



# St Cuthbert's Nursery



**Parental Handbook 2023-2024**



## General Information

**Address:** Greenfield Road  
Burnbank  
ML3 0RG

**Phone Number:** 01698 282175

**Email:** [office@st-cuthberts-pri.s-lanark.sch.uk](mailto:office@st-cuthberts-pri.s-lanark.sch.uk)

**Website:** [www.stcuthbertsprimaryandnursery.wordpress.com](http://www.stcuthbertsprimaryandnursery.wordpress.com)

**Twitter:** @stcuthnursery

### Senior Leadership Team

Head Teacher:	Mr Chris Wedlock
Nursery Depute:	Mrs Patricia Ann Collins
Depute Head Teacher:	Miss Lorraine McKendry
Principal Teacher:	Mrs Frances Cran

<b>Early Years Workers:</b>	Mrs E Stark	Miss J McGhee
	Mrs J Bryce	Miss L Brown
	Mrs K A Paton	Mrs A Musardo
	Miss K McMillan	Ms C Brew
	Miss R Boyle	Mrs S Perratt
	Miss D Miller	Mrs K McCart

### Nursery Hours

Monday-Friday      Arrive: 9.00am  
Collect: 3pm



## Welcome to our Nursery

Welcome to St Cuthbert's Nursery, where our pupils come to learn, grow and achieve. We are delighted to welcome your child into our wider school family and we hope that their time with us will be a happy and exciting journey for them.

We look forward to working in partnership with you as we support your child in their academic, social and emotional development, helping them become the best they can be.

At St Cuthbert's Nursery we will provide an encouraging and nurturing environment where your child can explore, develop and grow while making friends and having fun.



Your child will have their own Key Worker during their time with us who will oversee their progress and wellbeing. They will also be your point of contact and meet with you each November and May to discuss your child's progress and targets for the next term.

Our Nursery caters for children aged between three and five years old and operates during South Lanarkshire Council's term time. The Nursery is open on Monday to Friday, from 9am to 3pm. The capacity for the Nursery is 78 children.



## The Nursery Curriculum

St Cuthbert's Nursery offers a wide variety of engaging and fun learning experiences in line with Scotland's Curriculum for Excellence and SLC's Together We Can guidance.

There are eight curricular areas:

- Health and Wellbeing
- Literacy and English
- Mathematics
- Expressive Arts
- Science
- Technologies
- Religious and Moral Education
- Social Studies



The Scottish Curriculum covers five levels of development and your child will be working at 'Early Level', which continues through to the end of Primary 1.

We recognise that Parents and Carers are the first educators of their children and we will strive to work closely with you to enable you to fully support and further develop your child's learning out with Nursery. Your child will be encouraged to share their learning from home with their peers, building their confidence in knowledge sharing while creating a learning community within our Nursery.

Throughout the year your child's Key Worker will meet with you to discuss your child's learning and development and to jointly set Learning Targets linked to South Lanarkshire Council's Guidance document 'Together We Can and We Will'.





### **Additional Support Needs / Staged Intervention**

When a child is identified to be experiencing learning difficulties, he/she will be given support to assist their progress. Many of the difficulties that young children experience are temporary and will be resolved as they develop and learn however, when it is felt to be in the child's interest, the Senior Leadership Team may arrange for a Staged Intervention to be put in place, this may require seeking advice of specialist help e.g., Speech & Language Therapist or Educational Psychologist.

Parents will always be consulted before such a step is taken. The Professionals involved with the child will work co-operatively and contribute towards the child's Wellbeing and Assessment Plan. The rights and responsibilities of parents/carers are respected and they are actively encouraged to be involved in making decisions about the approaches taken to meet their child's needs. Parents/Carers will also be involved in regular review meetings.

*St Cuthbert's Nursery follow South Lanarkshire's Inclusion and Equality procedures, if you require any additional information please contact a member of the management team.*

### **Other Professionals**

If your child has diagnosed additional support needs or is in the process of being assessed other professionals involved in their care may visit to assist in their care or assessment and to have professional dialogue with the staff.



