

# Mosspark Nursery Class



Handbook  
Aug 2024 - Jun 2025

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Primary Tel. No. 0141 882 3602  
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@MPMiniMarvels / @MossparkPS



## Welcome to Mossspark Nursery Class

Dear Parent/Carer,

Welcome to Mossspark Nursery Class. I hope that the information in our handbook will explain how our nursery is organised and give details of the education and care we provide.

Our nursery is non-denominational and as such we respect and welcome children and families of all religions, faiths and beliefs. Our aim is to create a nurturing and supportive environment built on warm, caring relationships and mutual trust and respect, where your child will develop positive attitudes and where we will lay the foundations of essential life skills.

We recognise that you are the first and most important educator of your child and we look forward to building a lasting partnership with you and your family. We put a strong emphasis on the home to nursery transition and on the 'settling in' period when we will begin to build that partnership so that you feel able to play an active role in this very important stage of your child's learning and development. Any information that you would like to share with us about your child's learning will be welcomed and staff will always be available to talk with you or answer any questions you may have. We see each child as an individual and aim to give her/him the very best start on her/his journey of lifelong learning. We are committed to providing the best possible learning experiences in line with Curriculum for Excellence thus promoting confidence, self-esteem and a sense of achievement by providing each child, with daily opportunities to experience success.

Our nursery is located within Mossspark Primary School and Mr Jamie McCusker, Depute Head Teacher, oversees the day to day running of the nursery class. We work closely together and have good links with our community partners. We are part of the Bellahouston Learning Community.

We look forward to a long, happy and rewarding partnership with you and your child.

Yours sincerely  
Catriona McBride

Head Teacher.

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## Our Vision

Our Vision for MossparK is to be a community who is committed to:

**“Working together to be the best we can be”**

MossparK Nursery Class is a place where all children, regardless of race, gender, age or personal circumstances are supported, nurtured and encouraged to learn and develop in an environment that is welcoming and safe. Pupils and staff are treated sensitively and fairly and encouraged to reach their full potential through an ethos of mutual respect. Pupils are encouraged to be healthy and active through a planned programme of curricular and play based activities.

## Our Values

- Respect
- Share
- Polite
- Kind
- Confident
- Hardworking
- Responsible

## Our Aims

- To provide a warm, stimulating, positive environment for children to grow and learn.
- To become more confident and independent, whilst learning and playing.
- To nurture and encourage curiosity, wellbeing and respect.
- Encourage children to take responsibility for their learning and behaviour.

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- To provide an interactive partnership involving nursery, home, outside agencies and the community.

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# Children's Rights

for young people in Glasgow's educational establishments

## From Children's Charter to Rights...

We want to feel cared for – to have affection and comfort and to live where there is no cruelty, sufficient food and to be surrounded by friends.

(Consider Article 19)

All children and young people should have access to health, fun and exercise.

(Consider Article 31)

Young people should have the right to relax, to play and should have more supervised activities to allow them to learn and to grow safely as citizens.

(Consider Article 14)

We have a right to fulfil our potential and our dreams.

(Consider Article 29)

We want adults to be fair: young people should not be punished for others' mistakes.

(Consider Article 3)

We have a right to good, inclusive education.

(Consider Article 28)

We want not to feel threatened and not to be bullied; to live in communities where there are mixed clubs with no territorialism and where there is no peer pressure and no stereotyping.

(Consider Article 29)

We want to be respected and respect others equally.

(Consider Article 13)

Young people should have the right to an opinion and the right to be heard. Young people should be entitled to believe and to think what they want, unless that opinion can result in hurt or harm to others. Young people's opinions should be taken seriously.

(Consider Article 12)

The convention applies to every child regardless of: ethnicity; gender; religion; abilities; whatever they may think or say; type of family they come from.

(Article 2)

These rights should be protected!



Our ambition is for all children and young people in Glasgow to know their rights and have these rights protected.

To achieve this we need all adults to support children and young people in knowing their rights and working together to ensure these rights are protected.

