

# Dunard Nursery Class



Information for  
Parents/Carers

## **Introduction**

Welcome to Dunard Nursery Class. We are delighted that you have chosen us to be part of this very important stage in your child's life. Our experienced staff are here to help and support you and your child through the very rewarding nursery experience. We look forward to working with you.

This booklet has been put together to help explain what happens in Dunard Nursery Class. We hope you find it helpful.

Please do not hesitate to contact us should you have any concerns or suggestions to help us improve our practice.

Kind regards

Annemarie Connolly

Head Teacher

## **Nursery Details**

Dunard Nursery Class  
C/o Dunard Primary School  
65 Dunard Street  
Maryhill  
Glasgow  
G20 6RL  
Tel 0141 946 1417 (school office)  
Tel 0141 946 2808 (nursery)  
[Headteacher@dunard-pri.glasgow.sch.uk](mailto:Headteacher@dunard-pri.glasgow.sch.uk)

### **Staff Details**

Head Teacher – Ms Annemarie Connolly

Depute Head Teacher – Mrs Julie McGrinder (maternity until October 2016)

Acting Depute Head Teacher – Mr Iain Morrow

Depute Head Teacher – Miss Caroline Linkskail

Child Development Team Leader – Miss Wilma Corbett

Child Development Officer – Mrs Charlotte Antyras

Child Development Officer – Mrs Joyce Payne

### **About the Nursery Class**

The nursery class is situated within Dunard Primary School and is involved in all aspects of school life. We have a capacity of 30 children in both the morning and afternoon. At present we do not offer any full time places.

The morning session is 8.30am – 11.40am

The afternoon session is 12.30 am – 3.40pm

### **Enrolment**

You are welcome to visit the nursery class at any time. Once your child has reached two years of age you are entitled to put your child's name on our waiting list. You will be contacted when a place becomes available soon after your child turns three years of age.

Glasgow City Council operates an admission policy. More details about this can be found on <http://www.glasgow.gov.uk/index.aspx?articleid=9482>

## The Areas in Nursery

The nursery is made up of three main areas. One member of staff is responsible for an area each week. This includes setting up the area, planning engaging learning experiences and offering a range of free play experiences and displaying work in the nursery. Staff rotate round each area on a weekly basis. The areas are as follows:

Area 1 - Purple	Area 2 - Green	Area 3 - Orange
Role Play	Arts & Crafts	Welcome at front door
Book Area/Smart board	Easel	Snack
Mark making Area	Sand	Playdough/Baking
Maths Investigation Area	Water	Science
Puzzle Table		Sensory Area
		Construction

Some photographs of the areas within the nursery -



Book Area



Play dough Table



Maths Investigation Area



Puzzle Table



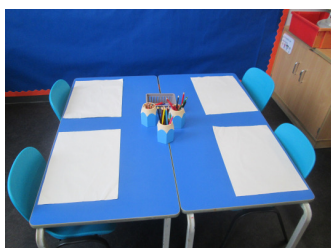
Tray for sand/water



Painting Easel



Role Play Area



Arts/crafts table



Mark making Area



Construction



## Planning in Dunard Nursery Class

At present there are seven planning blocks in the nursery calendar and the children are at the heart of the planning process. They evaluate the previous plan and give suggestions about what they would like to learn about next. The two most popular suggestions are then taken to a planning committee. The planning committee is made up of seven children and they vote on what they would like to learn about. Over the course of the year all children will get the opportunity to be on the planning committee. Once they have voted, the children are asked

- What do you know about this topic?
- What would you like to learn about this topic?

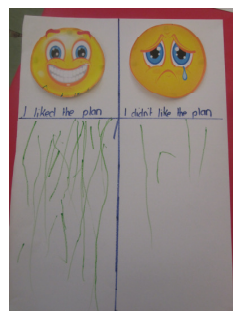
Staff use the curriculum guidance from the Early Level of Curriculum for Excellence to ensure the most appropriate experiences and outcomes are being catered for and met. More information about the curriculum can be found in the School Handbook on the web - <http://www.educationscotland.gov.uk/thecurriculum/howisthecurriculumorganised/experiencesandoutcomes/>

The nursery also plans learning experiences as part of the School Focus Weeks. Examples include Anti-Bullying, Eco, Literacy, Financial Education and Relationships. Learning from across the school is shared through displays, Parent/Carer workshops and at assemblies.

