

ST GERARDINE NURSERY



St Gerardine's Road
Lossiemouth
IV31 6JX

Tel: 01343 812251

e-mail : admin.stgerardinesp@moray-edunet.gov.uk
www.st-gerardine.moray.sch.uk



Ambitious to Achieve Excellence *Together*

W E L C O M E

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INFORMATION FOR PARENTS/CARERS

The school website www.st-gerardine.moray.sch.uk has links to The Moray Council webpages and includes an A-Z of useful information.

Parents can access useful information, including “Notes for Parents & Carers” on the Moray Council’s website pages at:
www.moray.gov.uk/moray_standard/page_42708.html



INFORMATION

ST. GERARDINE SCHOOL
St Gerardine's Rd
Lossiemouth
IV31 6JX

TEL: 01343 812251

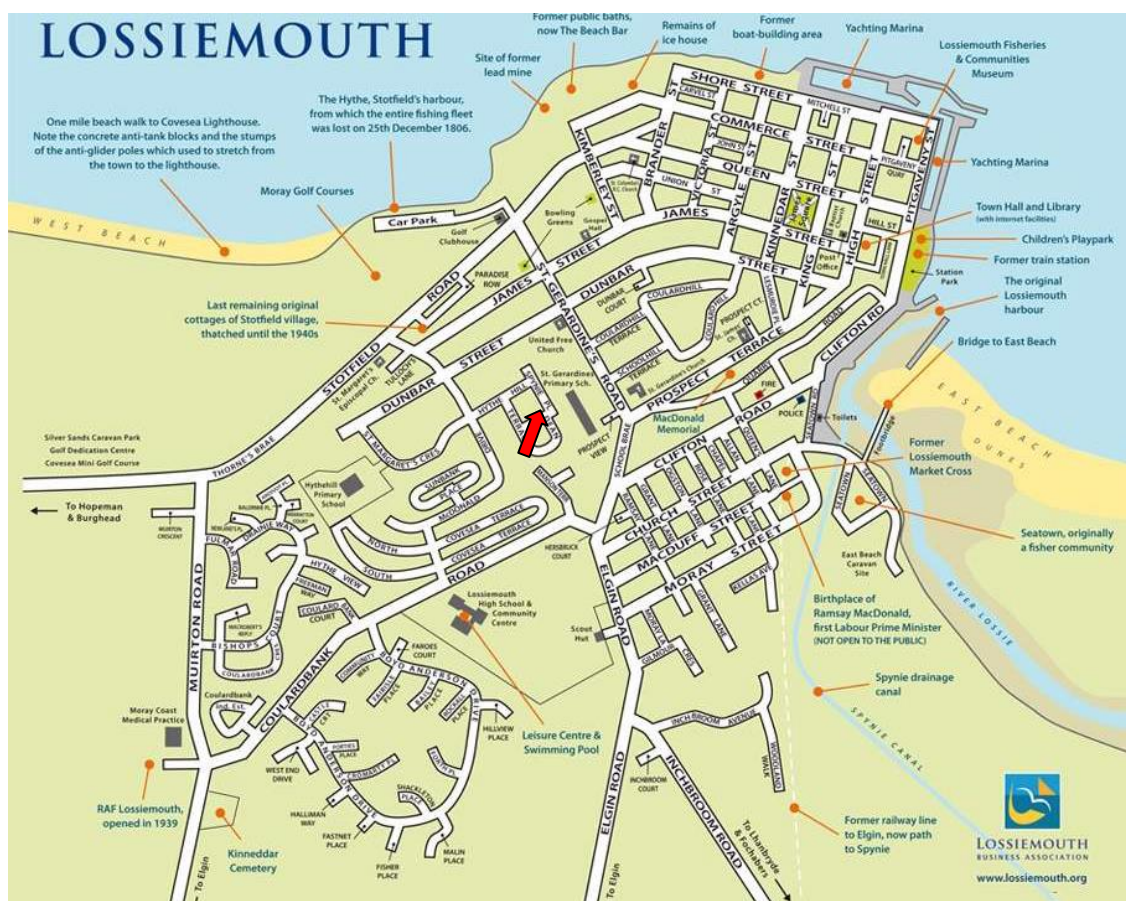
E-MAIL: admin.stgerardinesp@moray-edunet.gov.uk

WEBSITE: www.st-gerardine.moray.sch.uk

MORAY COUNCIL WEBSITE: www.moray.gov.uk

HEAD TEACHER: Mrs Stephanie Gibson

Map of Lossiemouth



Date of Issue: 15th December 2018

At the time of publication the information contained within this Handbook is correct but it may be subject to change during the current session or in subsequent years. This Handbook has been drawn up by the Head Teacher of St Gerardine School and follows guidelines set out by Moray Council and The Scottish Government.