**“your rights,  
your freedom  
to enjoy  
those rights”**

**growing  
goodcitizens  
in glasgow**



## Nursery Holidays and In-Service Day 2024/2025



### August 2024 Return to School

Staff  
(In-service 1 & 2) Monday 12<sup>th</sup> August – Tuesday 13<sup>th</sup> August 2024

Children Wednesday 14<sup>th</sup> August 2024

September Weekend Friday 27<sup>th</sup> and Monday 30<sup>th</sup> September 2024

In-service Day 3 Friday 11<sup>th</sup> October 2024

First Mid-Term  
(October Week) Monday 14<sup>th</sup> to Friday 18<sup>th</sup> October 2024 (incl.)



### \*Please note schools will close at 2:30pm on Friday 20<sup>th</sup> December 2024

Christmas/New Year Monday 23<sup>rd</sup> December 2024 to  
Friday 3<sup>rd</sup> January 2025 inclusive

2025 Return to School Monday 6<sup>th</sup> January 2025



Second Mid-Term Monday 17<sup>th</sup> & Tuesday 18<sup>th</sup> February 2025

In-service Day 4 Wednesday 19<sup>th</sup> February 2025

### \*Please note schools will close at 2:30pm on Friday 4<sup>th</sup> April 2025

Spring Break/  
Easter Monday 7<sup>th</sup> April to Monday 21<sup>st</sup> April 2025 incl.

\*School returns on Tuesday 22<sup>nd</sup> April 2025



May Day Monday 5<sup>th</sup> May 2025

In-service Day 5 Thursday 22<sup>nd</sup> May 2025 (*subject to change*)

May Weekend Friday 23<sup>rd</sup> May & Monday 26<sup>th</sup> May 2025

School closes

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Wednesday 25<sup>th</sup> June 2025 @ 1pm

### **Numbers of Children at each Daily Session and Patterns of Attendance**

|                                  |             |
|----------------------------------|-------------|
| Morning session                  | 40 children |
| Afternoon session                | 36 children |
| Full time session                | 24 children |
| Children attend on a daily basis | 76 children |

### **Hours of opening**

The nursery is open from 8.30am until 4.00pm.

### **Daily Sessions**

|                   |                   |
|-------------------|-------------------|
| Morning session   | 8:35am to 11:45am |
| Afternoon session | 12:30pm to 3:40pm |

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## Our Staff Team



Head of Establishment: Mrs Catriona McBride

Acting Depute Head of Establishment: Mr Jamie McCusker

|                       |                               |
|-----------------------|-------------------------------|
| Ms Lisa Mullin        | Child Development Team Leader |
| Ms Jacqueline Grattan | Child Development Officer     |
| Miss Liz MacColl      | Child Development Officer     |
| Miss Catherine Gracie | Child Development Officer     |
| Miss Katy Shannon     | Child Development Officer     |
| Miss Sarah Forbes     | Child Development Officer     |
| Ms Sadia Qadri        | Support for Learning Worker   |
| Ms Laurissa Howieson  | Clerical Assistant            |
| Mr Jim Bain           | Janitor                       |

## **Register of Applicants**

Our clerical staff will keep a register of all applicants and the information contained in the application will be considered by the admissions panel to assist in the allocation of places. The admissions panel meet at various points within the school year. Your application should be as full as possible, as children can be placed depending on the information given. This should include information about household income to best 'band' as part of the admissions process.



Parents can ask to see their application form at any time. If circumstances change which affect the application you should speak to the Depute Head of Establishment or Clerical Assistant.

## **Admissions Policy**

All nursery places are allocated in line with the Council's admissions policy and the nursery staff will be happy to advise you how this policy operates when you apply for a place for your child. A Parents' Pack detailing the Council's policy is also available. If you want a copy, please ask or alternatively look on the Glasgow Family Information Service website.



The admissions panel will consist of all heads of pre-five establishments in the area, a monitoring and liaison officer from GCC and a member of CBS staff.

