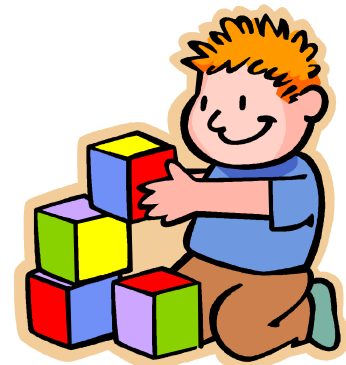


# HAMILTON COLLEGE

## NURSERY & KINDERGARTEN

BOTHWELL ROAD  
HAMILTON  
ML3 0AY



Telephone No:

01698 282700

Fax:

01698 281589

Email: [admissions@hamiltoncollege.co.uk](mailto:admissions@hamiltoncollege.co.uk)



# STAFF

<b>Mrs R Black</b>	<b>Teacher in Charge of Nursery</b>
<b>Mrs A Goodman</b>	<b>Early Years Practitioner (with additional responsibility)</b>
<b>Miss M Whiteford</b>	<b>Early Years Practitioner (with additional responsibility)</b>
<b>Miss K Dougan</b>	<b>Early Years Practitioner</b>
<b>Mrs A Fraser</b>	<b>Early Years Practitioner</b>
<b>Mrs D Gibb</b>	<b>Early Years Practitioner</b>
<b>Mrs B Tamaro</b>	<b>Early Years Practitioner</b>

## ***INTRODUCTION***

The nursery is housed in a self-contained wing of Hamilton College, a co-educational, Christian independent school catering for pupils aged 3-18.

A series of four semi-open plan classrooms lead off from a long corridor. Each room is pleasantly bright and is well equipped for the educational development of young children. A garden area at the rear of the nursery offers opportunity for work and play to extend outdoors.

We have experienced staff that are committed to the all round development of your child and who recognise the importance of building on the many learning experiences your child will have had at home and with family and friends.

## ***REGISTRATION***

Forms for registration are included at the back of this prospectus. Please contact Mrs Black to arrange to be shown around, to discuss admission, and meet with members of Nursery staff.

## ***CURRICULUM FOR EXCELLENCE 3-18***

Programmes of work are planned, executed and evaluated by appropriately qualified staff. Most activities are centred on themes, initiated by the children's interests, integrating all areas of the curriculum at a level appropriate to the child's ability and overseen by the Teacher in Charge. Each day has a structure, which is partly teacher led but which makes room for the development of the child's own creativity, imagination and independent thinking.

Planned work follows the guidelines set by the Scottish Government in a “Curriculum for Excellence” Early Level. Self evaluation of practice is carried out using the HMle publications - “The Child at the Centre” and “How good is our school?”

## ***EMOTIONAL, PERSONAL AND SOCIAL DEVELOPMENT***

We hope that in becoming a member of our whole school community, and through the opportunities given for learning, our pupils will develop as confident, independent, tolerant, thoughtful and caring people.

In the course of their time in Nursery and Kindergarten we recognise that children should learn to:

- develop confidence, self-esteem and a sense of security
- care for themselves and their personal safety
- develop independence, for example in dressing and personal hygiene
- persevere in tasks, which at first present some difficulties make and express choices, plans and decisions
- develop positive attitudes towards others whose gender, language, religion or culture is different from their own
- care for the environment and for other people in the community



## COMMUNICATION AND LANGUAGE

Effective communication and language skills are crucial. We will offer a wide range of activities to encourage confidence in this area.

There will be an opportunity to visit the school library and Mrs Rhona Clark will facilitate this on a weekly basis. We will take advantage of visiting authors and book reading opportunities as they arise.



We work in partnership with South Lanarkshire Council to endorse the “Bookstart” programme to encourage shared reading experiences at home.

Speech and Drama is available from our visiting specialist, Mrs Lannigan. There is an additional charge for this class.

