

2017/2018

Torrance Primary Nursery Class Early Years and Childcare Handbook



Torrance Primary School, West Road,
Torrance, G64 4DE
Tel: 0141 955 2228
2017/2018

sustainable thriving achieving



East Dunbartonshire Council

www.eastdunbarton.gov.uk

Torrance Primary School

West Road

Torrance

G64 4DE

School Tel: 0141 955 2228

Nursery Tel: 0141 955 2229

Fax: 01360 622232

www.torrance.e-dunbarton.sch.uk

Email: office@torrance.e-dunbarton.sch.uk

WELCOME TO TORRANCE NURSERY CLASS

Dear Parents/Guardians,

Welcome to Torrance Nursery Class. I hope you find this handbook helpful and informative.

Here at Torrance Primary, we aim to provide a safe, happy and caring environment where children enjoy learning. Our nursery class develops and broadens the range of children's learning experiences and helps them build confidence and independence.

We have a very supportive Parent Council and active PTA who organise a number of events throughout the year.

Please do not hesitate to contact me if you require further information about our school and nursery.

We look forward to welcoming you and your child to Torrance.

Yours sincerely

Mr Phil Neill
Head Teacher



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SECTION ONE - VISION, VALUES AND AIMS

Vision

At Torrance Primary our vision is to provide an education of the highest quality which develops every child's personality, talents and mental and physical abilities to their fullest potential within a safe, happy and healthy learning environment.

Torrance Primary is committed to:

Equality Opportunity Achievement

through the following aims:

- To build a caring school ethos based on inclusion, fairness and respect for ourselves and others, promoting the health and well being of the whole school community.
- To provide stimulating, challenging and meaningful learning experiences, meeting the needs and aspirations of all our children enabling them to face the challenges of the future.
- To foster interest and enjoyment in learning, motivating children to think creatively and independently to become successful and confident lifelong learners.
- To develop positive, productive partnerships that are valued and recognised by our children, staff, parents and the wider community.
- To encourage responsible attitudes towards the environment and instil an awareness of our role as global citizens.

SECTION TWO – GENERAL INFORMATION

Nursery Information

Name of nursery:	Torrance Primary Nursery
Address:	Torrance Primary School West Road Torrance G64 4DE
Telephone Number:	Nursery 0141 955 2229 School 0141 955 2228
Fax Number:	01360 622232
Website:	www.torrance.e-dunbarton.sch.uk

All children in our nursery class are aged 3 to 5 years. This session, due to staffing, we are able to accommodate 20 children in the morning and 20 children in the afternoon. Our nursery class year is the same as the primary year.

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.

Nursery Session Hours

We have 2 sessions daily, each lasting 3 hours and 10 minutes:

Morning session:	8.45am – 11.55am
Afternoon session:	12.35pm – 3.45pm

Please always collect your child on time, as he/she will be waiting for you. Staff are also entitled to their full lunch break between 11.55am and 12.35pm. Thank you for your support.

Our Staff

Head Teacher:	Mr Phil Neill
Depute Head Teacher (0.5 Job Share):	Mrs Gillian Bonar/ Mrs Shirley McKechnie
Principal Teacher:	Mrs Margaret Armstrong
Nursery Class Teacher:	Mrs Karen MacDonald
Early Years Workers:	Mrs Anne Marie McCrory Mrs Zoe Anderson (2 days)
Early Years Support Worker:	Ms Lisa McAreavy

Our staff are always happy to discuss your child's progress and you are very welcome to come into our nursery. If, however, you have any worries or concerns, please contact the school to arrange an appointment with the Head Teacher or Depute Head Teacher

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 representative Head Teachers, the Head of Education and representatives of the other agencies involved in supporting children and their families, e.g. Social Work Department, Health Board.

Early Years Registration

Early Learning and Childcare registration is now online. Parents applying for a nursery place must upload the following items to the website or alternatively contact Shared Services by phoning 0300 123 4510 or email earlyyears@eastdunbarton.gov.uk for a paper application form. Alternatively parents can access their local Hub to register.

- the child's birth certificate / passport
- proof of residency:
 - council tax notice bill
 - recent utility bill (within past 3 months)
 - child benefit detail / bank statement, family tax credit award notice (TCAN)

Your application form cannot be accepted without staff seeing the birth certificate and proof of residency. These forms will then be passed to the Education Officer (Early Years & Child Care).

