Machrie Nursery School Handbook (Last updated 12/09/25)

Machrie Nursery School

Machrie Nursery School
30 Castlemilk Drive
Glasgow
G45 9TR

Telephone: 0141 631 2255

Email: headteacher@machrie-nursery.glasgow.sch.uk

Website: www.machrie-nursery.glasgow.sch.uk

Introduction

I would like to welcome you and your child to Machrie Nursery School. This handbook contains a range of information that you may find helpful. Please do not hesitate to contact the school or check the school website if you need further information.

I hope that this handbook gives you a glimpse of life at Machrie Nursery School. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Stephanie Glen
Acting Head of Nursery

School Vision and Values

Our Aim

In Machrie Nursery School we aim to provide a welcoming, inclusive and secure learning environment where every child can develop into happy, healthy and self-assured individuals in a climate of mutual respect. We are committed to supporting staff and parents/carers in the development of their skills, thereby enhancing our school and community.

Our Vision and Values

M*otivated – Provide exciting, dynamic activities to motivate children.*
A*chieving – Strive to ensure that children are achieving at their highest level.*
C*urriculum for Excellence – Deliver high quality teaching and learning experiences using the national curriculum.*
H*olistic – Promote the child as a whole to encourage personal growth.*
R*elationships – Work in partnership with children and families to foster positive relations.*
I*nclusion – Strive to ensure equal opportunities for all.*
E*njoyment – Provide joyful learning experiences which promote wellbeing and imaginative play.*

School Information (Please retain this where it can be easily seen e.g. fridge door)

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30 Castlemilk Drive
G45 9TR
0141 631 2255
Email: headteacher@machrie-nursery.glasgow.sch.uk
Website: www.machrie-nursery.glasgow.sch.uk

Session time; 8:30am – 4pm

It is important that parents/carers arrive to collect children **on or before 3:50pm:**

- to speak to the keyworker
- remove child's indoor shoes, put on their jackets etc
- vacate the building before 4pm.

We are not insured to care for your children beyond these hours, and staff leave the building at 4pm

Extended Day

Following the Scottish Governments 1140hrs policy, all 3-5yrs age children are entitled to 4 days in Machrie 8.30am-4.00pm. Each child will receive a free snack morning & afternoon and a free lunch (detailed below). When you collect your child, you will be told if they ate lunch or not. All dietary requirements are catered for.

School holidays and INSET August 2025 – June 2026

INSET DAYS (no children)	Tuesday 12th & Wednesday 13th August 2025
Return date for children	**Thursday 14th August 2025**
September weekend holidays	Friday 26th September 2025 & Monday 29th September 2025
INSET (no children)	Friday 10th October 2025
First Mid-term holidays	Monday 13th October 2025 – Friday 17th October 2025 (Inc)
School closes	Friday 19th December 2025 **at 2:30pm**
Christmas Holidays	Monday 22nd December 2025 – Friday 2nd Jan 2026 (Inc)
School opens	**Monday 5th January 2026**
Second mid-term holidays	Monday 16th & Tuesday 17th Feb 2026
INSET (no children)	Wednesday 18th February 2026 *(Ash Wednesday)*
School closes	Thursday 2nd April 2026 **at 2:30pm** **(please collect by 2:15pm)**
Easter Holidays	Friday 3rd April – Friday 17th April 2026 (Inc) *(Easter Sunday 5th April)*
School opens	**Monday 20th April 2026**
May Day holiday	Monday 4th May 2026
INSET (no children)	Thursday 7th May 2026 **(Scottish elections, subject to change)**
May weekend holidays	Friday 22nd May 2026 & Monday 25th May 2026
School closes	Thursday 25th June 2026 **at 1pm** **(please collect by 12:45pm)** *(reopens for children Monday 17th Aug 2026)*

Background Information

Denominational Status:	Non-denominational.
Current Roll:	48/ 48.
Curriculum:	Curriculum for Excellence (or Nurturing My Potential where appropriate due to personal development stage)
Letting procedures:	**Letting Section: 0141 302 2814/2815.**
Learning Community:	St Margaret Mary's Secondary/ Castlemilk High School

Staff

Stephanie Glen	Acting Head of Nursery
Frances Bell	Team Leader
Lynn Murdock	CDO
Frances Rooney	CDO
Audrey Wright	CDO
Christina Page	CDO
Frances McNulty	CDO
Stephanie O'Toole	CDO part time
Leigh Celino	CDO part time
Kirsty McNicol	SFLW
Claire Petrie	SFLW
Lorraine Scott	Clerical

Enrolment

Please complete an application form and bring the appropriate evidence;

1. child's birth certificate
2. sibling's birth certificate(s) (if applicable)
3. identity cards (if applicable)
4. proof of address Glasgow Council Tax letter
5. proof of receiving benefits, or college/ university attendance, or employment.