Children should learn to:

- have fun with language and making stories
- listen to other children and adults during social activities and play
- listen with enjoyment and respond to stories, songs, music, rhymes and poetry
- pay attention to information and instructions from an adult
- express needs, thoughts and feelings with increasing confidence in speech and non-verbal language
- take part in short and more extended conversations
- use talk during role-play and re-tell a story or rhyme
- use language for a variety of purposes e.g. to describe, explain, predict, ask questions and develop ideas
- use books to find interesting information
- recognise the link between the written and spoken word
- understand some of the language and layout of books
- develop an awareness of letter names and sounds in the context of play experiences

- recognise some familiar words and letters, e.g. the initial letter in their name
- use their own drawings and written marks to express ideas and feelings
- experiment with symbols, letters and, in some cases, words in writing

## **KNOWLEDGE AND UNDERSTANDING OF THE WORLD**

Children are naturally curious and we aim to harness their interests and encourage their investigative skills to find out more about the world they live in.



Children should learn to:

- develop their powers of observation using their senses
- recognise objects by sight, sound, touch, smell and taste
- ask questions, experiment, design and make and solve problems
- recognise patterns, shapes and colours in the world around them
- sort and categorise items into groups
- understand some properties of materials e.g. soft/hard, smooth, rough
- understand the routines and jobs of familiar people
- become familiar with the school, nursery and kindergarten and places in the local area
- be aware of everyday uses of technology and use these appropriately (scissors, waterproof clothing, fridge, bicycle)
- be aware of daily time sequences and words to describe/measure time. E.g. snack-time, morning, first, next, clock
- be aware of change and its effect on them, e.g. their own growth, changes in the weather, trees and flowers
- care for living things, e.g. plants, pets at home
- be aware of feeling good and the importance of hygiene, diet, exercise and personal safety

- develop an appreciation of natural beauty and sense of wonder about the world
- understand and use mathematical processes such as matching, sorting, grouping, counting and measuring
- apply these processes in solving mathematical problems
- identify and use numbers up to 10 during play experiences and counting games
- recognise familiar shapes during play activities

## ***EXPRESSIVE AND AESTHETIC DEVELOPMENT***

We hope to provide a range of experiences that will develop the children's enjoyment of, and love for art, dance, drama and music.

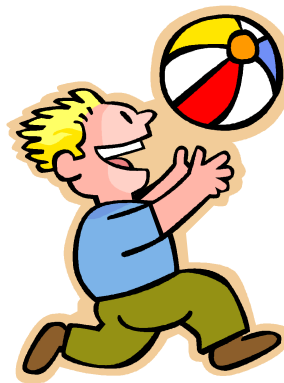
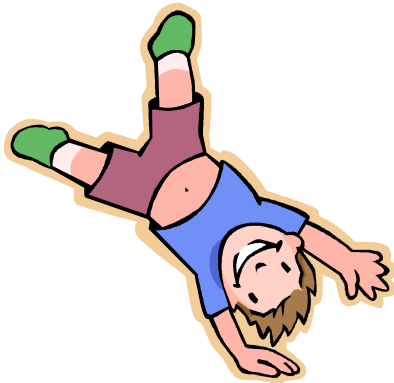


Children should learn to:

- investigate and use a variety of media and techniques such as painting, drawing, printing and modelling with fabrics, clay and other materials
- express thoughts and feelings in pictures, paintings and models
- use role-play or puppets to re-create and invent situations
- use verbal and non-verbal language in role-play
- listen and respond to sounds, rhythms, songs and a variety of music
- make music by singing, clapping and playing percussion instruments
- use instruments by themselves and in groups to invent music, which expresses their thoughts and feelings
- move rhythmically and expressively to music
- participate in simple dances and singing games

## PHYSICAL DEVELOPMENT AND MOVEMENT

The school gym hall is available during the week and using this and the nursery's own outdoor area we offer a wide range of opportunities to develop physical abilities and team-work skills. We hope to heighten their awareness of the contribution physical activity can make to a healthy lifestyle. The children will visit the PE department every week where our visiting specialist, Mrs Gibson will assist with Gymnastics for the children on a fortnightly basis.