WELCOME TO ST GERARDINE SCHOOL

St Gerardine School occupies a prominent position at the top of the hill in Lossiemouth. We are a non-denominational school and provide education to children from Nursery to Primary 7 (ages 3-12). Currently the school roll stands at 285 P1 – P7 pupils and 36 Nursery pupils.

Pupils come to St Gerardine from our own and other Lossiemouth nurseries as well as from nurseries further afield within Moray. At the end of P7, most pupils move from St Gerardine to Lossiemouth High School.

The school building has recently been extensively refurbished in order to improve its condition. Classrooms are light and very spacious. Our Nursery is in a new space near to our P1 classes and has a picture window overlooking the outdoor area which children can access directly from the nursery room. Our two P1 classes share an open plan area, each with their own space, a shared art/craft area and an outdoor quadrangle. Our two P2 classes are located in the two new modular classrooms at the front of the school, whilst our P3-7 classes are individual classrooms along the long corridor. All of our classrooms benefit from Smartboards and internet access. We also have several laptop trolleys which pupils can use to support their learning in class.

We have a large hall which doubles up as our dining area, a bright and welcoming library/ICT suite and a nurture/cooking room.

Outside we have a large tarmac playground with a climbing frame, painted designs and basketball nets. There is also a large playing field where children can play football, other sports/games and use the wooden play apparatus and large sand-pit,. We have recently built a large Multi-Use Games Area (MUGA) outside which has markings for football, tennis and basketball. At the other side of the school is a wildlife area which is being developed by the school Eco Committee. The surrounding area also offers a wealth of learning opportunities for our children: the local quarry for orienteering, the local woods for shelter building and the local beaches for transient art work and for the John Muir Award.



More information about our school can be found on the school's website at www.st-gerardine.moray.sch.uk . In addition to class pages showing the children's learning, parents can find a copy of the school's annual **Standards and Quality Report** which gives information about the school's achievements over the last session and the **School Improvement Plan** which outlines our priorities for this session.

THE NURSERY DAY

St Gerardine Nursery can accommodate 40 children. Each child either attends five mornings or five afternoons. Next year, the nursery will also be offering some children (dependent on postcode) a full day at nursery during term time.

Nursery AM 8.35 - 11.45am

Nursery PM 12.25 - 3.35pm

Nursery full day 9.00am - 3.00pm

NURSERY DATES

Session 2018 – 2019

School Open:

Term 1) 14th August – 5th October

Term 2) 22nd October – 21st December

Term 3) 7th January – 29th March

Term 4) 15th April – 28th June

School Holiday:

13th August - In-service day

8th – 19th October

12th, 13th November – In-service days

24th December – 4th January

8th & 9th - February (mid-term)

1st April – 12th April

19th April - Good Friday holiday

Occasional days: 6th May (May Day),
7th May

16th, 17th May – Inservice days

Session 2019 – 2020

School Open:

Term 1) 20th August – 11th October

Term 2) 28th October – 20th December

Term 3) 6th January – 27th March

Term 4) 13th April – 2nd July

School Holiday:

19th August - In-service day

14th – 25th October

11th, 12th November – In-service days

23rd December – 3rd January

7th & 10th - February (mid-term)

30th March – 10th April

Occasional days: 4th May (May Day),
+ one occasional day to be agreed

14th, 15th May – Inservice days

VALUES, VISION AND AIMS

Our Values:

St Gerardine School values are for everyone to be:

- kind
- respectful
- responsible
- positive

Our Vision:

Learning

Through a fun, purposeful and challenging curriculum, we foster equity in order to encourage every child to develop their potential, equipping them with the skills required for life-long learning.

Ethos

By creating a positive, safe, secure and welcoming environment, differences are celebrated, every child matters and everyone is valued and included.

Achievement

We develop confident individuals through recognising and celebrating success and achievements both in and out of school.

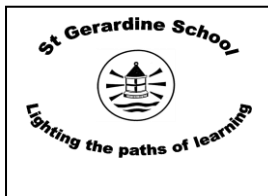
Partnerships

All members of our school actively work together to develop a positive and engaging partnership with the wider community, promoting high standards and successful learning.