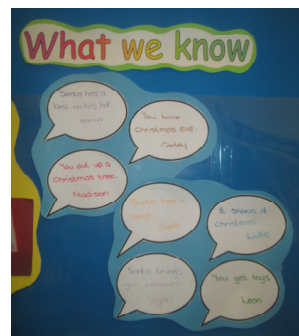
### Planning in process



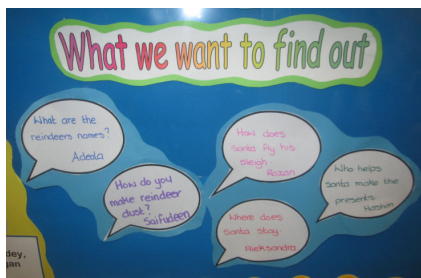
Voting in action



What did you think about the plan?



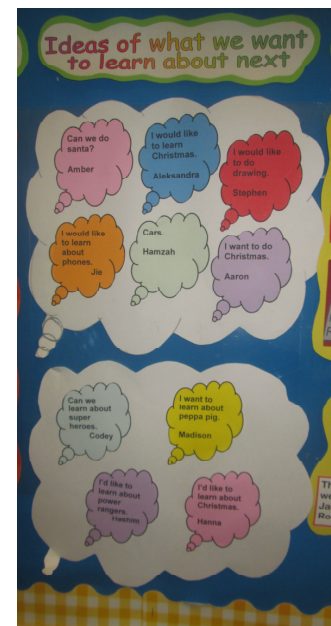
What the children already know



What the children want to learn about.



Planning wall



What the children want to learn about next.

### **Outings and risk assessment**

As part of the learning, the children have the opportunity to go outside each day. Please dress your child for the weather - rain, snow, wind and sun. Your support with this is appreciated.

The nursery is very lucky to have great local places to visit such as The Children's Woods, Botanic Gardens, Maryhill Library and shops and the park. The children are given opportunities to go on outings. To support these visits, at times we may ask for your assistance.

Any outing is fully risk assessed by the staff to ensure safety. A consent form for outings is filled in the day your child starts nursery.

### **Toileting and change of clothes/shoes**

There are three toilets in the nursery. Children are encouraged to use these independently. Hand washing is important and children are reminded of this on a daily basis. Accidents happen from time to time in nurseries. Staff are accustomed to changing children. Please send in a spare set of clothes just in case. Dirty clothes will be sent home in a sealed bag.

When your child starts nursery we would appreciate it if you could provide a change of clothes for him/her. Please also send in a change of shoes to be worn in the nursery and for gym. This helps us keep our cloakroom and nursery as clean as possible and allows the children to play on the floor area.

### **Snack**

In line with Health Promoting Schools, the nursery provides a healthy snack for the children on a daily basis. The menu varies each day. Examples of the snack we provide include:

Crusty bread  
Toast  
Bread sticks  
Digestives  
Crackers  
Fresh fruit such as bananas, apples, melon, orange etc.

The snack is bought by the nursery. To help fund this we ask that parents/carers pay **£1.30** per week for your child's snack.

### **Toy Fund**

There is also a toy fund in operation. This is a voluntary payment of **£1.70** per week. This fund is used to buy nursery resources such as the baking ingredients, play doh ingredients, treats for parties such as Christmas, Halloween, Easter and the end of year. The toy fund is also used to buy the children a birthday and Christmas present. This is an important way of us providing your child with these experiences.

Joyce has responsibility for collecting snack money and toy fund. Your support with snack money and toy fund is greatly appreciated. If you choose to pay both snack and the toy fund then it is a charge of **£3** per week.

### **Tooth brushing**

Dunard Nursery has 'Smile Too' status and we are very proud of this. Each day after snack, children brush their teeth and talk about the importance of looking after our teeth and eating a healthy diet. We have regular visits from Health Professionals to support us in this work. Should you require any more information, please speak to a member of staff and we will be happy to help.

### **Birthdays**

A child's birthday is a very special time and it's a time for celebration. In the nursery we celebrate a child's birthday with a cake and a present. In terms of a cake there are two options:

Option 1: The child brings in a shop bought cake. This would need to be in the sealed box so staff can read the ingredients and check for any allergies the children may have.

Option 2: The children may make a cake in nursery with some friends.

We are happy to support both options. Please just let us know in advance to help us plan.

### **Fundraising**

As part of the school, the nursery participates in fundraising for various charities. At times the nursery may ask parent/carers to be involved in fundraising e.g. to help fund a trip or to buy something special for the nursery.