Children should learn to:

- enjoy energetic activity both indoors and out and the feeling of well-being that it brings
- run, jump, skip, climb, balance, throw and catch with increasing skill and confidence
- co-operate with others in physical play and games
- develop increasing control of fine movements of their fingers and hands
- develop an awareness of space
- be safe in movement and in using tools and equipment
- be aware of the importance of health and fitness

Swimming Lessons are available from our visiting specialists, 'Making Waves Scotland'. There is an additional charge for these classes.

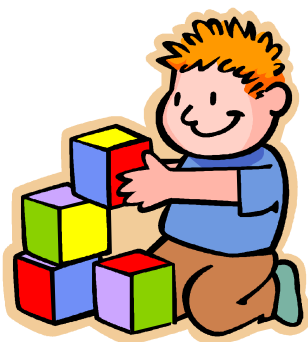
## **TRANSITION WITH J1 HAMILTON COLLEGE**

Children, who move on to Junior One, have the advantage of being familiar with the school building and of knowing several of the children who will be in their class.

Throughout the year kindergarten children will have opportunities to visit and to share learning situations with other children from the Junior School and with staff from the Senior School.

Staff from the Infant Department, visit the nursery on an informal basis.

In order to transfer to Junior School a separate enrolment and assessment process takes place. This is arranged by the Vice Principal (Junior School) and the Head of J1-J4. Most of our pupils transfer to Hamilton College, but this is not a pre-requisite of entry into the Nursery and we are happy to accept pupils who intend to start their Primary School education elsewhere.



## **GENERAL INFORMATION**

### **AGE**

We accept children into the nursery class from the age of 3 years, provided that they are toilet trained.

To enter the kindergarten class children should have had their 4<sup>th</sup> birthday by the February of their pre-school year.

## **SETTLING IN PROCEDURES**

We will issue you with a short questionnaire shortly after your child begins nursery or kindergarten. This information will help the staff to get to know your child and form a meaningful relationship with them.



Our aim is to make your child feel safe and secure from the very first session they have with us. Should your child be distressed we would phone you to advise and may ask you to reduce the length of their first few visits.

- Parents of children are asked to provide, where possible, the names, addresses and telephone numbers of two emergency contacts

## **ABSENCE**

If your child is unable to attend for any reason we would request that you telephone us before 9.30am. If the nursery has not been contacted, we are required to contact you.

## **ATTENDANCE**

The nursery offers a flexible pattern of attendance to all children. Parents are asked to indicate their choice of sessions and discuss these with the Teacher in Charge of Nursery.

## ***HOURS***

MORNING SESSION	8.45 am - 12 noon
AFTERNOON SESSION	1.00 pm - 4.00 pm
FULL DAY	8.45 am - 4.00 pm

Children may be brought in after 8.45am if they are not booked for Wrap Around Care.

## ***WRAP AROUND CARE & HOLIDAY CARE***

### **WRAP AROUND CARE**

Fees will be charged termly in advance at a cost of

**£3.25 for 8am - 8.45am**

**and/or**

**£4.35 per hour between 4 and 6pm**

We will be happy to accept Ad Hoc bookings for Wrap Around Care providing that spaces are available.

We accept Nursery Vouchers which may be available through your employer.

Please contact Mrs Black, Mrs Goodman or Miss Whiteford should the need arise to make any amendments to permanent Wrap Around Care or make Ad Hoc bookings.