Our Aims:

At St Gerardine School, we aim to help every learner develop the knowledge, skills and attributes for learning, life and work, which are encapsulated in the four capacities:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors.



St Gerardine Nursery Team

Staffing and supplementary information

December 2018



Mrs Rachel McLeod
Senior Nursery Nurse



Ms Donna Logan
Nursery Nurse
(Mon, Tues, alternate Wed)



Mrs Alison Birch
Nursery Nurse
(alternate Wed, Thurs, Fri)

Head Teacher
Depute Head Teachers

Stephanie Gibson
Liz Wood
Emma Cliff (from March 2019)

Senior Nursery Nurse
Nursery Nurse

Rachel Mcleod
Alison Birch
Donna Logan

Pupil Support Assistant

Lorna Ross

Support for Learning

Miriam Timson
Denice Law

Secretary
Janitor

Lorna Smith
Ian Netherwood

We have an enthusiastic and experienced nursery team who ensure that all children are supported and are able to achieve their very best. Staff have weekly team meetings to plan your child's learning and development.

We work as part of the wider multi-agency team to support all children. We have strong links with the Health Visiting Team, Public Health Nurse, Speech and Language Therapy, Educational Psychology, Social Work and other support services should families and children require this support.

On occasion, we have secondary school and other students completing work experience and placements within nursery.

The nursery is very much part of the school and we ensure that the nursery pupils take part in many of the school activities. Children use the gym hall and the school library. The nursery also makes use of the school grounds and their own outdoor area.

NURSERY ENROLMENT

Our Nursery can cater for up to 40 children and is currently running two sessions. The children enrolled are both three and four year olds.

In January, an advert appears in the local press, and on posters displayed within the local neighbourhood, inviting parents to register their child at their preferred pre-school nursery/ education centre.

Your child may start nursery in the term after his/her third birthday. If your child is three before 31st December, he/she may start in January. If your child is three before the end of February, he/she may start in April. Any birthdays after 1st March can only be admitted in August.

Between enrolment and the start of session, pupils are invited into the nursery to familiarise themselves with their new surroundings. There is also an opportunity for parents to visit the nursery and attend a short meeting to inform parents about their child's start at nursery. We hope that the transition from home to nursery is as smooth as possible for the children. We encourage parents into the nursery at any time and in particular we want parents to approach us with any concern they might have.

SETTLING IN

If your child begins their nursery sessions in August, they will be introduced to nursery in small groups during the first week. This gradual phasing in allows staff to spend quality time with each child individually, making the transition from home to nursery more comfortable and relaxing for the child. In this way your child will be gently introduced into the new and exciting nursery environment. The school will let you know of starting times and groupings by letter before the new session.

If your child begins their nursery session in January or April, we will work with you to ensure a suitable phased in period is planned to suit your child.

To ensure a happy first day at nursery for everyone, we invite you to come along with your child for the first session and stay until your child has settled. In this way your child can explore the nursery surroundings, meet the staff and new friends, knowing that you are nearby.



“JUST PLAYING”

In the nursery the children learn through play. These activities help the children to become:

Responsible Citizens, Effective Contributors, Confident Individuals and Successful Learners.

These are the aspirations of the Curriculum for Excellence which we are working towards on our journey through education.

Through play, children are forming ideas, solving problems, learning to interact with others, sharing and debating! Structured and focussed play opportunities will develop children's understanding of the world around them. They will learn lessons for life through this experience. Staff in the nursery will encourage the children's thought processes and through observation will extend the children's ideas by providing extra resources, materials and learning opportunities to build on the children's ideas.



DAILY ACTIVITIES

Throughout their time at nursery, children will be given opportunities to participate in a range of activities such as listening to stories, singing, musical activities, learning about their local environment, caring for plants and physical activities.



Daily activities, which the children can choose to take part in, are sand and water play, play dough, painting, junk modelling, gluing, jigsaws, drawing, board games, construction toys (e.g. Lego), imaginative play (e.g. home corner, travel agent, a shoe shop, a builders' yard), role play (e.g. dressing up), small world toys such as the farmyard or the garage, computer and various ICT toys, listening centre, writing table, story corner. We have lots of fun outside too!

Investigation and exploration are key elements of the play provided in the outdoor area, accessible from the nursery double doors. Here there is a large sandpit, water, large bricks, mud kitchen, planting areas, and a variety of relevant materials available.

No wonder your child comes home tired!