This will allow your child's circumstances to be assessed, which informs the admissions. The panel will, as far as possible, try to accommodate the parent/carer's first choice of Nursery but it may be that, should it be full, a place in the 2nd /3rd choice will be sought.

Parents/carers who are successful in securing hours over their funded, statutory 1140hrs will be invoiced monthly by the **Early Years Charging Team** 0141 287 4702 earlyyearscharges@education.glasgow.gov.uk It is recommended that Direct Debits are organised to ensure regular payments, as unpaid bills could result in your child's placement being reduced to statutory hours. A copy of 'Glasgow City Council's Admissions and Charging Policy for Early Years' is available from the school or online at Glasgow City Council's website.

Starting Nursery

When a place becomes available, you will receive a letter detailing a start date and time. Please take time to be with your child for at least the first week. Some children settle quickly; others take longer. Be guided by your child's Key Worker regarding when to leave your child. A post-placement Review will take place 6wks following the child's start date.

It is necessary that an adult (age 16yrs or over) brings your child to and from the Nursery. The accompanying adult should remove the child's coat and change their footwear; each child has their own peg and shoe compartment. For Health & Safety reasons, your child must wash their hands before using any resources etc for learning, following their change of coat and footwear. In the interests of your child's safety, you should tell the Key Worker or Management if your child is to be collected by someone other than yourself, or whoever is named in your 'collectors' list. This avoids difficult situations when a child cannot be allowed to leave with an adult who is unknown to staff or if staff haven't been directly informed of changes.

Children's Absence

We place great emphasis on attendance. As staff plan daily, weekly and termly for your child, it is important that your child attends regularly in order not to miss out on any opportunities. Although not statutory education, we have obligations through Child Protection Procedures to check on absences. Such is the high demand for Nursery placements, continual periods of absence, continual non-reporting of absences or absences of four weeks or longer will be taken to the Admissions Panel who may decide to withdraw the placement.

Should your child be absent we request that you telephone us to record the absence and inform us of the reason why. This will allow us to inform staff and parents of any medical reasons which may be contagious (your child's name will not be divulged to other parents). Should your child continue to be absent please contact us every few days with an update.

Should your child be absent from school without the school being duly informed, we will contact you directly. If we are unable to reach you after 2wks absence, you will receive a letter requesting you contact us. If no contact has been made by the 4th week a further letter will be issued and the placement discussed at the Admissions Panel. If the absence continues into 6wks with no response a final letter detailing your child's % attendance will be issued, and the placement will cease.

Medical & Healthcare

At various times during the year health care services visit the school to work with the children, Vision Screening, Fluoride Tooth Varnishing. We shall keep you informed of dates and issue the necessary forms for you to complete.

Emergencies

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulty of fuel supply. Should we experience a situation where an emergency closure is foreseeable, we will contact you immediately by text and through the local media.

Dress Code

We do not have a school uniform as such, although we adhere to Glasgow City Council's ideals regarding dress which is unacceptable in schools, such as items of clothing which:

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose-fitting clothing/ straps etc, jewellery)
- Carry advertising particularly for alcohol or tobacco

Clothing Recommendations

Children need to be comfortable and relaxed. They have the best fun when they can mess about and not worry about getting their clothes dirty. Please ensure your child wears clothes that can allow for paint or other messy materials. Please also ensure that your child has suitable outdoor clothing should staff take children out for a walk or to learn outside (an integral part of their curriculum).

Sand shoes are the most practical for our children to change into from their outdoor shoes as they are comfortable and are not likely to accidentally hurt anyone during physical play. Wellington boots are the most practical for much of our outdoor play, given the Scottish climate.