## **HOLIDAY PERIODS**

Wrap Around Care during holidays will be charged at the following rates:

**£28 per full day or £15 per morning or afternoon session**

If you choose to use this facility for full days from Monday - Friday the **weekly charge will be £125.**

If you choose to use this facility for half days from Monday - Friday the **weekly charge will be £65.**

**PLEASE NOTE THE FOLLOWING DATES THAT WE WILL NOT BE PROVIDING WRAP AROUND CARE:**

August In-Service Days September weekend (Thursday, Friday and Monday) St Andrew's Day Christmas (following the school holiday dates)
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January In-Service Day Good Friday and Easter Monday April In-Service Day Public holidays in May/June Glasgow Fair Monday
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## **LUNCH**

Children who come for a full day need to bring a packed lunch. We ask parents not to include nuts in any lunch which is sent in, as Hamilton College is designated as a nut free zone.

As we are a Health Promoting Nursery we would encourage you to reinforce this in your choice of items for a healthy and nutritionally balanced meal. A healthy lunch information leaflet is issued to parents.

## **SNACKS**

The nursery provides water, milk, toast, yoghurt or fruit during each session. Occasionally food prepared during baking activities may also be included. On their birthday children may bring a simple cake to share with the children. Teeth are brushed after morning and/or afternoon snack time.

## **UNIFORM**

We would encourage you to purchase a smock from Mrs Arneil in our uniform department. This item will protect your child during play both indoors and outdoors. We also ask that a school book bag be purchased for the ease of transporting letters and books to and from home to the Nursery.

We ask that they are sent in comfortable clothes with a minimum of buckles, belts and ties. Indoor shoes or slippers are essential as well as Wellington boots for outdoor play. We expect children to be fully toilet trained but ask for a change of clothing for use in the event of an accident.

It is essential that all items of clothing, shoes and bags are clearly marked with your child's name.

## **JEWELLERY**

Please ensure that your child does not wear or bring any jewellery to Nursery. The wearing of jewellery may cause injury either to the wearer or to another child.

## **TOYS**

Whilst we would suggest that your child does not bring their own toys into the Nursery, we do appreciate the significant comfort that they can provide. If necessary, your child may leave their toy on the table, at the door, for collection at the end of their session.

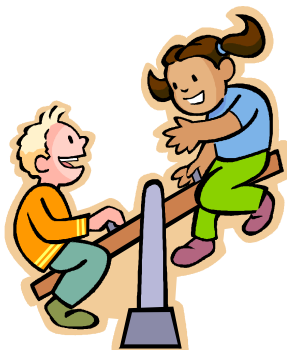
## **COLLECTION OF CHILDREN**

To ensure the health and safety of your child in our Nursery, you will be required to sign a sheet and note the time each day when you drop off and collect your child. You must inform us of any change regarding the collection arrangements for your child.

## **PHOTOGRAPHY**

Your child may be photographed by either still or video camera and observed by the nursery staff during their activities. The purpose of this is to record, evaluate and plan your child's curriculum. Photos are displayed on our notice boards, in newsletters and on the website.

Consent forms will be issued at the beginning of the session.



## ***EXCURSIONS***

We will be taking the children out to explore our local environment on a regular basis. To facilitate this we would ask that you give consent for the session. All visits are risk assessed and have appropriate adult:child ratios. Consent for planned outings will be sought on an individual and specified basis.



## ***MEDICATION***

If your child requires medication prescribed by a GP during the day, please discuss this with a member of staff who will ask you to complete a consent form allowing the administration of medicine.

Please keep the nursery informed of any changes necessary for monitoring ongoing medical conditions. All matters will be handled sensitively and in confidence.

Should your child become unwell whilst at nursery, staff will contact you to arrange their collection.

## ***MINOR ACCIDENTS***

Should any bumps or bruises occur during the day, staff will note them in our record book and inform the parent/carer upon collection of the child.



***We provide a stimulating and caring environment, which is enjoyable for our children.***

***We encourage them to form healthy habits, develop self-confidence and independence and learn to be co-operative members of a group.***

***We believe that we provide a sensitive learning experience for the early years and an excellent grounding for life at school.***



***For further information please contact Mrs R Black  
Teacher in Charge of the Nursery.***