Although your child may take home a painting, the great majority of play activities undertaken in nursery do not result in an 'end product'.

The children get pleasure and experience from the process of 'doing'. The lack of tangible products to take home does not imply the lack of work or learning on the child's part! Staff welcome the opportunity to speak with parents/carers at the end of a session to explain how a child has spent their time. Parents wishing to speak to staff privately/individually should make an appointment so that their query can be dealt with appropriately.



SNACK TIME

The children will be given a snack every day. We aim to develop a range of social skills associated with social eating situations and to develop a positive healthy attitude towards food.

The children have opportunities to prepare snack. They are responsible for pouring their own drink and collecting their own snack, plates, cups and utensils. At the end of snack, children are responsible for tidying away their own things and self assess snack by posting their snack card in the appropriate like/dislike snack box.

If your child has any food allergies or dietary requirements, please let us know at the start of term.



A charge of £2.00 per week is made to cover the cost of the children's snack and social fund. This should be paid weekly at our 'Snack Bank' which the children run every Wednesday, or if you prefer, you can pay a term at a time. Cheques should be made payable to St Gerardine School. The children help to plan the snack menu and order the food for snack.

Money raised through snack bank is used for social events such as Christmas, special festivals/celebrations, end of year celebrations. It is also used to help promote healthy eating habits such as baking and updating cooking utensils.



SOME ESSENTIALS YOUR CHILD WILL NEED FOR NURSERY



Spare Clothes

Please provide a labelled bag containing a complete change of labelled spare clothes to keep in nursery in case of any accidents.



Gym Shoes or indoor shoes

Please bring a pair of indoor shoes to wear in nursery and change into them at the start of each session.

Wellington Boots

The children will be outside every day. A labelled pair of boots should be left in nursery.



Jacket/Coat

It can be chilly whatever the season so children will need a suitable waterproof jacket with hood.



Water Bottle

A labelled water bottle should be brought each day so children can have a drink, especially outdoors, when they need it.



Accessories

Please provide warm hat and gloves in cooler weather and in warmer weather please include a sun hat and apply sunscreen when necessary.



Bike Helmet

Each Friday we will have Wheelie Fridays when children can take their wheeled toys to nursery. If you'd like your child to use the nursery wheeled toys, a bike helmet must still be provided and fitted by yourselves.

Learning is a fun and messy business and from time to time your child's clothes may get dirty so please don't send your child to nursery in good clothes! Aprons are provided to protect clothing during messier play activities. We also have waterproof suits for playing in the mud! You can buy a nursery sweatshirt from the school office at a cost of £10.

HOW WILL I BE KEPT INFORMED?

Weekly Diary

We send home a diary each week which outlines the main focus for learning each day. We also include the children's responses to their learning. We will detail any upcoming events and information too.

Nursery Newsletters

We send home a termly Nursery Newsletter to keep you up to date with various activities and events in the nursery. You will also receive copies of the whole school Newsletters. Please also keep in touch with nursery and school events via the school website:

www.st-gerardine.moray.sch.uk

Notice Boards

We have several notice boards in our 'Welcome Room' for day-to-day information, staff information, planning and learning information. This keeps you informed of any staffing changes, dates of forthcoming events, lists of holiday dates etc. We also have a TV screen where we display the children at work in the nursery.

Shared Learning

Each week parents are invited into nursery for five minutes at the end of a session to share in some of the learning that has been happening that week. We change the day each term to try and accommodate parents who work on different days.

We also have a longer, termly Shared Learning session once a term when parents are invited to come into nursery and take part in an activity. Parents are welcome to have a look around nursery at this time and have a look in their child's learning journey jotter and work on display.

Progress & Reporting

The process of reporting to parents is ongoing throughout the year. Children are observed at play continually. Information gathered helps to inform children's assessment and progress. Parents are welcome to see these assessment folders, which can be found in your child's tray, at any time.

We use the 'weekly learning diary' and next steps in learning to share progress with families, as well as 'Class Dojo', and the welcome room TV screen to share photos of what your child has been doing.

During the first term there is an opportunity for you to meet the nursery staff during an informal open session. There is a more formal Parent Meeting arranged in January to discuss progress and next steps. There are opportunities each term to join in 'Shared Learning' and join us for open sessions such as Christmas show, Pancake Café, End of Year Celebration.

TOILETING

It is important that staff have all the information necessary to make your child's time in nursery as enjoyable and comfortable as possible. If your child needs help with using the toilet or is wearing a nappy, please let staff know. There is a form in the welcome pack which you can complete and hand back to us so that we can put measures in place to support your child.

