does not require to be accessed via the school.

There is a nursery drop off zone in the school car park that you are permitted to use for a maximum of 10 minutes. However, parking is limited, so if you come to nursery by car and there is no space in the drop off zone it is suggested that you park safely and at a suitable distance from the school thus avoiding congestion. Idling of car engines is not permitted in and around the school grounds.

Treat Fund

You are invited to contribute 40p per day to our Treat Fund. This is a voluntary contribution and can be paid on a weekly, monthly or termly basis. This will be used to buy snacks, baking items, Graduation and Christmas presents for the children, treats etc. The treat fund is our main source of income, and is also used to pay for outings, parties, groceries etc. Please hand in your contributions to the nursery office.



Photographs/Videos

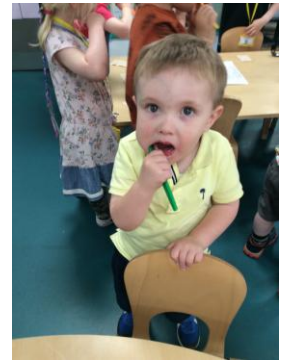
Photographic and/or video recordings are made for educational purposes. A new procedure has been put in place by East Dunbartonshire Council which means that every parent will be asked to complete permission forms for internal and external photographs (including use of photos on our website and facebook page). The nursery office will analyse the returns and provide nursery staff with a reference sheet. Hopefully all parents will agree to the internal use of photographs & school website.

School Photographer

Parents will be informed when a school photographer will be in the nursery. The photographer will visit at least once per year or take group and/or individual photos.

Dental Inspection and Oral Hygiene

Dental inspections may be available during the course of the session. Parents will be informed of the dates of these inspections in advance. All children take part in daily tooth brushing after snack. If you do not wish your child to participate please notify the nursery office. I am sure you will agree that this is a valuable activity within the nursery.



Pre-School Medical

Families are normally contacted by their health visitor or GP to arrange a pre-school year medical.

Medication

If your child is in need of medication during his/her time at nursery you should discuss his/her requirements with the Depute Head of Centre and/or Senior Early Years Worker. **Prescribed** drugs will be given at the discretion of the Head Teacher and you will be required to fill in a form. Your request is passed to the Depute Head of Centre who, after deliberation, will inform you if permission is granted. These forms are available from the nursery office.

If your child suffers from asthma you must tell the Depute Head of Centre and the nursery staff if there are any activities or specific circumstances, which are likely to bring on an attack. If your child suffers from e.g. epileptic seizures, diabetes, severe allergies you must tell the Head Teacher and nursery staff what emergency procedures are to be followed.



If Your Child Becomes Unwell

Our nursery staff require that you telephone them if your child is not able to attend nursery on a particular day.

If your child becomes ill while at nursery, contact will be made with you or your emergency contact. If we cannot make contact with anyone, a member of staff will look after your child until the end of the session.

We will obtain the best medical attention as appropriate, e.g. call an ambulance if necessary.

Minor Accidents and Upsets

Although we hope that these will be few and far between, realistically there will be occasions when they do occur. Our nursery staff are highly trained and extremely sympathetic. They will comfort your child and deal with each incident as they see it. You will be informed of the occurrence of any minor accident. There are several trained first aiders in the nursery.

The Nursery Curriculum

It is our aim in Lenzie Meadow Nursery to ensure that each child has access to a relevant, broad and balanced pre-five curriculum.

In order to achieve this we follow 'Curriculum for Excellence' guidelines, which is a curriculum designed for ages 3-18.

We plan learners' experiences using 'Curriculum for Excellence' experiences and outcomes and are promoting all aspects of the curriculum both indoors and outdoors. Health and Enterprise as well as problem solving/investigation and the promotion of independence are woven within our planning.

As we have a 2-3 room, we also follow the Pre-Birth to Three guidelines. This ensures that our younger learners have access to a suitable range of resources and learning experiences that meet their needs in line with the key principles of The Rights of the Child, Respect, Responsive Care and Relationships.

Both guidelines ensure that we include 'Getting it right for Every Child' (GIRFEC) within our daily practice. This is used to safeguard all children and help support and work collaboratively with our families.



Curriculum for Excellence

Curriculum for Excellence - Bringing learning to life and life to learning

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They will ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and number skills that unlock other subjects and are vital to everyday life.