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.**

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

Enrolment Procedures

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

When the school receives this information you will be contacted by the Depute Head Teacher who will arrange a welcome meeting to go over enrolment and induction procedures.

Arrival and Collection of Children

It is expected that a responsible adult will bring your child to and from the nursery. In the interest of your child's safety, you should make a point of telling the staff if your child is to be collected by someone unknown to them. 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.

Attendance

Although there is no statutory attendance procedure in pre-five establishments, you are asked to ensure that your child attends nursery class regularly. If your child is absent, please telephone on the first day of absence and let us know the reason for their absence. We follow East Dunbartonshire's policy and it is the responsibility of every parent to contact the school before 9.30am or 1.00pm and inform the staff why your child is not in attendance. If this does not happen, the school office staff will phone the home and emergency contact. If this fails, the Head Teacher may have to involve the Attendance Officer. These measures are put in place under the Child Protection Policy.

Suitable Clothing

Please ensure that all clothing and footwear are clearly **labelled** with your child's name as a number of children can own the same or similar items of clothing.

Children have the best fun when they are doing messy work. We always encourage children to wear protective aprons in nursery but accidents can happen, so please dress your child in suitable play clothes. A nursery uniform of a polo shirt and sweatshirt is available to purchase.

Children play outside in all weathers, on a daily basis. Please ensure that your child has suitable outdoor clothing for outdoor play and excursions. Our nursery have a selection of waterproof jackets, waterproof dungarees and wellies to borrow.

We suggest parents provide a pair of wellies and soft indoor shoes which they can wear while in the nursery. Sandshoes or well fitting slippers are acceptable.

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: where no form of transport is used and one permission form covers the complete session

Extra Curricular Activity: where some form of transport is 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. This is done through letters, newsletters, group call text / emails and 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.

Meals

Most children attend nursery for either a morning or afternoon session therefore a healthy nursery snack is provided.

Snack and the Promotion of Healthy Eating

Your child will be provided with a healthy daily snack. It is our aim to promote healthy eating to encourage children to try a wide variety of food. We also try to make our baking products as healthy as possible.

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 Nursery Teacher** when completing the enrolment forms and remind her on your child's **first day** at nursery.

Treat Fund

You are invited to contribute £2.50 per week (50p per session) to our Treat Fund. This is a voluntary contribution which will be collected on a weekly, monthly or termly basis.

This fund is used to buy snacks, baking items, groceries, treats for the children such as Christmas gifts, Graduation gifts, nursery outings, parties and pantomime shows. Some new resources, such as books and jigsaws, are also purchased and will be intimated in the nursery newsletter. Please hand in your contributions to the nursery office.

Fundraising

With the exception of our annual budget allocated to us by East Dunbartonshire Council, our main source of fundraising is our nursery fund and support from the PTA. At certain points throughout the year, we may organise fundraising activities.

Transport

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

No Smoking Policy

Smoking is not permitted in the nursery or in the surrounding environments. Smoking is only permitted outside of the school grounds. Parents are asked to adhere to this rule.

Emergency Closure Arrangements

The nursery will be open on the times already outlined, but on some occasions circumstances may 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. In such cases, we will do all we can to let you know about the details of closure or re-opening. We have procedures in place for this eventuality. We will keep in touch by Group Call email, telephone, twitter as well as notices in the press and on local radio. If this happens, we will do all we can to let you know about the details of closure and re-opening. Please ensure that the **nursery** have been informed of any **change in home telephone number, main email contact and/or address**.

Emergency Contacts

Parents 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. We also ask that you keep the **school and nursery** up-to-date of any changes in this information.

Photography and Videography

Photographic and/or video recordings are made for educational purposes. A 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). The school will analyse the returns and provide nursery staff with a reference sheet. Hopefully all parents will agree to the internal use of photographs and publication of photos on the school website. Please inform the Head Teacher if you have any objections to this.

School Photographer

Parents will be informed by letter and school newsletter when a school photographer will be in the school / nursery.

SECTION 3 – MEDICAL INFORMATION

Medication

If your child is in need of medication during their time at nursery, you should discuss their requirements with the Nursery Teacher and school SMT. It is East Dunbartonshire Council policy that no medication (prescribed or otherwise) can be either self-administered or given voluntarily to your child by nursery staff without your prior written agreement. **Prescribed** drugs will be given at the discretion of the Head Teacher who, after deliberation, will inform you if permission is granted. These forms are available from the nursery and school office.