VISITORS & VISITS

Making learning real and relevant ensures that the children make better connections in their learning. Pupils can build understanding, confidence and motivation by exploring the wider environment and taking part in a variety of visits. Prior to any trip, a full risk assessment is carried out and you will be required to complete a consent form for any visit out-with the local area/community. In addition to external visits, children love meeting a variety of people when they come into the nursery. These may include the police, dentist, minister or others from within our local community. Research has found that it is very important in a child's development to communicate with others and so we will encourage your child to co-operate and work with other children and the various adults with whom the child comes in contact.



THE BIG SCHOOL

The time in nursery will fly past and your child will move on to primary school. We are keen to ensure that this is a smooth transition for your child, and primary and nursery staff work closely together so that staff get to know your child before they begin primary school.

Curriculum for Excellence equips your child with the knowledge, skills and attributes needed for the 21st Century and the fast changing world we live in. The early level of Curriculum for Excellence spans pre-school and Primary 1, thus promoting better continuity and progression across the sectors. The Early Level, which the children will be working with in the nursery, will carry on until the end of Primary 1. School staff work closely with the nursery throughout the year and prior to their move to P1.

More information regarding Curriculum for Excellence can be found at:

www.parentzonescotland.gov.uk
www.curriculumforexcellencescotland.gov.uk

We have a comprehensive transition programme throughout the year. The nursery children from all our feeder nurseries join together for Christmas and Easter fun mornings where they spend time meeting the P1 teachers and experiencing the classrooms, hall and library. We then have a programme of weekly visits in June followed by 'Step up Afternoon' where the whole school meet their new teacher and spend an afternoon with them.

PARENT COUNCIL & FUNDRAISING GROUP

As a parent of St Gerardine Nursery you are entitled to join our Parent Council Meetings which are held in the evening once a term. This is a great opportunity to meet other parents. The Parent Council has an important role to play in the school. This body ensures that you have a say in your child's education. The head teacher attends the meetings and will explain the improvements and developments which are taking place in school. This is your chance to have your say. The Fundraising Group also plays an important role in helping to fundraise for the school. This extra funding enables school trips to take place as well as extra resources and equipment to be bought for your child.

Please come along to the meetings which are friendly and informal.

NURSERY PARENT FOCUS GROUP

You will also be invited to join the Nursery Parent Focus Group which meets once a term to review, evaluate and share ideas. The group also arrange help and support for some of the initiatives we have introduced or are reviewing through our Nursery Improvement Plan. This is another great way to meet other parents and hear about what is going on in nursery.

CHILD PROTECTION

It is everyone's job to ensure that children are kept safe. Schools in Moray follow the [National Guidance for Child Protection \(2014\)](#) and are required to report any suspected child abuse to Police or Social Work.

If you have concern for a child, call duty Social Work on 01343 563900 (08457 565 656 out of office hours) and/or the Police on 101. Pass on your concern and all the information you have available to you. This is not a process that intrudes on families and their children, but a process that is inclusive and supportive to achieve the best outcomes for children.

The categories of abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

If you are unsure or wish to discuss a concern, please speak to the Head Teacher, Mrs Gibson, who is the Child Protection Co-ordinator in the school. The school has received the latest training in Child Protection so they are confident, well-informed and supported to promote the protection of children. Social Work and/or Police can also be consulted outwith school hours if required.

More information can be found on the Moray Child Protection webpage at:

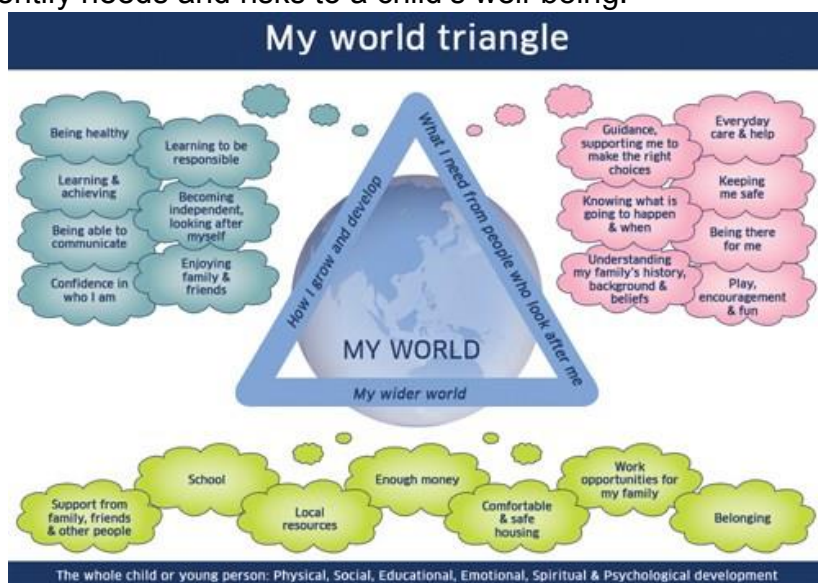
http://www.moray.gov.uk/moray_standard/page_55497.html

GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

Getting it right for every child (GIRFEC) means that children and their families

- understand what is happening and why
- have been listened to carefully and their wishes have been heard and understood
- will feel confident about the help they are getting
- are appropriately involved in discussions and decisions that affect them
- can rely on appropriate help being available as soon as possible
- will have experienced a more streamlined and co-ordinated response from practitioners

The My World Triangle below introduces a mental map which helps us explore a child's experience and identify needs and risks to a child's well-being.



THE WELLBEING INDICATORS

The acronym SHANARRI is formed from the eight indicators of wellbeing:

- | | |
|-------------|---------------|
| • Safe | • Active |
| • Healthy | • Respected |
| • Achieving | • Responsible |
| • Nurtured | • Included |

All of these wellbeing indicators are necessary for a child or young person to reach their potential. They are used to record observations, events and concerns and as an aid to creating an individual plan for a child.

THE NAMED PERSON

In order to support GIRFEC, all children have a named person. The Named Person Service must be made available to all children from birth to 18 years of age. The Named Person is one point of contact that children and families can go to for advice or support if they need it.

Some children and young people may have temporary difficulties, such as illness, bereavement or moving school, and some may live with challenges such as the effects of disability or long-term conditions. While most will get all the help and support they need from their parents, wider family and community, sometimes they and their families may seek extra support.

The Named Person will provide a consistent approach to supporting children's and young people's wellbeing. They will give children and parents access to help and advice wherever they live in Scotland.

The Named Person for nursery aged children is your designated Health Visitor. If you have any wellbeing concerns, you should contact your medical centre and ask to speak to them.

As always if the Named Person is not available and there is a concern for a child, a call must be made to Duty Social Work on 01343 563900 (08457 565 656 out of office hours) and/or the Police on 101.

IF MY CHILD IS UNWELL OR CANNOT ATTEND NURSERY

If your child is unable to come to school for any reason, please email or phone the school to let us know as soon as you can.

The school number is 01343 812251,

email: admin.stgerardinesp@moray-edunet.gov.uk

If your child is not in school and we have not heard from you, we will phone the numbers we have available to us to find out why they are not in attendance.

If your child is unwell with sickness or diarrhoea then they must remain at home for 48 hours after the last bout of illness.

Please keep the school updated with any changes to telephone numbers.

SCHOOL INFORMATION LINE

The school information Line is a facility which can be used to access information about the school e.g. in the event of closure. When severe weather warnings are received we will endeavour to keep the system updated.

Parents can also leave non-urgent messages, which are forwarded to the school email address in due course; this includes absence notice (option 2 below)

Please note that this is a 0870 service and there is a charge for use. Calls will be charged at 2p per minute service charge plus your call provider's access charge.

1. Dial **0870 054 9999**

2. Enter PIN number: **031480**

You will get a message: **"Selected St Gerardine School"**

You will then enter a menu system:

Press 1 – to hear severe weather information

Press 2 – to leave a non-urgent message

Press 3 – to hear general school information

Press 4 – to enter a different school PIN number

Press # - to end call

Please note: Should parents wish to leave an urgent message please speak to someone at the school directly.

If the school is to close for any reason e.g. inclement weather, information can also be found on:

Moray Council's website:

<http://tellus.moray.gov.uk/webapps/schoolclosures/schoolclosures.asp>.

Moray Firth radio and on the school's information line (see above).

Please check these first before calling the school.

DATA PROTECTION

Information on pupils and parents/carers is stored securely on a computer system. The information gathered is subject to the terms of the Data Protection Act 2018.

The information may be used for teaching, registration, assessment and other administrative duties. The information is shared with Moray Council for administrative and statistical purposes. Extracts of the information are shared with a range of partners such as Skills Development Scotland, the Scottish Qualifications Authority, and the NHS (for the dental and child health immunisation programmes). Information is also shared with The Scottish Government for statistical and research purposes, although individual children are not identified.