It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There is personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever that will be needed. There is an emphasis by all staff on looking after our children's health and wellbeing – to ensure that the nursery is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims are to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for excellent education.

At Lenzie Meadow we offer a wide curriculum, which fosters the all-round development of your child. We aim to provide depth, breadth, challenge and enjoyment in all we teach. This is planned through a variety of core teaching and interdisciplinary approaches to learning.

Health and Wellbeing

This area of the curriculum is quite extensive as it covers social and emotional development as well as physical development.

Nursery children have to learn how to develop friendships, how to deal with people and situations out with the family setting and get to



know the people who can help them and look after them in school and the community.

The children are also taught about what they need to do to help them grow and keep themselves healthy.

An important element of their learning is the awareness of the need for cleanliness, hygiene and safety, including washing hands and tooth brushing.

Opportunities for physical play will be provided both inside and outside. The children in Lenzie Meadow Nursery will have access to the gym hall on a weekly basis thus allowing for energetic play in a very safe environment no matter what the weather. Physical play activities include: balancing, throwing and catching, running, jumping, skipping, playing games and riding bikes. During this type of activity children must learn about the use of space, how to play with others and, most importantly, how to play safely.

All pre-school children will experience our PATHS programme (Promoting Alternative Thinking Strategies) on a weekly basis. This focuses on emotions and friendships through the use of puppets, songs and rhymes and creative activities.

Literacy and English

The development of children's skills in literacy and English are central to their abilities to communicate with others and to understand ideas and explore their own thoughts and feelings. We provide opportunities to listen and enjoy stories, rhymes, music and songs as well as listening to instructions and information from staff. Children are also encouraged to ask questions, describe their needs and experiences and to take part in conversations. An enthusiasm for books is a very important factor in developing language. Books provide a vehicle to promote children's understanding of print, curiosity about words and the sound of words.

Early writing is encouraged through drawings and mark making where children are able to express their own thoughts and ideas. Lots of opportunities to have fun with words and to enjoy familiar songs, finger play and rhymes, as well as 'reading' books, talking about pictures and retelling stories will be provided.

We have a Lending Library in the nursery foyer where parents and children are welcome to choose a book to take home and read together and return to nursery when finished.



Numeracy and Mathematics

This area is closely linked with other aspects of learning. Children's natural curiosity drives them to explore and investigate their environment by observing shapes, colour, patterns and sequences of events by asking questions. They are constantly involved in matching, sorting, counting and comparing and learning about quantities by exploring and experimenting. Money is also explored through use in role play scenarios and children are encouraged to recognise coins.



Expressive Arts

Expressing and creating ideas, feelings and imagination as well as having opportunities to enjoy all manner of sounds, sights and textures are vital parts of the young child's development. In developing expressive and aesthetic experiences the emphasis is on enjoyment, expression and learning during an activity.

Children will be given opportunities and freedom to choose, explore and to investigate using a variety of materials and techniques. They are encouraged to create their own pictures, paintings and constructions; to sing, play instruments and create their own music; to use movements, gestures and facial expression through role play.



Science

Science activities are very varied. The children become aware of their senses and use them to explore the world around them. They are given the opportunity to taste healthy foods and develop an understanding of how to keep healthy. Through our play they find out about different materials and forces. Children also have the opportunity to learn about lifecycles and about how plants and flowers grow.



Technologies

In technology, children have the opportunity to use a variety of realistic and programmable toys, cameras and computers. They are also involved in learning about construction and enjoy building and making many objects. The children are also involved in the recycling of used materials as part of our ongoing Eco work.



Social Subjects

In this area, we explore the world around us, the local area, the weather and seasons. We also put great emphasis on involving parents and members of the local community to talk to the children about their work (Enterprise in Education). Some of the visitors we include are - nurse, fireman, policeman, lollipop lady, and catering assistants to name only a few.



Religious and Moral Education

This area deals with children recognising what is fair/unfair and the importance of caring for others and sharing with others. We look at various festivals and customs.



How We Promote Learning

We promote learning in our nursery by:

1. Planning clear goals for the children's learning.

These are designed to match the needs and achievements of all children.

2. Through observation of children at play.

By using this process our staff become aware of how and what your child is learning.

3. Keeping day to day records of observations and assessments.

This enables us to plan learning experiences that take account of our children's needs and developments.

