

OFFICIAL



WELCOME TO NITHSDALE ROAD NURSERY SCHOOL



ESTABLISHMENT HANDBOOK

Last updated August 2023

OFFICIAL

OFFICIAL

Dear Parent

Welcome to Nithsdale Road Nursery School.

Our values at Nithsdale Road Nursery School are the characteristics that we believe are essential for life long learning:

Children need to be able to adapt to different experiences and achieve emotional well being. They need to take responsibility, recognise and manage their own feelings and understand the feelings of others, have a sense of independence and self worth, form and maintain positive, mutually respectful relationships with others, be able to solve problems and make informed decisions and have a sense of purpose and goals for the future.

You are your child's first and most important educator and we look forward to working with you and sharing the extensive knowledge and understanding you have of your child.

Working in partnership with you, we aim to enable all children in this Nursery to be **SUCCESSFUL LEARNERS, CONFIDENT INDIVIDUALS, EFFECTIVE CONTRIBUTORS AND RESPONSIBLE CITIZENS** in line with Curriculum for Excellence.

We promote learning through a whole range of activities and experiences. Activities involve the child in making decisions, investigating and solving problems.

All learning is done at the child's own pace and starts from where he or she is 'at' in his/her developmental stage. We have consistently high expectations of children's achievements and behaviour and share these with children and parents.

A profile of your child will be started on admission to the Nursery. The profile serves as a starting point and will be added to by staff as we gain more knowledge about your child.

We have a clear and shared understanding of what is involved in providing high quality education for children.

We look forward to an exciting and stimulating year.

Yours sincerely,

AM Miller

OFFICIAL

OFFICIAL

Annemarie Miller
HEAD OF NURSERY

ESTABLISHMENT INFORMATION:

Establishment name and address: Nithsdale Road Nursery School
264 Nithsdale Road
Glasgow
G41 5LB

Telephone/Fax: 0141 427 1896

E-mail: headteacher@nithsdaleroad-nursery.glasgow.sch.uk

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

Care Inspectorate Service Number: CS2003003390

Glasgow City Council Going to School web-site:

[Glasgow City Council website - Education and Learning](#)

Agreed Capacity of the establishment:

40 children attend at any one time. All children are offered 1140 hours (30 hrs per week) A variety of patterns of attendance in place.

Stages covered: 3 - 5 years

OFFICIAL

OFFICIAL

Denominational Status:

The nursery is non-denominational. We respect and welcome children, parents, and carers of all religions, faith and beliefs.

Learning Community:

Govan/Bellahouston

ESTABLISHMENT STAFF:

Head of Nursery: Mrs Annemarie Miller

| Staff | Job Title |
|-------------------|---------------------------------------|
| Mary Cumming | Child Development Team Leader |
| Tracey Docherty | Child Development Team Leader |
| Emma Hobbs | Child Development Officer |
| Julia Gunn | Child Development Officer |
| Elizabeth Trainer | Child Development Officer (part time) |
| Carolyn McMillan | Child Development Officer |
| Noreen Ejaz | Child Development Officer |
| Angela Keegan | Child Development Officer |
| Amina Alam | Child Development Officer |
| Ammara Afzal | Child Development Officer (part time) |
| Therese Moore | EAL Teacher (peripatetic term 1) |
| Megan Ross | Support for Learning Worker |
| Nadia Khan | Support for Learning Worker |

OFFICIAL

OFFICIAL

| | |
|-------------------------|-----------------------------|
| Siobhan Blair | Support got Learning Worker |
| Eileen McCafferty | Clerical Worker |
| Carol Shand/Day Cleaner | Janitor |
| Beant and Linda | Cleaners |

ESTABLISHMENT HOURS:

| | | |
|-------------------|--------------|------------------|
| Hours of opening: | A.M. session | 8am - 12.45 noon |
| | P.M. session | 1pm - 5.45pm |

School Holidays

Details of holiday dates are available on the Glasgow City Council website:
<https://www.glasgow.gov.uk/index.aspx?articleid=1702>

ENROLMENT:

All nursery places are allocated in line with the Council's admissions policy. The nursery staff will be happy to advise you about how this policy operates when you apply for a place for your child. Please contact the nursery if you wish to complete an Application Form.

A register of all applicants is kept by the head of establishment and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places.

The admissions panel will meet at regular intervals throughout the year to decide how nursery places will be allocated. The panel consists of heads of early years establishments in the area.