The Data Protection Act ensures that information is collected fairly and lawfully, is accurate, adequate, up to date, not held for longer than necessary, and may only be disclosed in accordance with the Codes of Practice.

PRIVACY STATEMENT

St Gerardine School has a legal responsibility to deliver an effective educational programme to its pupils. In order to do this, we need to collect personal data about our pupils/children and their families so that we can help them learn, and keep them safe. The type of personal data we will collect include:-

Data about our pupils/children and their families:

This will include the name, address and contact details of the pupil/child and relevant family members. It will also include information about relevant medical conditions, any additional supports which are needed, and their family situation. We need this information to ensure we know our pupils/children and their families, and to ensure we are able to educate them appropriately, and keep them safe

We will also collect personal data relating to personal characteristics, such as ethnic group to enable statistics to be reported. We need this information so the Council can ensure it is delivering education appropriately to all its citizens.

Data about pupils/children at school and nursery:

This will include data about progress, assessments, and exam results. It will also include records of attendance, absence and any exclusions. We need this information to understand how our pupils/children are progressing, and to assess how we can help them to achieve their best.

Data about when and where they go after they leave us:

This will include information about their next setting/school, career paths or intended destinations. We need this information to ensure we support our pupils/children in all their transitions and do all that we can to help their future be a success.

Privacy Statement (contd.)

There will be times where we also receive information about them from other organisations, such as a pupil's previous school, the previous local authority where that school or ELC setting was based, NHS Grampian, Police Scotland, Social Work, Additional Support Services, and sometimes other organisations or groups connected to a pupil's education. We use this data similarly to the above: to support our pupils' learning, monitor and report on their progress, provide appropriate pastoral care; and assess the quality of our services.

When we collect and use personal data within school/nursery, and for the reasons detailed above, we will normally be acting in accordance with our public task. Occasionally we are also required to process personal data because the law requires us to do so, or because it is necessary to protect someone's life.

We will also take photographs in school/nursery and display them on our walls, and in newsletters and other communications. We do this in order to celebrate and share what we have done, including individual achievements and successes. We consider this use of images to be part of our public task as it helps us build an effective community which supports learning. We will not, however, publish these photographs on social media or in newspapers without permission. Consent for this use will be sought when a pupil/child joins St Gerardine School and will be kept on record while they are with us. Consent can be withdrawn at any time, please just let us know. Sometimes we need to share pupil information with other organisations. We are required, by law, to pass certain information about our pupils to the Scottish Government and the Council. This

data is for statistical purposes, and will normally be anonymised. It is normally required to enable the Council and the Government to understand how education is being delivered and to help them plan for future provision.

If a pupil/child moves schools/nursery, we have a legal obligation to pass on information to their new school/education authority about their education at St Gerardine School.

COMPLAINTS PROCEDURE

If you have a complaint, the first person to contact should be Mrs McLeod, the Senior Nursery Nurse. If you need to pursue the matter further then please contact Mrs Wood (Depute Head Teacher) or Mrs Gibson (Head Teacher). Should you still require to take any matter further, then you should contact:

Education and Social Care
Moray Council
Tel: 01343 543451

and/or

Care Commission
Phoenix House
Wards Road
Elgin
Tel: 01343 559890

AND FINALLY

Children should grow, develop and be nurtured at their own pace at this precious time in their lives and we need you to be part of this experience. We would be delighted if you want to be involved in the life of the nursery.

If you would like to become more closely involved in the life of the nursery there are several ways in which you can help.

Firstly, you can help in nursery itself, working with the children, perhaps reading stories, playing a board game or supervising art and craft. We ask parents to help us run the library service on a rota basis. You could also help behind the scenes, photocopying and preparing resources.

As with all parent helpers in school, you are required to complete a disclosure through the PVG (Protecting Vulnerable Groups)



scheme, before being allowed to help in the nursery. It is also very important that all helpers sign in via the school office on arrival.

Secondly, you can help on a trip outside nursery. We explore local places such as the park or the beach, visit shops and cafes and go further afield on short bus trips. All these activities require extra adult supervision and your help would be very much appreciated.

Finally, to really bring our class projects to life, we would be delighted to welcome into nursery any parent or relative who has a particular skill that they could show the children e.g. hairdressing or playing a musical instrument. Or, perhaps you could provide us with some bits and pieces that you could take in to show the children and add to our display tables.