## **Enrolment Procedures**

Glasgow City Council will write to parents/carers when a place becomes available for their child. You must accept your place by contacting the number given or slip attached. We will then send you a date and time to begin induction. Parents/ carers will be



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required to stay with their child to help him/her settle in the new environment. The length of this stay will depend on the individual need of each child.

### Attendance

We follow Glasgow City Council's policies and procedures on non-attendance. Please contact the nursery if your child will be absent. We feel that regular attendance is very important for every child's progress and continuity. Your child should attend on a daily basis unless he/she is ill. It is essential that you let us know what is wrong, and when he/she hopes to return.

As you can imagine, there is a great demand for nursery places, so please let a member of staff know, **before you leave** if you no longer require a place for your child.

### Arrival and Collection of Children

It is expected that a responsible adult over the age of sixteen will bring the child to and from the nursery.

In the interest of safety and child protection, **only** named adults will be able to collect your child. Please ensure a member of staff knows if your child is to be collected by someone not known by staff members. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff or not the person expected. Should this situation arise we will contact parents/carers to clarify the situation. This is for the safety and protection of all children.

### Emergency Contacts



Parents whose children are in the nursery are asked to provide the establishment with the names, addresses and telephone numbers of two contact people for use in case of an emergency.

**You are also asked to keep the nursery up to date in any changes in this information. This is particularly important if you change mobile number.**

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## Section Two: General Information

### Suitable Clothing



Children learn the best and have fun when they being creative. Sometimes being creative is messy! We will always try to make sure our children are wearing aprons, but accidents happen, so please dress your child in suitable clothes. Please, also make sure that your child has suitable outdoor clothing (i.e. a waterproof or warm jacket,) as the children have opportunities for outdoor learning on a daily basis at all times of the year. Please note that football strips/tops with team colours are not permitted to be worn in Glasgow City Council establishments.

### Shoe Changing

We request that all children bring a change of shoes to wear in the nursery, and suggest that black gym shoes (Velcro fastening or 'slip-on') are the most appropriate style as the children have opportunities to play on physical equipment (e.g. the climbing frame.) Changing shoes assists us in keeping carpets/rugs clean for the children to sit and play on, and children tend to feel more comfortable wearing soft shoes indoors.



### Insurance



Sometimes children like to bring something special or new to the 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.

### Excursions and Consent Forms

When outings or excursions for children are planned, a member of staff will advise you in advance. You will be asked to complete consent forms, which give your

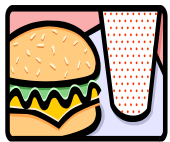
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permission for your child's participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/carer.

### **Emergency Closure Arrangements**

The nursery will be opened on the times already outlined, but on some occasions circumstances arise that mean the nursery has to close. Establishments may be affected, for example: by severe weather, transport problems, power failures or difficulties with fuel supplies. If this happens, we will do all we can to let you know about the details of closure and re-opening. We may keep in touch by telephone, text messages, or emails, and will also use Twitter and our school seesaw app.

### **Meals**



Children attend nursery for blocks of 3 hours and 10 minutes. Within this time period meals are not provided. A number of children do stay for lunch and will have extended blocks of nursery on a daily basis. In this instance, these children will be provided with a meal by Cordia.

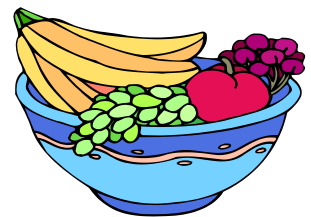
Should you have further questions then please see Mr Feist.

### **Snacks and the Promotion of Healthy Eating**

During the morning and afternoon sessions the children have continuous access to a healthy snack bar. Snacks are now free of charge to nursery children, in accordance with Glasgow City Council guidelines.

Sweets are only distributed on special occasions such as parties and festivals. The nursery operates a healthy eating policy intended to promote the consumption of healthy foods. We supply fruit to encourage the children to eat the recommended five fruits and vegetables a day.

During enrolment the Team Leader will take note of any dietary requirements such as Halal diet etc.