If your child suffers from asthma, you must tell the nursery staff if there are any activities or specific circumstances which are likely to bring on an attack. If your child suffers from other medical conditions e.g. epileptic seizures, diabetes, severe allergies you must tell the Head Teacher and nursery staff the appropriate emergency procedures 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 unwell while at nursery, contact will be made with either 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 accidents and there is a trained first-aider in the both the nursery and school.

Pre-School Medical

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

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 place 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.

SECTION 4 – NURSERY CURRICULUM

Curriculum for Excellence

It is our aim in Torrance Primary Nursery Class to ensure that each child has access to a relevant, broad, general and balanced education. In order to achieve this, we follow the 'Curriculum for Excellence' guidelines, which is a curriculum designed for children aged 3-18.

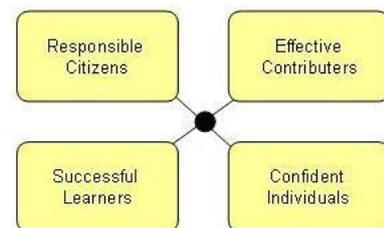
We plan learners' experiences using 'Curriculum for Excellence' experiences and outcomes and are promoting all aspects of the curriculum both indoors and outdoors. Health and wellbeing and enterprise, as well as problem solving, investigation and the promotion of your child's independence, are also incorporated within our planning.

Curriculum for Excellence aims to ensure that all children in Scotland develop the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future. There are 8 curricular areas within Curriculum for Excellence.

- Literacy & English
- Numeracy & Mathematics
- Health & Wellbeing (including Physical Education)
- Social Studies
- Sciences
- Religious & Moral Education
- Expressive Arts (Art & Design, Drama, Music, Dance)
- Technologies



The purpose of the curriculum is encapsulated in the four capacities - to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.



Bringing learning to life and life to learning

Curriculum for Excellence has now been introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to raise standard, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

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 years, helping their progression from nursery to primary, primary to secondary and beyond – ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenges 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 the development of literacy, numeracy and health and wellbeing from early level through to senior phase.

At Torrance Nursery Class 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.

We bring real life into the playroom, making learning relevant and to help our children apply their learning to their life beyond the playroom. 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.

Health & Wellbeing

This area of the curriculum is quite extensive as it covers social and emotional development, as well as physical development. Nursery children learn how to develop friendships, how to deal with people and situations outwith the family setting and get to know the people who can help them 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 will have access to the P1 playroom and school gym hall on a weekly basis, thus allowing for very 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, riding bikes and scooters. 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. We also take groups of children into the local woods for some Forest Kindergarten experiences at various points throughout the year.

Literacy & English

The development of children's skills in Literacy & English are central to their abilities to communicate with others and to understand ideas and explore their own thoughts and feelings. The home language will be valued and encouraged. To do this, 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 languages. 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 'scribbles' (mark writing) 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 re-telling stories will be provided.

Numeracy & 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, matching, sorting and counting, 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, not only do children have the opportunity to use a variety of realistic and programmable toys, cameras and computers, they are also involved in learning about the need to recycle, construction and building. Groups of children visit the school ICT Suite to work with P6 buddies to develop their ICT skills. The children are also involved in the recycling of used materials as part of our ongoing Eco work.

Social Studies

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 have included vets, doctors, fire fighters, police officers, school crossing patrol and catering staff.

Religious & Moral Educations

In nursery, this area deals with children recognising what is fair/unfair, the importance of caring for others and sharing. We also look at various festivals and customs that take place all over the world.

How we promote learning

We promote learning in our nursery class by:

- **Planning clear goals for the children's learning.**
These are designed to match the needs and achievements of all children.
- **Through observation of children at play.**
By using this procedure, our staff become aware of how and what your child is learning.
- **Keeping day-to-day records of observations and assessments.**
This enables us to plan responsive learning experiences which take account of our children's needs and developments.
- **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.
- **Assessing children's development and progress.**
In doing this, we aim to take account of all your child's needs – that is the physical, social, emotional, aesthetic and educational development.
- Our assessment is a continuous process which 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 their progress in relation to other children.

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 consultations with parents, we often seek advice and support from external agencies such as speech and language therapists and psychological services.

The school and nursery run a Pupil Support Group (PSG) chaired by the Head Teacher 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 their 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.

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 their potential.

SECTION 5 – PARENTAL PARTNERSHIPS

Partnerships with Parents

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

In Torrance Nursery, we aim to:

- Involve parents in decisions which 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 unit.