## Nursery Holiday Dates

2024	
<b>February Break</b>	Monday 12 and Tuesday 13 February
<b>In-service day</b>	Wednesday 14 <sup>th</sup> February
<b>Easter break</b>	Schools close at 2.30pm on Thursday 28 Schools re-open on Monday 15 April
<b>May Day public holiday</b>	Monday 1 <sup>st</sup> May
<b>In-service day</b>	Thursday 2 <sup>nd</sup> May
<b>May Day</b>	Monday 6 May
<b>Local Holiday</b>	Friday 24 and Monday 27 May
<b>Summer Holiday</b>	Schools close at 1pm on Wednesday 26 June 2024

## The Nursery Day



### Attendance

Attendance on a daily basis is essential in ensuring that your child does not miss any key learning experiences and that their development is connected and progressive.

However, we understand that occasionally your child will require to be absent from Nursery due to illness or family holiday plans. Please inform the Nursery of your child's absence. The Nursery staff will contact you or your emergency contacts if your child does not attend nursery and we have not been notified beforehand.



Nursery places are highly sought after and we require that you ensure that your child attends regularly. If your child's attendance



falls under 90%, you will be notified by letter and invited in to meet with Nursery staff to discuss how we can support you in making sure that your child attends.



Unfortunately, regular non-attenders may result in the Nursery having to implement South Lanarkshire's 'Procedure for Non-Attendance' which could result in your child's place being withdrawn - this is rare and applies in extreme cases, not in the case of the aforementioned unavoidable absences.

### **Arrival and Collection of Children**

At St Cuthbert's we are very proud of our healthy working partnership with parents and carers and you are always welcome into our Nursery.

Entry can be gained into the nursery through the buzzer system and children are required to be dropped off between 9am and 9.30am. You will be greeted at the door by a member of our staff who will bring the child into the cloakroom area. We found that during restrictions, the children's independence grew as they entered the nursery on their own, hanging up their jacket and bag on their name peg and changing into their indoor shoes, and this is something we want to continue to support.

There is a daily sign in sheet that the member of staff will complete as your child enters the nursery. If a different member of your family is picking up your child in the afternoon, please bring this to the attention of the nursery staff member who will be on hand to greet you in the morning.





Please collect your child by 3pm. No child likes to be the last one to leave and this also allows the opportunity for any informal chats with Key Workers or our Team Leader. Should you be delayed for any reason please contact the Nursery immediately to allow us to plan for this occurrence.

### **Ordering Lunch**

Children choose their own lunch option each morning during our registration time.

### **Snacks and Promotion of Healthy Living**

We are a health promoting Nursery and will strive to help your child develop a healthy and informed attitude towards food and exercise. The children will receive a healthy snack each day as well as a hot meal, which will be prepared in our school kitchen and served at lunch time. The lunch menu is available to view on SLC website.



The Children will have daily access to our outdoor play area while also participating in a wide range of physical activities making use of our gym hall, playground and school grounds on a regular basis.

### **Dietary Requirements**

Any special dietary requirements or allergies must be confirmed with a GP or dietician and should be shared with the nursery during your child's enrolment (or once diagnosed). Your child will then have a dietary requirement sheet created with their photo and a description of their requirement/allergies. This will be displayed for all staff in the food preparation area.



## Suitable Clothing

The learning in our Nursery is always fun, but can sometimes be messy - and we love it! With this in mind, we would ask that you dress your child in suitable clothing to allow them to take part in all activities with the minimum fuss.

### Things to consider:

- Dresses can get caught on climbing frames
- Shirts/Blouses with buttons, cuffs are awkward when washing hands
- Jeans and dungarees are difficult for toilet time
- Clothing should be weather appropriate and suitable for outdoor play in all weathers.



Casual clothes are ideal - tracksuits, leggings, t-shirts and jumpers are perfect for providing your child unrestricted movement around the room and access to all activities.

You should provide your child with a fresh change of clothes (pants, socks, bottoms a t-shirt) each day and this should be stored in your child's nursery bag in case of accidents.

In the summer months it is essential that you provide nursery with a sun hat and sun cream. Sun Cream must be applied each morning.

Please write your child's name on the label of every piece of clothing they bring to nursery. Please check and update the bag after each session.



## Shoes

Your child should come to nursery with weather appropriate shoes, boots or wellies. We would ask that where possible they should be easy for your child to take off. Shoes with Velcro are usually the best option.

## Toys



Please do not bring toys to nursery as they may be broken or lost. We would ask that you return any toys your child may have accidentally taken home. There will be scheduled show and tell sessions where children will be invited to bring in an object from home but this will be communicated with you in advance.

## Nursery Policies and Procedures

To ensure that we provide the best environment and learning experience possible for your child, we follow strict policies and procedures in line with local and national guidelines. All of our policy and procedure documents are kept within the Nursery Play Room and are available upon request.