Children may occasionally have to change into dry clothes through becoming wet whilst playing or when toilet-training. Please ensure that your child has a change of clothing (including underwear) in their school tote bag, plus nappies and wipes should they be required. The Nursery do not provide these items. (Individual tote lags on cloakroom peg.)

School Meals

All children's snacks and lunches are fully funded by the Scottish Government. Should your child have food allergies or dietary requirements please inform the school of these. A letter from your GP will be required as proof of evidence for Glasgow City Council.

Transition to Primary School

Transitions to Primary schools are dependent on the individual school's transition programme. Some schools wish for children to visit them before the summer break; other schools send an appropriate member of staff to visit the children in their Nursery placement. Regardless of the system, our school staff will pass relevant information to the receiving Primary school. Enrolment in Primary school is the responsibility of the parent/carer and should be completed online in early November (some Primary schools offer 'open days' to assist with this). We will publicise all relevant information passed to us from the various local schools.

Communication with Parents

At Machrie Nursery School we use a variety of methods to keep in touch:

- Groupcall
- Seesaw
- Monthly newsletters.
- Parent's meetings – 6wks post-arrival, November and May.
- Social functions – Christmas concert, Leaver's Celebration, Sport's Day.
- Meeting key workers when children arrive and are collected, and meeting more formally with staff if requested.
- Welcome to meet with the Team Leader or Head on request.
- Available to take calls 8:30am until 4pm Monday to Friday daily (excluding holidays and lunchtimes, answerphone also available).
- Policies.

Home-school Learning Links

We aim to form good relations and communication links with our parents/carers. To aid this we use a variety of different methods to involve parents/carers in the life of the Nursery and to inform them of their child's progress.

- Progress reports – 6wks Review, May.
- Opportunities to 'Stay & Play' where parents/carers can stay to watch and learn how staff interact with children and develop their learning through a variety of experiences.
- Opportunities to accompany your child's group and keyworker on learning expeditions around the local community
- Questionnaires at various times throughout the year requesting either specific information on certain areas of Nursery life, or a general inquiry regarding how you think we can improve.
- Parent/Carers Noticeboard detailing up-to-date information and local initiatives.
- A 'Comments Book' is held in reception to allow parents/carers to quickly comment on any aspect of the nursery, complimentary or otherwise.
- A 'Suggestions Box' is held in reception to allow parents/carers to write in more depth about any aspects of the Nursery they feel could be enhanced.

Care Inspectorate

'Care Inspectorate' are responsible for regulating care services against national 'Health and Social Care Standards' according to the requirements of the Regulation of Care (Scotland) Act 2001 and associated Regulations. Education Scotland is jointly responsible with Care Inspectorate for the inspection of early education and childcare. Our reports from Care Inspectorate and Education Scotland can be found on display in the reception area, as can their contact details should you wish them.

Emergency Contact Information

At the start of each academic year (or whenever your child begins school), parents/carers will be issued with the annual data check form. Please ensure this is completed and returned. It is also important that you let us know if there are any changes to your telephone number(s) or to those of your emergency contacts throughout the year.

Data Protection – use of information about children and parents/carers

We collect information about children attending school (and about parents/carers, emergency contacts etc provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see https://www.glasgow.gov.uk/index.aspx?articleid=18010

Appointments During School Hours
If your child has an unavoidable appointment, please inform us for registration purposes.

Comments & Complaints
In Machrie Nursery School we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Head Teacher in the first instance.

Glasgow City Council complaints procedures are available:
https://www.glasgow.gov.uk/index.aspx?articleid=16133

Customer Care Team
Customer & Business Services
Glasgow City Council
City Chambers
Glasgow G2 1DU

Tel@ 0141 287 0900
e-mail: customercare@glasgow.gov.uk

Curriculum for Excellence 3-18
Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3–18-year-olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast-changing world. As part of Curriculum for Excellence, all children from pre-school to the end of S3 will receive a rounded education known as Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide at Machrie Nursery School we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curricular areas.

- Literacy
- Numeracy
- Health & Wellbeing
- Expressive Arts
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

Literacy
To encourage children in talking, listening, reading and writing skills by giving them opportunities to take part in language activities and to have fun with language. Children should express themselves in a language which they are comfortable using during free play and social activities.

Numeracy
Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

Health & Wellbeing
Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and, in the future, to help them with their physical, emotional and social wellbeing.