Examples are:

- Nursery Welcome Induction Meetings – for future parents and children
- Induction Welcome Packs for parents
- Settling-in written reports for new starts
- Curriculum Open Night – 'What do we do at nursery?'
- Settling in Meeting – informal chat with key worker
- Open Days – morning and afternoon sessions
- Learning Journals – online profiles
- Parent interviews
- Annual written report / Transition Profile
- School Improvement Plan (SIP)
- Standards and Quality Report (S&Q)
- Surveys
- Take Home Lending Library
- Story Sacks
- Newsletters – nursery and primary school
- Home link sheets
- Displays
- Key Worker Meetings
- Letters
- Group Call text messages and emails
- Curricular Leaflets
- Positive Parenting Programme (PPP)
- Induction to Primary One Meeting and Workshop
- Nursery Parent Committee - termly

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

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 Parent zone website at www.parentzonescotland.gov.uk.

Arrangements for Reporting to Parents

We hold an Open Evening in October and we formally report to parents on children's progress in May. Parents of pre-school children have the opportunity to meet with their child's keyworker for a 10 minute meeting. Staff complete a written 'Settling in Report' 6 weeks after the child starts nursery. A 'Transition to P1' information document is completed in May and is shared with both parents and the child's receiving primary school. Children's progress in learning is recorded using 'Learning Journals' online which provides families with observations, photographs, videos, Curriculum for Learning links and this can be downloaded at the end of each nursery year.

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 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 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, has the right to information and advice on matters which affect children's education. The school and the education authority consult with the Parent Council and take their views into account wherever decisions are being taken on the education provided by the school.

Torrance Primary Parent Council

The Parent Council is composed of parents, staff and co-opted members, with the Head Teacher as professional advisor. 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.

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 to parents on request.

Parent Teacher Association (PTA)

Torrance Primary School PTA will welcome the involvement of any of our nursery parents. An invitation to attend meetings is extended to all nursery parents and information will dates will appear in newsletters.

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 PTA is mainly responsible for arranging events throughout the year for parents / children and raising funds for the school. Meetings are held at intervals during the year. Volunteers are welcome - please contact the PTA if you want to join in. This is a very active and committed group within Torrance Primary.

Website www.torrance.e-dunbarton.sch.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 and Community Information

Information will be posted on our notice board in the entrance hall. If you require additional information on any subject, please do not hesitate to contact a member of the nursery staff, the Head Teacher or a member of the primary school management team.

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
The Marina
Strathkelvin Place
Kirkintilloch
Glasgow G66 1TJ
Tel: 0300 1243510 Ext: 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 etc. 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 Torrance 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, a member of staff will discuss the problem 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 some circumstances, psychological services may be consulted after consultation with parents.

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

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:

- 'Star of the Week' Curriculum for Excellence Certificates
- Wider Achievements – Golden Cup Certificates
- Well done reward stickers for positive reinforcement
- Show and Tell Talking Boxes
- Torrance Teddy / Soft Toy (take home bears)

Golden Rules

The children are encouraged to follow our Golden Rules, which are on view in our nursery.

They are:

- Always walk quietly
- Always listen carefully
- Always tidy up
- Always share
- Always be kind and helpful

SECTION 6 – WIDER COMMUNITY

The Local Community

In Torrance Nursery Class, we place a great deal of importance in our children having access to the local community.

Visits to locations within the local area may be organised and members of the community may be invited into the nursery to meet the children, promoting Enterprise in Education at an early stage.

Nursery and Community Information

At Torrance Primary 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 e.g. poster, notice board message
- Groupcall emails and texts will be sent out to one nominated parent/carer per child
- You can follow us on Twitter (@TorrancePrimary)
- Information will also be uploaded to the school and nursery website
www.torrance.e-dunbarton.sch.uk

Torrance Primary School PTA will welcome the involvement of any of our nursery parents. An invitation to attend events is extended to all nursery parents via newsletters, groupcall emails 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 or the Head Teacher.

Links with Torrance Primary School

The nursery class is part of Torrance Primary School and the children attending our nursery class will have access to many of the resources available in the school, such as our ICT Suite, P1 Playrooms. The school gym and dining hall is timetabled to allow the nursery staff to use it for physical activities and drama on a weekly basis.

We have developed excellent nursery/primary liaison to ease the transition for the nursery pupils into the primary school. The children will be invited to take part in some of our infant assemblies. Our older pupils organise various events throughout the session for the nursery pupils, such as storytelling and a Teddy Bears Picnic.