OFFICIAL

OFFICIAL

Please note that the length of time a child's name has been on the register will not affect the child's priority for admission.

Parents can ask to see their application form at any time. If circumstances change which affect the application you should speak to the head of nursery.

Parents will be contacted by the Head of Nursery when a place is available, usually in the April or May preceding entry in August. When children start nursery, there is a settling in period during which parents are invited to stay within the nursery. Our Settling In procedures will be discussed when parents and children visit the nursery prior to admission.

CURRICULUM, ASSESSMENT AND ARRANGEMENTS FOR REPORTING TO PARENTS AND CARERS:

The curriculum offered is based on the philosophy of the child as an active learner, developing the skills and concepts needed for living in a multicultural society. Parents are valued for their role in this partnership of education.

Our Curriculum starts from the needs of the individual child. It has breadth, balance, depth and sufficient flexibility to meet the needs of individuals including those children with additional support needs. Staff have high expectations of children's behaviour and learning. A problem solving approach in every area of the nursery actively encourages the children to use their imagination, learn to think creatively, use their initiative, assess and take healthy risks. All children participate in a range of creative learning experiences outdoors on a daily basis.

The children enjoy and are actively involved in learning through play. The experiences offered to the children sustain their interest, help them make decisions, assess risk, solve problems and develop independence. Children can experiment and discover with all kinds of materials, develop new skills, make friends and share experiences. All of the 'work' is planned to be interesting so that your child develops those attitudes necessary for later schooling, such as curiosity, motivation, concentration and a desire to keep learning. All learning is done at the child's own pace and starts from where he or she is 'at' in his/her developmental stage.

We have regular staff meetings to share specific information about children in the everyday context of 'play'. These observations provide us with a detailed picture of each child and enable us to plan experiences to meet the individual needs of all children. Staff actively consult with and listen to the children to identify and plan future learning. We record and track children's progress, achievements and next steps in Literacy, Numeracy and health and Well Being.

You will have opportunities to discuss your child's progress both formally and informally throughout the year.

OFFICIAL

OFFICIAL

Every child in the nursery has a folder. The folder contains a number of photographs and a selection of the child's work illustrating his/her progress in the nursery.

Please ask your child to share his/her Profile with you at any time. You will be given your child's Profile including his/her Transition Record in June.

CURRICULUM FOR EXCELLENCE

Curriculum for Excellence is firmly focused on the needs of the child and designed to enable them to develop into successful learners, confident individuals, responsible citizens and effective contributors.

We adopt a holistic approach to your child's learning which responds to their changing developmental needs. We support the children in all aspects of their emotional, social, cognitive and physical development.

Our Learning environment is child centred. The Children are consulted and encouraged to express their views and therefore help shape their own learning experiences. They are involved in planning and recording their own learning. With sensitive adult support your child will learn how to make good, informed choices and take responsibility for his/her own learning. The children are actively engaged in their learning which is interactive, purposeful and defined within the outcomes and experiences which are:

Health and Well Being
Literacy and English
Numeracy and Mathematics
Expressive Arts
Sciences
Social Studies
Technologies
Religious and Moral Education.

Literacy, Numeracy and Health and Well being are central themes which run through all of our activities and help develop skills for learning, for life and for work

ECO-SCHOOLS: Learning for Sustainability

'Eco-Schools is an international initiative designed to encourage whole-school action on sustainable development education issues. It is an environmental management tool, a learning resource and a recognised award scheme.'

Eco Schools Scotland



OFFICIAL

The nursery currently holds Five Green Flag as well as Silver and Bronze Awards for our continued commitment to the environment.

We have elected an Eco-Committee which meets regularly and includes representatives from the children, staff and parents.

Each year, the committee will identify a number of green issues which will encourage children, their families and the wider community to become more environmentally aware.

CHILD WELFARE & SAFETY/CHILD PROTECTION

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.



Schools, establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- Ensuring that children are respected and listened to.
- Ensuring that programmes of health and personal safety are central to the curriculum.
- Ensuring that staff are aware of child protection issues and procedure.
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child, they must report these concerns to the head of establishment. The head, or the person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of pupil must then immediately advise the duty senior social worker at the local social work services area office of the circumstances.