## Medication

Any medical conditions and ongoing medication requirements can be shared during your child's enrolment and the necessary paperwork completed. Your child will have a medication plan completed, displaying their photograph, a brief description of their medical condition and their



medication requirements. This will be displayed within the Playroom for all Nursery staff. A designated member of staff will administer the medication in line with the agreed requirements.

Any temporary over the counter medication requirement (calpol, etc) can be shared with the Key Worker/Team Leader as required. All medication handed to the nursery must have a current pharmacy dispensing label on it.

### **Emergency Procedures**

In the event of a fire on the premises there is an evacuation procedure that the staff and children will be familiar with. This will be practised to ensure a safe and orderly exit from the building should this occurrence arise and to ensure the safety of your child.



Should the Nursery have to close for any reason, you or your child's emergency contact will be informed. Please ensure that your contact details (phone numbers and addresses) are always up to date. If you or your emergency contact cannot be reached, be assured that we will make suitable alternative arrangements until contact can be made.



Your child's safety is our prime concern.

### **Emergency Contacts**

Parents are asked to provide contact telephone numbers and addresses for at least two separate parties for use in case of any emergency. It is the parent's responsibility to ensure that these details are up to date at all times throughout their child's time at the Nursery.



## Photographs

We record many of the children's experiences and activities via photographs to be shared on their e-portfolios and learning books. We are very proud of our Nursery and wider school and love to share our achievements on Twitter, through our website and at times in our local newspaper.

When your child starts nursery you will be asked to sign a photograph consent form that confirms you are happy for your child to have their picture taken and shared through our associated channels. If for any reason you do not wish your child to have their picture taken or shared you can inform us during enrolment and this will of course be respected.



## Working Together

We operate an open door policy and are always keen to encourage parental engagement within the nursery and wider school.

If you can spare time and wish to volunteer within our nursery or help out at an outing/event, please do not hesitate to let us know.

Important information will be displayed on the news boards within the cloakroom as well as being shared through our Twitter account, website and Nursery app. A monthly newsletter will also be issued to help you stay informed of all developments and upcoming events.



**Be sure to follow us:**



Twitter: @stCuthbnursery

Website: [www.stcuthbertsprimaryandnursery.wordpress.com](http://www.stcuthbertsprimaryandnursery.wordpress.com)

### **Excursion and Consent Forms**

For any planned outings outwith the local area you will be asked to complete a consent form (EV5) which gives permission for your child to participate. Please note that children are unable to take part in the activity unless this form has been signed and returned as instructed. Please speak with your child's Key Worker or Team Leader if you have any concerns about the outing.

For these outings to be possible we require 'all hands on deck' to ensure adequate adult supervision for the safety of our children. We will ask for anyone who is able to volunteer as required (Grandparents are always welcome!).

### **Tooth brushing**

The children have the opportunity to brush their teeth daily at nursery, supervised by a member of staff. Childsmile work with the nursery to ensure good oral health is promoted and maintained. We have regular visits from members of their team who deliver lovely informal chats with the children to emphasise the importance of tooth brushing.

This programme runs with the option to 'opt out' for those parent/carers who do not wish for their child to take part. Please advise if you would like to 'opt out' of the toothbrush programme.

Childsmile Nursery and Childsmile School provide twice-yearly fluoride varnish application for nurseries and schools.



### Key components:

- Admission is by [consent form](#), usually given out either at the time of nursery enrolment or during Childsmile consent meetings.
- Twice yearly fluoride varnish applications to children's teeth
- Opportunity to update medical history and personal details every six months.

[About Childsmile - NHS Health Scotland \(child-smile.org.uk\)](http://child-smile.org.uk)

### **Toilet Training**

As your child starts nursery and reaches the age of 3 years old, toilet training is an achievable goal and should be encouraged at home. We are more than happy to support you in this training and your child will be encouraged to use the toilet whilst at nursery.

Please inform us of any progress being made at home and we can replicate this during the nursery day.

A guide to toilet training is included at the back of the handbook and further guidance and training videos can be found on the NHS website:

<https://www.nhs.uk/conditions/baby/babys-development/potty-training-and-bedwetting/how-to-potty-train/>

### **Links**

Our Nursery is a valued member of the St Cuthbert's school Community. Our senior primary 6 pupil are key partners in our 'buddy system', regularly visiting to help build positive relationships with the children while being good role models. Making this connection early is vital in helping your child have a positive transition process when moving to Primary 1.