Should you wish to speak to staff, they will always make themselves available at the beginning and end of each session, so do not be afraid to approach staff and have a chat.

We all look forward to meeting you and your child.



WEB LINKS

Moray Council:

<http://www.moray.gov.uk/index.html>

St Gerardine School Website:

<http://www.st-gerardine.moray.sch.uk/>

Education Scotland:

<http://www.educationscotland.gov.uk/>

Eco Schools:

<http://www.keepsotlandbeautiful.org/sustainable-development-education/eco-schools>

Internet Safety for Parents:

<https://www.thinkuknow.co.uk/Parentsold/>

Scottish Parent Teacher Council

<http://www.sptc.info/>

Moray Council, Education and Social Care

Address: Council Office, High Street, Elgin IV30 1BX

Telephone: 01343 563374

Hours: 8.45am - 5.00pm Monday- Friday

Email: educationandsocialcare@moray.gov.uk

Website: www.moray.gov.uk

Moray Council A-Z		
Active Schools	Telephone:	01343 563890
	Email:	Active.schools@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_42597.html
Additional Support for Learning	Telephone:	01343 563374
	Email:	educationandsocialcare@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_42567.html
Adverse Weather Procedures	Telephone:	0870 054 9999 (school information line) Calls to this number will be charged at a 2p per minute service charge plus your call providers access charge Local school or 01343 563374
	Email:	Local school or educationandsocialcare@moray.gov.uk
	Website:	http://schoolclosures.moray.gov.uk/ www.moray.gov.uk/moray_standard/page_53021.html
After School Clubs	Telephone:	01343 563374
	Email:	Childcare.info@moray.gov.uk
	Website:	www.moray.gov.uk/moray_services/page_44889.html
Armed Forces Families Information	Telephone:	01980 618244 (Children's Education Advisory Service)
	Email:	enquiries@ceas.uk.com (Children's Education Advisory Service)
	Website:	www.moray.gov.uk/moray_standard/page_100164.html
Attendance and Absence	Telephone:	01343 563374
	Email:	educationandsocialcare@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55580.html
Bullying	Telephone:	01343 563374
	Email:	educationandsocialcare@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52988.html
Childcare	Telephone:	01343 563374
	Email:	Childcare.info@moray.gov.uk
	Website:	www.scottishfamilies.gov.uk/
Children and Families Social Work	Telephone:	01343 563900 or out of hours emergency 03457 565656
	Email:	intaketeam@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_47606.html
Child Protection	Telephone:	01343 563900 or out of hours emergency 03457 565656 or 101 (Police Scotland)
	Email:	intaketeam@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55497.html
Clothing Grants	Telephone:	01343 563456
	Email:	revenues@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55486.html
Data Protection	Telephone:	01343 563374
	Email:	educationandsocialcare@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_75569.html

Deferred Entry to Primary School	Telephone:	01343 563374
	Email:	educationandsocialcare@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52991.html
Disability Discrimination	Telephone:	01343 563374
	Email:	educationandsocialcare@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_43019.html
Early Entry to Primary School	Telephone:	01343 563374
	Email:	educationandsocialcare@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_56925.html
Early Learning & Childcare (pre-school)	Telephone:	01343 563374
	Email:	educationandsocialcare@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_42682.html
Education Maintenance Allowance	Telephone:	01343 563338
	Email:	EMAMoray@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_40540.html
Exclusion from School	Telephone:	01343 563374
	Email:	educationandsocialcare@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53001.html
Free School Meals	Telephone:	01343 563456
	Email:	revenues@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55486.html
Grants and Bursaries	Telephone:	01343 563374
	Email:	educationandsocialcare@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_43903.html
Home Education	Telephone:	01343 563374
	Email:	educationandsocialcare@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_76320.html
Instrumental Instruction	Telephone:	01343 563374
	Email:	educationandsocialcare@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53005.html
Placing Requests	Telephone:	01343 563374
	Email:	educationandsocialcare@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_49601.html
Racial Equality	Telephone:	01343 563374
	Email:	educationandsocialcare@moray.gov.uk
	Website:	http://www.moray.gov.uk/moray_standard/page_43019.html
School Meals	Telephone:	01343 557086
	Email:	schoolmeals@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55540.html
School Term and Holiday Dates	Telephone:	01343 563374
	Email:	educationandsocialcare@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55829.html
Transport (For Pupils)	Telephone:	0300 123 4565
	Email:	transport@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_1680.html