The Child Protection Coordinator for the nursery is Annemarie Miller (Head of Nursery)

GETTING IT RIGHT FOR EVERY CHILD: (GIRFEC)

The Children and Young People Act (Scotland) 2014, is the Scottish Government-led approach to making sure that our children and young people - and their parents or carers - can get all the help and support they need from birth right through to age 18 (or beyond if still in school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and

OFFICIAL

OFFICIAL

caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it.

EQUAL OPPORTUNITIES AND SOCIAL INCLUSION:

We have an inclusive ethos where all children and families are made very welcome. Everyone in the nursery is treated fairly and with equal concern. Since attitudes and values are formed at an early age, the nursery seeks to provide a caring, anti racist, multicultural curriculum in order that children grow up experiencing these caring values together with sufficient information to form a reasoned understanding of other cultures. We have a good range of resources which reflect and celebrate the differing lifestyles and cultures of the children and families who attend the Nursery. Our bilingual staff members assist in communicating with parents and children who have English as an additional language. They support children's language skills in Mother Tongue and English.

Our curriculum also recognises the rights of both men and women to work and care for children. It also takes account of children with additional support needs and chronic illnesses.

In seeking to provide the best possible education for the children in our nursery we must be aware that the attitudes held by the staff will affect the way the nursery functions, the way in which the children learn and the attitudes and values which they will come to hold.

However, the attitudes of the staff are only one influence on the children and we are greatly aware that our aims can only be met with the wholehearted support of parents and the wider community.

We welcome all children and families. Children, parents and staff are treated equally with respect and in a fair and just manner.

ACCESSIBILITY STRATEGY:

The nursery has a duty to ensure that all our pupils have equal access to the curriculum, supported as appropriate to their individual needs.

This covers not only the content of activities and teaching strategies but also minor adaptations to the physical environment of our building to address the needs of pupils with physical or sensory impairment, including the relocation of activities to the ground floor where feasible.

We also need to ensure that parents who have a disability have equal access to information about their children. This could involve, for example: relocating the venue for parents'

OFFICIAL

OFFICIAL

meetings to facilitate physical access at parents' evenings or individual interviews; provision of an interpreter; agreeing a telephone contact system to provide direct feedback to parents.

SUPPORTING CHILDREN WITH DIFFICULTIES:

If a child is found to have difficulties with speech, learning, coping with other children etc., the first step we would take in helping the child would be to discuss the difficulty with the child's parents. We could then plan how to work together to help the child. Specialist help e.g. speech therapy, educational psychologist, would only be sought with the parent's full agreement. The specialists would then use their skills and experience to advise parents and staff while working to help the child.

A Well-being Assessment Plan will be implemented for all children with additional support needs. This will detail the child's developmental needs, aptitudes and abilities, long and short term planned outcomes and how they will be achieved using varied efficient strategies for learning and teaching. The professionals involved with the child will work co-operatively and contribute to the WAP in consultation with parents in order that everyone is using a consistent approach to promote the child's development.

The rights and responsibilities of parents are respected and they are actively encouraged to be involved in making decisions about the approaches taken to meet their child's additional support needs. Parents will be involved also in regular review meetings.

Further information on the Council's Additional Support Needs can be found on the website <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

HOME AND ESTABLISHMENT LINKS:

We aim to create a welcoming and inviting environment where parents feel comfortable and able to approach the Head of Nursery and staff with any questions, concerns or complaints.

We believe that you are your child's first and best teacher and will always be the major influence in your child's development. You, the child's parent, can help us by sharing with us your very extensive knowledge of your child.

Parents are kept informed about the life of the nursery through the handbook, newsletters with informative notice boards and the use of photographs depicting life within the playrooms. The nursery also has a website to keep you up to date and you can access us through our Twitter account.

ATTENDANCE:

OFFICIAL

OFFICIAL

Please contact the nursery on the **first day of absence** if your child is unwell and not able to attend. If your child is unwell during the night or early morning before nursery, please keep him/her at home until the symptoms have cleared completely.

Policy on Prevention of spread of infection:

If your child has sickness or diarrhoea they must not return to nursery until they have been clear of the symptoms for **48 hours**. If your child becomes ill while at nursery, we will contact you. In the event of a serious accident we will make every effort to contact you immediately. If this proves difficult or speed is essential, the head teacher will be responsible for the child going to the hospital for the appropriate treatment.

It is expected that a responsible adult will bring a child to and from the nursery. Children will not be handed over to any adult unknown to us. Parents **MUST** inform the Head of Nursery or a member of staff in advance of any change in the collection of children.