4. Using reporting as a means of promoting partnership with parents.

You may discuss your child's progress formally or informally with any member of staff. We encourage you to ask questions relating to your child's progress and to share any information, which you feel is relevant, with us. We aim to formally report on children's progress twice per year.

5. Assessing children's development and progress.

In doing this we aim to take account of all of your child's needs. That is, the physical, social, emotional, aesthetic and educational development.

Our assessment is a continuous process that is carried out by observing, listening and talking to your child in the course of everyday activities.

You will be invited to take part in the assessment of your child by means of informal chats and if necessary in more formal circumstances.

We wish to emphasise that your child's own progress is the basis of our assessment, rather than his/her progress in relation to other children.



Arrangements for Reporting to Parents

We will report to pre-school parents twice per year (November and May) on children's progress. Ante-pre school and 2 year old parents will have the opportunity to meet with their child's keyworker once per year in February. Key workers produce a Transition Information document in May for pre-school children that is shared with parents and the child's receiving primary school. Children's progress is recorded in Online Learning Journals (E-Journals) which you will have ongoing access to. Next Steps for Learning will be identified and tracked each term. Photographs and observations are uploaded once per fortnight. Further information will be shared with you on induction days.

Protecting Children and Young People

East Dunbartonshire Council has issued Child Protection Procedures and Guidance which all staff must follow to promote the welfare of children and to protect them from harm.

All adults must share the responsibility for promoting children's health and safety and ensuring, as far as possible, that all children are protected from abuse, neglect and exploitation. Children cannot be expected to take full responsibility for keeping themselves safe. Professional staff must work together and in co-operation with families and carers to enable children to grow up in a warm, stimulating and safe environment.

Education staff are required to assist in the protection of children by:

- Creating and maintaining a positive and caring ethos
- Developing health and personal safety programmes
- Being observant of children's needs, views and concerns
- Reporting and recording concerns about the welfare or safety of children
- Monitoring and supporting children in co-operation with relevant professionals, parents and carers.

Education staff cannot keep secret any allegations or concerns about child abuse, even if a child or adult requests this. Information or concerns that a child may be at risk of harm must be passed on in order to protect the child. Staff will treat the matter sensitively, and information will only be passed to those who need to know in order to protect and support the child.

If parents or others have concerns for any child, they can speak to the Head Teacher about this. They can also contact social work services and/or the police.

When a member of staff, a child or another individual provides information and the Head Teacher considers that there is a possibility that a child has been harmed or is at risk of harm, the Head



Teacher is required to immediately contact social work services to discuss the circumstances and agree the immediate action to be taken. Nursery staff are then required to co-operate with any subsequent enquiries or support plans.

Every education establishment or service has copies of the East Dunbartonshire Council Child Protection Procedures and Guidance. These are available for reference from the Head Teacher.

At Lenzie Meadow Nursery the **Child Protection Co-ordinator** is **Mrs Allen**, the Head Teacher, and the **Depute Child Protection Co-ordinator** is **Mrs Reid**, the Depute Head of Centre.

Supporting Children

Many children experience difficulties at some point during their school life, often these difficulties are temporary and are resolved as the child develops. This is the case in pre-five education as it is in primary and secondary education.

Some difficulties are related to specific aspects of learning, for example speech and language development. In circumstances such as these, in consultation with parents, we often seek advice and support from external agencies such as speech and language therapists and psychological services.

The nursery runs a Support for All Group (SFA) chaired by our Depute Head of Centre and the Educational Psychologist. These meetings provide a forum for discussion relating to children's learning and development. This may be done in conjunction with other members of staff and external agencies. Parents will be informed of any decisions relating to specific actions for their child following such meetings.

If your child requires additional support, the nursery staff will monitor his/her progress very carefully and ensure that an individual educational programme is in place. You will be consulted about this and asked to work in partnership with us.

Regular reviews of your child's progress will take place and all interested parties will participate in the discussion about the progress being made, the targets to be set and the next steps in your child's learning.

A small proportion of children have long term difficulties which require regular reviews with parents, nursery staff and other professionals in order to monitor progress. This is called a Co-ordinated Support Plan.

It is important that parents, nursery staff and other professional bodies work together to support children's learning. By doing this we are ensuring that each child has the opportunity to achieve his/her potential.



Partnership with Parents

Our staff will always be happy to discuss your child's progress with you and you are welcome in our nursery at any time.