### **Nursery Fund**

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A parental contribution of £2 per week would be appreciated which we look to collect in 5 week blocks of £10. We use this fund to provide special trips, extra toys, birthdays, gardening and cooking equipment for our Nursery Class.

### Your Child's Birthday

We are delighted to celebrate your child's birthday with them as it is an important milestone for many children. We will hold a small birthday celebration within the nursery session where your child will have a small cake and gift (provided from our nursery toy fund) with their nursery friends.



### Sun Protection



During warm weather we would like to extend the time that the children spend outdoors. The children obviously need protection from the sun's harmful rays, so we are requesting that parents apply sun cream before the children come to nursery, and that the children bring sun hats to wear. Parents/ Carers must alert staff to any allergies and if sun cream should not be applied.

### Our Equal Opportunities Policy

Our nursery class reflects the council's equal opportunities policies and is anti-racist, anti-sexist and multi-cultural. We recognise the rights of both men and women to work or to care for children. Provision takes account of the needs of children with disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to nursery and in the curriculum of our establishment.

### No Smoking Policy



A "No Smoking" policy operates in all areas of the school and nursery class. This includes within the school and nursery grounds.

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## **Transfer to Primary School**



Children normally go to school between four and a half years and five and a half years of age. Information on registration and enrolment procedures for primary schools will be given in the local press early, and also displayed in the nursery foyer as well as through our communication channels. Enrolment for primary school is currently November and is completed online via the *Glasgow City Council* website. Please note that children should be registered at their local school even if you are making a placing request to another establishment.

## **Suggestions and Complaints**

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service, please contact the Team Leader in the first instance. Similarly, if you have a complaint about any aspect of the service, you should speak to the Team Leader or Depute Head Teacher in the first instance. If you feel your complaint hasn't been satisfactorily resolved, your next step would be to contact Mrs McBride, Head of the establishment.

If, despite this, you're still unhappy, please contact the education officer responsible for Pre-Fives:-

Education Services  
Early Years Team  
Glasgow City Council  
40 John Street  
Glasgow  
G1 1JL  
Telephone: 0141 287 7065

The Care Inspectorate  
Compass House  
11 Riverside Drive  
Dundee  
DD1 4NY  
Telephone: 0345 600 9527

The Care Inspectorate can be contacted at any time.

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## Section Three: Medical Information



If your child has any medical condition(s) then these should be disclosed at enrolment. Arrangements will be put in place to accommodate your child's needs within the nursery.



If your child needs medication during her/his time at nursery you should discuss her/his requirement with the Team Leader. Prescribed drugs will be given at the discretion of the Depute or Head Teacher and you will need to fill in a form that authorises staff to administer the drugs to your child. A member of staff will give you the necessary form to complete.

If your child suffers from asthma, you must tell the Team Leader if there are any activities or specific circumstances that are likely to bring on an attack. Inhalers should be left in nursery. These will be stored in a locked medical cupboard. Advice will be given on this.

### If your child becomes ill

If your child is unable to attend the nursery through illness or for any other reason you must inform nursery staff as soon as possible. Children who are obviously unwell should be kept at home where they are more comfortable.



If your child becomes ill while at nursery every attempt will be made to inform you. If the illness is of a serious nature, your child will be taken to the nearest accident unit and you will be contacted and advised to join the child at hospital.

### Minor Accidents and Upsets

Parents will be informed of any minor accidents or upsets when they collect their child. Staff provide first aid according to Glasgow City Guidelines.

### Visit to the Establishment by Medical Staff

Children will be offered a dental inspection during their first year and a vision screening during their pre school year. Parents will be informed of forthcoming visits.

## Section Four: The Nursery Curriculum

### Learning

The purpose of the curriculum for excellence is to help children and young people to become successful learners, confident individuals, responsible citizens and effective contributors.