Expressive Arts
The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

Religious and Moral Education
Religious and moral education includes learning about Christianity, Islam and other World religions, and supports the development of beliefs and values.

Science
Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

Social Studies
Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

Technologies
The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

Useful Websites
www.curriculumforexcellencescotland.gov.uk
www.educationscotland.gov.uk/parentzone/index.asp

Assessment and Reporting
All children are assessed informally throughout the year. This allows staff to identify your child's strengths and areas for development. A range of informal assessments and strategies are used; learning conversations with your child, observations of their learning through play. Parents/carers are kept informed daily of their child's progress through informal conversations and on our on line platform Seesaw. A written report is given to and discussed with parents after the child has been attending school for a period of 6wks. An annual report is given to and discussed with parents in May.

Children's Profiles
Evidence of your child's work is held electronically using the 'SEESAW' app which parents can access from a variety of devices and peruse at home. All assessments and reports are held in your child's Care Plan which forms the basis of discussions at Parent's/Carer's Meetings. We ask parents to comment on their child's development, Care Plan and reports.

Support for Children
The school has a duty to ensure that all children have equal access to the curriculum with appropriate support for their needs if required. This applies to the content of activities, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents/carers to ensure that they are

fully involved in any decisions about support for their children's needs. Any parent/carer seeking further advice regarding this policy should contact the Head of Nursery in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website at https://www.glasgow.gov.uk/index.aspx?articleid=18941
Information on the Glasgow City Council's Parental Involvement Strategy can also be found at https://www.glasgow.gov.uk/index.aspx?articleid=17870

GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on what is good in a child's life, and what might need attention or support.

It is the bedrock for all children's services and can also be used by practitioners in adult services who work with parents or carers. The approach helps practitioners focus on what makes a positive difference for children and young people – and how they can act to deliver these improvements. Getting it right for every child is being threaded through all existing policy, practice, strategy and legislation affecting children, young people and their families.

What '**G**etting **I**t **R**ight **F**or **E**very **C**hild' means

For children, young people and their families:

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

For practitioners:

- Putting the child or young person at the centre and developing a shared understanding within and across agencies
- Using common tools, language and processes, considering the child or young person, and promoting closer working where necessary with other practitioners

School Improvement

On an annual basis, you will have access to our Standards and Quality report. Copies from previous years are available upon request. The Standards and Quality report highlights progress in key curricular areas such as Literacy, Numeracy and Health & Wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is available in the reception areas for your perusal or can be copied for you if you so wish.

Promoting Positive Behaviour

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Machrie Nursery School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a set of 'Our Golden Rules' to explain expected behaviours.

Home Learning

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please take a copy of our monthly newsletters for information regarding our learning objectives and how you can be involved. We also detail our learning in the playrooms. Parents are welcome to be involved in our 'Stay and Play' sessions where they can see our experienced, qualified staff work with our children. We also have 'Language Home-school Resource Bags' and 'Maths Home-school Resource Bags'.

'Smile Too'

We are a 'Smile Too' registered school and we are pleased to promote good oral hygiene habits in our children. They are given dental resources and encouraged to brush their teeth daily in school. Staff, children and parents/carers also have access to free training and information from NHS dental health teams who are a source of wonderful advice.

Fire Alarm

This is tested every Friday at 9:45am and 2:30pm. If you are in the building when the alarm is sounded at any other time, follow staff and proceed to the muster point, namely the sports pitch. Fire procedures can be found in all rooms and corridors.

Campus Security

No dogs are allowed in the school building or on the campus grounds.
No mobile phones are allowed to be in use in the building.
Campus is 5mph and operates a one-way-system.
Double-gates are for vehicles only and should not be used by pedestrians.

Voluntary Fund

This is a voluntary contribution of £1 per child (or £1 per family should you have more than 1 child at Nursery). This allows us to fund celebrations for your child and for baking/cooking activities.

Useful Addresses and Contacts

Early Years Charging Team
Glasgow City Council
Centenary House
100 Morrison Street
Glasgow
G5 8LN
Tel: 0141 287 4702

Executive Director of Education:	Douglas Hutchison
Head of Service (South):	Dougie MacLeod
Head of Service (South, Early Years):	Sharon Constable/Jackie Fulton

Education Services
City Chambers East
40 John Street
Glasgow
G1 1JL
Tel: 0141 287 2000
www.glasgow.gov.uk