In Lenzie Meadow Nursery we aim to:

- Involve parents in decisions that are taken about their children's education.
- Establish and maintain a two way channel of communication with parents.
- Share experiences and keep parents informed of developments within the nursery.

Some examples are:

- Curriculum Night - What do we do at Nursery?
- Settling in Agenda - Informal chat with Key Worker & Depute Head of Centre
- Open Afternoons
- 4 year old Parent meetings (2 per year)
- 2 and 3 year old parent meetings (1 per year)
- Next Steps for Learning (termly)
- Committees
- Transition Information Document for all 4 & 5 year olds
- Floorbooks
- Displays
- Newsletters
- Lending Library
- Learning at Home Links
- Positive Parenting Programme
- Stay and Play Sessions
- Electronic Learning Journals

We value your role in your child's learning. As parents, you are the prime educator in your child's early years and we hope that you will continue to play a major role in your child's learning when he/she comes to our nursery.

We welcome any contributions you may wish to make and look forward to establishing a positive relationship with you.

Parental Involvement Act

- (1) The Scottish Schools (Parental Involvement Act) 2006 aims to improve the quality and extent of parents' involvement in their own child's learning and in the education the school provides. It modernises and strengthens the framework for supporting parental involvement. It also establishes a structure and process to replace School Boards with Parent Councils.
- (2) The Act outlines three areas where parents should be supported and encouraged to be more involved in their child's learning:
 - At home - providing parents with information on what their children are learning at school and how this can be supported at home
 - Through school – providing parents with opportunities to contribute to the life of the school e.g. By helping out in the classroom at school events
 - In a more formal way – deciding what kind of parent representation the schools should have
- (3) Parent Forum
Every parent in the school and nursery class is known as a member of the parent forum and as a member can expect to :



- Get information about what their child is learning
- Get information about events and activities in the school
- Get advice / help on how they can be supported in their child's learning
- Be told about opportunities to become involved in the school
- Have a say in selecting a Parent Council to work on behalf of all parents at the school

(4) Parent Council

From August 2007 Parent Councils are recognised as the representative body of the parent forum. The role of the council is to :

- Work in partnership with the head teacher and staff to support the school
- Represent the views of all parents
- Encourage links between the school parents, pupils, preschool groups and the wider community
- Report back to the Parent Forum

Parent Councils will play an active role in supporting parental involvement in the work and life of the school, whilst also providing opportunities for parents to express their views on the children's education and learning. The Parent Council, as a statutory body, will have the right to information and advice on matters which affect children's education. The school and the education authority will consult with the Parent Council and take their views into account wherever decisions are being taken on the education provided by the school.

Lenzie Meadow Primary and Nursery Parent Council is now established. A copy of the constitution is available on the school website, on request from the chair of The Parent Council or from the Head Teacher. The Parent Council meets approximately five times per year.

The members of Lenzie Meadow Primary and Nursery Parent Council are:-

Chair:	Nina Teasdale
Vice Chair:	David North & Gordon MacDonald
Secretary:	Gareth Doyle
Clerk:	Lynn Pike

Stage Parent Council Members

- Nursery Emma Donaldson & Jill Penman
- Primary 1 Gareth Doyle & Andrea Johnston
- Primary 2 David North & Angie D'Andrea
- Primary 3 Gillian Cay & Rebecca MacDonald
- Primary 4 Gayle McNeill & Lynn Pike
- Primary 5 Fiona Wright & Jennifer Schofield
- Primary 6 Gordon MacDonald & Judith Cain
- Primary 7 Nina Teasdale & Gerry Morrison
- Staff representatives Jill Donald (principle teacher)
Lesley Reid (Nursery Depute Head of Centre)
Lorraine Donnelly (Depute Head Teacher)



It should be noted that the Head Teacher has the right and duty to attend all meetings of The Parent Council. These meetings will take place at least once per term.

For more information on parental involvement or to find out about parents as partners in their children's learning, please contact the school or visit the Parentzone website at www.parentzonescotland.gov.uk.

Parent Teacher Association (PTA)

This association has the full support of the Head Teacher, Depute Head Teachers and Staff and it is hoped that the support, goodwill and co-operation will continue to flourish. The committee agrees the activities for the year and meetings are held at intervals during the year. Further information may be had from the secretary.