In Scotland, following curriculum for excellence, all children and young people are entitled to experience:

- a coherent curriculum from age 3 to 18
- a broad general education, including well planned experiences and outcomes across all the curriculum areas. This should include understanding of the world and Scotland's place in it and understanding of the environment
- a senior phase which provides opportunities for study for qualifications and other planned opportunities for developing the four capacities
- opportunities for developing skills for learning, skills for life and skills for work
- opportunities to achieve to the highest levels they can through appropriate personal support and challenge
- Opportunities to move into positive and sustained destinations beyond school

Experiences and outcomes set out expectations for learning and development in:

- Health and Well Being
- Literacy and English
- Mathematics
- Expressive Arts
- Religious and Moral Education
- Sciences
- Social Sciences
- Technologies



Your child will be offered integrated learning experiences through which she/he will not only acquire knowledge and skill but also learn how to learn within a play based context. We seek to create an atmosphere where parents and staff work together as partners to support the child's development.

### What We Do

Throughout the year, learning is planned around a variety of themes which provide the child with stimulating experiences. By engaging your child's interest and

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motivation we will encourage your child to ask questions, to seek explanations and to develop communication skills through a variety of contexts.

### Profile of Learning

Every child in the nursery will have ownership of their learning profile. The profile will contain a number of photographs and a selection of their work illustrating their progression in the nursery. This is available at any time for parents/ carers to view.

We also use Seesaw which is a digital app-based platform that allows children and teachers to share Nursery learning and activities with their parent/carers.

### Additional Support Needs



If your child is requiring support with speech, hearing, sight or learning the Team Leader or Depute Head Teacher will discuss this with you. This will normally involve an arranged meeting where any concerns can be noted and discussed in detail. After discussion and with your consent, appropriate agencies will be contacted in order to help your child.

## Section Five: Parents as Partners

### Working with You

We recognise the central role that parents play in the life of their child and aim to harness that expertise and knowledge to enhance the child's experience in nursery. Our 'open door' approach is intended to maximise co-operation between parents and staff. We are always available if you want to talk to us about your child. Our strategy for promoting parental partnership includes many other initiatives: parents' meetings, parents in the class and newsletters.

Where a 1:1 discussion may be required, this can be easily arranged as we are here to listen, help and to work as a team with you and your child.

A great way to get involved is to come along to our 'Stay to Play' sessions.

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## **Working Together to Promote Positive Behaviour**

Our aim in the nursery class is to help children to develop and extend the good habits and behaviour patterns already established at home. Within a harmonious environment for learning, we wish to promote co-operation, self-respect, self-discipline and respect for others and their property. Parents will be consulted about any issues.



## **Fundraising**



The nursery fund is a weekly contribution of £2.00 which covers costs incurred by the Nursery programme e.g. baking, materials, local outings linked to planned learning activities as well as theatre and puppet workshops.

We also have fundraising events organised by staff and parents throughout the year. The money raised is spent on outings, Christmas expenses and new equipment for the nursery. An accurate record of all monies received is kept and regularly audited. These records are available for parents to see at any time.

## **Section Six: The Wider Community**

### **The Nursery and the community**

The nursery has a lively interest in the community in which it is set and likes to co-operate at many levels with local groups. We are always keen to explore avenues that might further the education of children in this area. Parent/ carer involvement in school activities is encouraged and welcomed.



## **Partnership Working**

As part of our work in 'Getting it Right for Every Child' (GIRFEC) we liaise closely with our partner agencies.

The nursery will liaise with:

- Health Services
- Social Services
- Community Education
- Psychological Services
- Any other services which will enhance the learning opportunities of the children and their parents.

As part of your induction to the nursery, please ensure you understand our policies with regards to Child Protection and Safeguarding. You will also see reference to this in your child's care plan.

## **Links with Primary Schools**

Liaison between the nursery class and primary schools is ongoing and constantly developing. Links are maintained by various means. These include regular meetings, exchange visits by staff and support and co-ordination of programmes for the ease of transition of your child from nursery to primary school.

### **Please note**

*Although the information in this handbook is correct at time of printing, there may be changes affecting any of the matters dealt within it, either before your child's placement begins or during the course of their placement. The Depute Head of Establishment will tell you of any important changes to the information.*