We also work closely in partnership with many groups within our local community including the police, school nurses, dental technicians, speech and language specialists, health visitors and educational psychologists. We also have an excellent relationship with our surrounding nurseries.

### Transition to Primary School

At St Cuthberts we pride ourselves on our inclusive ethos, providing a safe space where everyone is a valued member of our school family. Our Nursery is inclusive of our wider school where your child will enjoy learning and dining experiences each week as part of their normal day.



By building this familiarity, we are helping to provide a smooth and confident transition for your child into their Primary 1 class that they will view as the exciting next step on their learning journey. It is our hope that you will continue to be a part of our St Cuthbert's family when this time comes but will support you in whatever decision you chose to make.

Prior to your child transferring to Primary School, your child's Key Worker will meet with you to discuss their readiness for school and





also share their transition record with your chosen primary school. Along with your child, you will have the opportunity to visit your chosen Primary school during the set induction days.

### **Suggestions and Concerns**

We pride ourselves on collaborating with our parents and listening to any suggestions or concerns they may have for the betterment of the experience we provide the children within our nursery.

Should you have any suggestions or concerns, please share these in the suggestions/concerns box located within the cloakroom or speak with your child's Key Worker or our Team Leader.

If you are still not satisfied please contact a member of our Senior Leadership Team (Mr Gray, Mr Adams or Mr Wedlock) who will be happy to help resolve any issues that being experienced.

If you would like to take a concern further, you may contact the following people/agencies: -

Jennifer McCormick  
Early Years Manager  
Council Offices  
Almada Street  
Hamilton  
ML3 0AE

Tel. 01698 454474

The Care Inspectorate  
Princes Gate  
Castle Street  
Hamilton  
ML3 6BU

Tel. 01698 897800



# Potty and Toilet Training

## A Guide for Parents



Moving from nappies to pants can be a nervous time for parents and a big change for children. This Guide for Parents is designed to give information, hints and tips to help potty and toilet training be a positive experience for both you and your child.

### Show Your Child Their Poo

Don't be afraid to ask your child if they would like to see the poo in their nappy once you have changed it. All too often, we wipe the dirty nappy away, bag it and bin it. Has your child ever seen their poo?

There's no need to get too close and examine it, but a quick look before it's bagged up will help your child to understand what their body is doing.

### Potty Play

Before introducing potty training, have the potty in the room and let your child explore it and feel comfortable with it. Let them discover what it could be used for.

### Is Your Child Ready?

Look for signs your child is ready. Don't worry about other people's children or opinions; your child will be able to show you they are ready. Bladder muscles and coordination are the key to controlling toileting, and children can develop this control any time from 20 months to 3.5 years old. Each child is different. There are also social and behavioural cues such as being able to follow instructions, cooperate, and communicate their needs clearly with you. Use this **Potty and Toilet Training Signs of Readiness Checklist** to help you to decide if your child is ready.

### Timing Is Everything

When deciding if the time is right to potty or toilet train, think about what is going on in your child's life. Is the environment stable or are they in a time of change? If they are starting nursery or there are family changes such as a new baby or a family separation, it may be better to wait until things become more settled.



### Communicate with Childcare

If your child attends a nursery or childminder's, communicate with their key person when you plan to start potty training. Find out how your childcare setting will support your child and what hints and tips they have.

## Potty and Toilet Training: A Guide for Parents

### Skip the Potty

If your child is over the age of three, it may be worth considering skipping the potty and going straight to the toilet. Some bigger children struggle with getting up and down from the potty because of the small size of potties and stepping up to the toilet is easier for them.

### Bin Them

Don't be afraid to put dirty pants in the bin! Some things just aren't worth saving.

### Travelling

Try not to put your child back into nappies or pull-ups for travelling. Instead, use towels or puppy training pads to cover the seats of the car. When out and about, take the potty and nappies. You can use a nappy to soak up a wee in the potty if you are caught nowhere near a toilet.

### Rewards

Most children respond well to rewards. It may be worth considering using a reward system when the novelty of potty or toilet training starts to wear off. Initially, however, try to use lots of praise and the motivation of being 'grown up' to help your child become self-motivated.

### Try Pyjamas First

Some children find the feeling of pants around the legs is too similar to the feeling of a nappy. Try no pants and loose pyjama bottoms when first potty or toilet training. They are easy to pull up and down in hurry too.