The main office bearers are:

Chair	Laura Henderson
Vice Chair	Victoria Walker
Treasurer	Amanda Gunning
Vice Treasurer	Louisa North/Lesley Barrie
Secretary	Jasmine Dunn

The PTA is mainly responsible for arranging events for parents and raising funds for the school. Volunteers are welcome - please contact the PTA if you want to join in. This is a very active and committed group within Lenzie Meadow Primary and Nursery.

Contact Details lenziemeadowpta@yahoo.co.uk
Website www.lenziemeadow.co.uk

The Scottish Parent Teacher Council is the national organisation for PTAs in Scotland and runs an independent helpline service for all parents. They can be contacted by phone on 0131 226 4378, fax 0870 706 5814 or email on sptc@sptc.info or write to SPTC, 53 George Street, Edinburgh, EH2 2HT.

School Running Costs

The running costs will be provided to the Parent Council in the current year divided by the number of pupils included in the school census at the beginning of the school year. This can be provided on request.



Liaising with and Involving Parents in their Child's Education

The Education Service is keen to ensure that it involves all parents appropriately and sensitively in their child's education. Under Education Law, "parents" include:

- Non-resident parents who are liable to maintain or have parental responsibilities in respect of a child;
- Carers who can be parents;
- Foster carers, relatives and friends who are caring for children under supervision arrangements;
- Close relatives, such as siblings or grandparents caring for children who are not "looked after" by the local authority or are under home supervision (looked after) arrangements.

Everyone who is a "parent" (under Education Law) has the right to receive advice and information about their child's education and take part in activities.

The Education Service will treat all parents equally. The exception to this is where there is a court order limiting an individual's exercise of parental rights and responsibilities.

Schools collect information about a child's family circumstances on an annual basis. Where family circumstances change during a school session, it is important that parents inform their child's school of these changes.

Further information about how the Education Service seeks to work with parents is available in the publication Schools, "Parents" and "Parental Responsibility": *A briefing paper for schools and education support services under the management of East Dunbartonshire Council (2007).*

This publication is available from schools or the Chief Education Officer who can be contacted at:

East Dunbartonshire Council
Southbank House
Strathkelvin Place
Kirkintilloch
Glasgow
G66 1XQ

Tel: (0141) 578 8709

Email: jacqueline.macdonald@eastdunbarton.gov.uk

Change in Circumstances

It is helpful if you keep the nursery staff informed of anything happening at home which might affect the child's manner or behaviour in class e.g. birth of a baby, death of a relative. It will help us understand what is going on and enable us to give suitable support. Anything you tell us is, of course, treated with complete confidentiality.



Working Together to Promote Positive Behaviour

It is our policy in Lenzie Meadow Nursery to promote positive behaviour.

This is achieved by:

- Use of praise and positive reinforcement.
- Encouraging our children to respect other children and adults.
- Encouraging our children to respect the property of others.
- Establishing routines and practices as part of the nursery programme.

Very occasionally a child has difficulty settling into the nursery routine and this is manifested in inappropriate behaviour.

If this occurs, the child's keyworker will discuss the issue with the parents and look for a way forward. If there continues to be no improvement, the Head Teacher will become involved in the discussions. In consultation with parents, Psychological Services may be consulted.

All of this will involve joint decision making with parents involved at every stage.

You can view our Positive Behaviour Policy on our website.

Celebrating Achievements

As part of our health and wellbeing programme we recognise the need to build children's confidence and self-esteem.

This is achieved through:

- Our Achievement Tree
- 'Star of the Week' certificates
- 'well done' stickers
- Show and Tell
- Travelling Teds (take home bears)
- Compliments wall



Nursery and Community Information

At Lenzie Meadow Nursery we use a range of communication methods to share information about nursery, school and community events.

- Information will be displayed in the nursery foyer – this may be in poster format or through our television monitor on the wall.
- Groupcall emails and occasional texts will be sent out to one nominated parent/carer per child
- You can join our nursery facebook page (closed group – Lenzie Meadow Nursery)
- You can follow us on Twitter (@Lenzie_MeadowPS)
- Information will be uploaded to the school and nursery website.



Lenzie Meadow Primary School PTA will welcome the involvement of any of our nursery parents. An invitation to attend events etc is extended to all nursery parents via newsletters, groupcall emails and the Facebook and Twitter pages and information will be posted on the school notice board. If you require additional information on any subject please do not hesitate to contact a member of the nursery staff, the Depute Head of Centre or the Head Teacher.