### **Attendance**

Nursery is an important milestone in a child's life. Coming to nursery each day helps your child to interact with others and develop important skills and routines. Nursery helps prepare your child for beginning school in addition to being lots of fun! Please send your child to nursery each day so they can gain the full experience Dunard Nursery has to offer.

### **Absence**

Please telephone the nursery if your child is not well or will be late in. This allows staff to update the register. Feel free to telephone the school office on 0141 946 1417 and ask for a message to be passed on.

### **Late collection of children**

Please try to collect your child on time at the end of each session. We appreciate that occasionally people may run late – just telephone to let us know so we can tell your child.

### **Medicine**

If your child has prescribed medication that must be taken during a nursery session, please speak to a member of staff so that the necessary paperwork can be completed. This ensures any medication is properly administered.

### **Reporting on your child's progress**

Parent/Carer Nights happen twice a year in November and May. You will have the opportunity to see your child's profile, speak to his/her keyworker and find out how he/she is getting on. If you wish to speak to a member of staff at any other time, just let the staff member on the door know and we will be happy to meet with you. Alternatively an appointment to speak with Mrs Thomson can be made via the school office.

Staff use 'I can booklets' to assess the children's progress during their time in nursery. These are passed on to P1. Staff observe children during learning experiences and comment on how they are getting on in order to plan next steps.



### **Transitions**

We are very fortunate to be part of Dunard Primary School. This enables transitions within the school to be very smooth. Induction takes place in May and June. P1 teachers and Mrs Thomson visit the nursery to observe the children and find out more about their progress. Parents/carers and children are invited to attend Induction Days. Recently this has taken place over three sessions. For example:

Session 1 Visit P1 class and meet the teachers. Parent/Carers remain in the hall for a welcoming talk by Mrs Connolly.

Session 2 Visit P1 another class and meet the other teachers. Parent/Carers remain in the hall for a welcoming talk by Mrs Connolly and School Nurse.

Session 3 Event involves current P1 children and new P1 children. Parent/Carers can leave the children and collect them at the end of the event or they may choose to stay for tea/coffee.

Should you choose to send your child to a different school, we are happy to liaise with staff from other establishments also.

### **Displaying and collecting work**

In nursery children have lots of opportunities to write stories, draw/paint pictures and make models etc. Some of the work will be displayed in the nursery and other pieces taken home. We are happy to keep paintings until they are dry but remember to check the caterpillar stand for any completed work.

### **Keeping parents/carers informed**

To keep you up to date with what is happening in the nursery we send home letters, a newsletter each and information is also posted on the website. Please feel free to ask about anything you aren't sure about.

We have a 'What we've been learning about in nursery wall' and staff update this with each new plan. Samples of children's work and photographs of learning experiences will give you a flavour of what the children are busy learning each day.

We are always thinking of ways to improve our service. If you have an idea or a comment, please take a moment to complete a parent/carer suggestion slip located on the Parent/Carer Information Board or speak to a member of staff. We welcome your feedback.

### **Lending Library/Bedtime story**

The children can take home a nursery book to enjoy at home. This is perfect for bedtime routines. We are delighted to see children asking for more books to take home. Charlotte is responsible for this. Please encourage your child to bring home a book to share together.

### **Pupil Council**

Two children are chosen to represent the nursery on The Pupil Council. Children have meetings with Mrs Connolly and asked for their views on a wide range of issues including what they think about the learning and teaching, fundraising ideas and playground improvements. It is amazing what fantastic ideas our three year olds have!

### **Eco**

Two children are chosen to represent the nursery at ECO meetings held in the school. As part of our recycling work Joyce organises and runs the Rag Bag collection scheme. Please send in any old clothes in tied carrier bags and pop them in the large Rag Bag store in the school gym hall. This helps raise money for the school's on-going ECO work.

The Nursery Eco Bag is a resource for parents and carers to take home and enjoy with their child. It contains activities to help explore the outdoors. Please put your child's name on the list if you are interested in borrowing it or speak to Joyce.

### **Students**

At various points throughout the year, student teachers and student child development officers are present in the nursery and we are delighted to welcome them. They work closely with the staff to provide a variety of learning experiences. Nursery staff oversee students' work at all times.

### **Volunteers**

Throughout the year we are very fortunate to have volunteers coming into the school and nursery. All volunteers are PVG checked and are usually trying to gain a place in college/university.