Our nursery children also take part in concerts and visiting theatre companies and performances as we aim to encourage them to feel at ease within the Primary School.

Transition into Primary One

In Torrance Primary School, we have well established links with all of the nurseries in our local area. Throughout the year, nursery and primary staff meet to share information and create curriculum links. We are very aware of the fact that we have a small number of children who will not attend Torrance Primary School. These pupils usually move on to one of the primary schools in the surrounding 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.

SECTION 7 – OTHER INFORMATION

Child Protection Statement

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. Our Child Protection Policy is available in the nursery.

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 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 has been harmed or is at risk or 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. 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 the Social Work department to discuss the circumstances and agree the immediate action to be taken. School 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.

Child Protection Co-ordinator:

Mr Phil Neill

(Head Teacher)

Suggestions, Concerns and Complaints

We are always eager to maintain and improve our service. If you have any suggestions about our service or similarly, if you have any concerns, please contact the Head Teacher in the first instance.

If you feel your concern has not been satisfactorily resolved at this stage, please contact the Education Officer with responsibility for pre-five education or the Care Inspectorate.

East Dunbartonshire Council Headquarters

**Southbank House
1 Strathkelvin Place
Kirkintilloch
G66 1XQ
Tel: 0141 578 8707**

Care Inspectorate

**1 Smithhill Street
Paisley
PA1 1EB
Tel: 0141 843 6840**

All complaints will be dealt with promptly and details of action to be taken will be communicated to the plaintiff within 28 days. The school follows the local authority complaints procedure and as such, you can be assured that any complaint will be investigated thoroughly.

Useful Addresses

East Dunbartonshire Council Headquarters

Southbank House
Strathkelvin Place
Kirkintilloch G66 1XQ
Tel: 0141 578 8000

Registration Service Offices

Bearsden Area Office
38 Roman Road
Bearsden
G61 2SH
Tel: 0141 578 8669

Bishopbriggs Area Office
Bishopbriggs Library
170 Kirkintilloch Road
Bishopbriggs G64 2LX
Tel: 0141 578 8557

Local Councillors: Billy Hendry, Anne McNair, Una Walker

The Marina
12 Strathkelvin Place
Kirkintilloch G66 1TJ
Tel: 0141 578 8086

EDC Community Learning and Development (School Letting)

Business Support
Southbank House
Strathkelvin Place
Kirkintilloch G66 1XQ
Tel: 0300 123 4510 Email: letting@eastdunbarton.gov.uk

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in this document, before the commencement or during the course of the school year in question or in relation to subsequent years.

Holidays – The School Year

Session 2017 / 2018

Teachers return (In-service day)	Monday 14 August
In-service day	Tuesday 15 August
September weekend	Friday 22 September to Monday 25 September (Inclusive)
In-service day	Friday 13 October
October break	Monday 16 October to Friday 20 October
Christmas and New Year (end of term)	Monday 25 December to Friday 05 January (Inclusive)
February break	Monday 12 February to Tuesday 13 February (Inclusive)
In-service day	Wednesday 14 February
Easter break	Friday 30 March to Friday 13 April (Inclusive)
May Day (closed)	Monday 7 May
In-service	Thursday 24 May
May weekend	Friday 25 May to Monday 28 May (Inclusive)
Last day of school	Wednesday 27 June

Holidays – The School Year

Session 2018 /2019

Teachers return (In-service day)	Monday 13 August
In-service day	Tuesday 14 August
September weekend	Friday 21 September to Monday 24 September (Inclusive)
In-service day	Friday 12 October
October break	Monday 15 October to Friday 19 October
Christmas and New Year (end of term)	Monday 24 December to Friday 04 January (Inclusive)
February break	Monday 11 February to Tuesday 12 February (Inclusive)
In-service day	Wednesday 13 February
Easter break	Monday 1 April - 12 April
Easter Holiday	Friday 19 April to Monday 22 April (Inclusive)
May Day (closed)	Monday 6 May
In-service	Thursday 23 May
May weekend	Friday 24 May to Monday 27 May (Inclusive)
Last day of school	Thursday 27 June

**Torrance Primary & Nursery Class
Early Years and Childcare**

West Road
Torrance
G64 4DE

School Tel: 0141 955 2228

Nursery Tel: 0141 955 2229

Fax: 01360 622 232

www.torrance.e-dunbarton.sch.uk



East Dunbartonshire Council

www.eastdunbarton.gov.uk