Fund-raising

With the exception of our annual budget allocated to us by East Dunbartonshire Council, our main source of funding will be our Treat Fund. Normally we have one or two major fund raising event per year which helps pay for up to date resources, Christmas presents, parties, visiting theatre companies, etc. The PTA take forward our fundraising events in conjunction with staff.

The Local Community

In Lenzie Meadow Nursery we place a great deal of importance in our children having access to the local community.

Visits to locations within the local area will be organised and members of the community may be invited into the nursery to meet the children thus promoting Enterprise in Education at a very early age.

Links with Lenzie Meadow Primary School

The nursery is part of Lenzie Meadow Primary School and the children attending our nursery will have access to many of the resources available in the school.

The school gym hall and GP room are timetabled to allow the nursery staff to use them for physical activities, music, drama and circle times.

The children will be invited to take part in a number of our infant assemblies as well as attend concerts and visiting theatre company performances. We aim to encourage our nursery children to feel at ease within the primary school.

Transition into Primary 1

In Lenzie Meadow Primary School we have well established links with all of the nurseries in our local area. These links will continue but the focus of our pre-five/primary liaison is on the link between our nursery and our Primary 1 classes.

Invitations for staff, in our feeder primaries, to visit our nursery will be issued. These meetings will have the purpose of sharing information and creating curriculum links.

We are very aware of the fact that we have some children who will not attend Lenzie Meadow Primary School. These pupils usually move on to one of the other primary schools in the Lenzie area.

With parents' consent, information about these children will be passed on to the receiving school and staff who wish to visit the nursery will be most welcome.





Suggestions and Concerns

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service, please contact the Depute Head of Centre, in the first instance. Similarly, if you have a concern about any aspect of the service you should contact the Head Teacher. The nursery and school follow the local authority **Complaints Procedure** and as such you can be assured that any complaint will be investigated thoroughly.

If you feel your concern has not been satisfactorily resolved with Mrs Allen, please contact the Education Officer with responsibility for pre-five education who can be contacted at the following address.

East Dunbartonshire Council
The Marina
12 Strathkelvin Place
Kirkintilloch
Glasgow
G66 1TJ

Tel: 0300 1234510

Email: jacqueline.macdonald@eastdunbarton.gov.uk

Parents should be made aware that they are entitled to take any complaints/concerns to:

Care Inspectorate
Central West Region
4th Floor
1 Smith Hills street
Paisley
PA1 1EB



Useful Addresses

Chief Education Officer

Jacqueline MacDonald
The Marina
12 Strathkelvin Place
Kirkintilloch
Glasgow
G66 1TJ
TeL: 0300 1234510

Education Officer

Gregor Bremner
East Dunbartonshire Council
Southbank House
Strathkelvin Place
Kirkintilloch
G66 1XQ

Tel: 0141 578 8000

Councillors

Rhondda Geekie

All Councillors can be contacted at:

East Dunbartonshire Council
The Marina
Strathkelvin Place
Kirkintilloch
G66 1TJ

Please note: Although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters dealt with in it, either before your child's placement begins or during the course of their placement.

The Head Teacher, will tell you of any important changes to the information.



School Holiday Arrangements 2018/19

August 2017	
Teachers return (in-service day)	Monday 13 August
In-service day	Tuesday 14 August
Pupils return	Wednesday 15 August
September 2017	
September weekend	Friday 21 September to Monday 24 September (inclusive)
Pupils return	Tuesday 25 September
October 2017	
In-service day	Friday 12 October
October break	Monday 15 October to Friday 19 October
Pupils return	Monday 22 October
December 2017 and January 2018	
Christmas and New Year (end of term)	Monday 24 December to Friday 04 January (inclusive)
Pupils return	Monday 07 January
February 2018	
February break	Monday 11 February to Tuesday 12 February (inclusive)
In-service day	Wednesday 13 February
Pupils return	Thursday 14 February
March and April 2018	
Easter Break	Monday 1 April to Friday 12 April (inclusive)
Pupils return	Monday 15 April
Easter holiday	Friday 19 April to Monday 22 April
Pupils return	Tuesday 23 April
May 2018	
May Day	Monday 6 May
In-service	Thursday 23 May
May weekend	Friday 24 May to Monday 27 May (inclusive)
Pupils return	Tuesday 28 May
June 2018	
Last day of school	Friday 28 June – Close at 1pm

Extended Year provision is available during most holiday periods, except bank holidays, Easter and Christmas.