A member of staff is on duty every day at arrival time to welcome children and parents and to complete the Fire Register. For security reasons the front door is locked from 9.15-12.45am and 1.15-4.15.

ESTABLISHMENT/COMMUNITY:

We make regular use of local facilities both on foot and on mini bus outings. We visit Bellahouston Park, Pollok Park, Burrell Collection and Glasgow Science Centre. We are grateful for a weekly donation of £3.00 from parents to pay for: outings, Christmas and Eid gifts, theatre groups invited to the nursery, baking ingredients, etc.

WORKING TOGETHER TO PROMOTE POSITIVE BEHAVIOUR:

All members of staff understand their role in supporting learners and share good practice in all aspects of nursery life. All members of staff become models for how we make and maintain relationships and deal with challenging situations when they arise. We use a nurturing approach (based on the six nurture principles) and use restorative practice to promote positive behaviour. Staff understand that 'All Behaviour is Communication' We will Reinforce positive behaviour by giving respectful attention to a child, noticing children positively, noticing any contributions, efforts and improvements, giving children responsibility and encouragement.

MEDICATION:

If your child is in need of medication during his/her time at nursery you should discuss his/her requirements with the Head of Nursery. Prescribed drugs will be given at the discretion of the head and you will need to complete a form which authorises nursery staff to administer the medication to your child. Please notify the Head if your child has any underlying health conditions.

OFFICIAL

OFFICIAL

EMERGENCY CLOSURE ARRANGEMENTS:

The nursery will be opened at the times already outlined, but on some occasions circumstances arise which mean the nursery has to close.

Establishments may be affected by, for example, severe weather, transport problems, power failure or lack of water. If this happens, we will do all we can to let you know about the details of closure and re-opening.

The Council website www.glasgow.gov.uk/winter and social media will be among the key communication channels. Also, the council's twitter page twitter.com/glasgowcc.

TOY FUND:

There is a weekly donation of £3.00. This pays for: baking ingredients, party food, mini bus outings, entertainers invited to the nursery, Christmas gifts and any extra resources.

CLOTHING:

Please ensure that your child has suitable outdoor clothing, i.e. a jacket/coat with a hood and a pair of Wellingtons with their name on each item. We can provide waterproof suits if your child does not have the suitable clothing.

There are forms of dress which are unacceptable in establishment, such as items of clothing which:

- potentially, encourage faction (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, dangling earrings;

Glasgow City Council is concerned at the level of claims being received regarding the loss of childrens' and young peoples' clothing and/or personal belongings. Parents/Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to establishment. Parents/Carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

MEALS:

All children have access to healthy snacks throughout the day. A two-course meal is provided at lunchtime and an enhanced snack is available in the afternoon.

School Improvement Plan

On an annual basis we complete a standards and quality report. This report highlights progress in key areas in our curriculum. Our details for improvement are detailed in our Improvement

OFFICIAL

OFFICIAL

Plan which can be accessed via our website. Any parent or carer seeking a paper copies can speak to school office.

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

We collect information about children attending school (and also 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 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, 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> .

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/index.aspx?articleid=22069> .

City Council web-site:

www.glasgow.gov.uk/index.aspx?articleid=2908

Internet facilities are provided at all Glasgow City Council Public Libraries and Real Learning Centres.

DEALING WITH RACIAL HARASSMENT:

The Race Relations Act of 1976 makes it unlawful to discriminate against someone because of his/her colour, race, and nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination.

In 1999 the guidelines '*Dealing with Racial Harassment*' were issued to assist all teaching staff in dealing with such incidents.

The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child in Glasgow has the right to be happy and secure at establishment.

OFFICIAL

OFFICIAL

COMMENTS 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 Head of Nursery, Annemarie Miller, in the first instance. Similarly, if you have a complaint about any aspect of the service you should contact the Head of Nursery. If you feel your complaint has not been satisfactorily resolved with the head teacher, please contact our Customer Liaison Unit who will:

- Take a totally neutral stance in fully investigating your complaint;
- Acknowledge receipt of your complaint within 5 working days;
- Give a full written response within a further 20 working days, unless another timescale has been agreed.

They can be contacted by phone, by post or by completing an online complaints form:

Telephone: 0141 287 5384

Email: education@glasgow.gov.uk Web: www.glasgow.gov.uk

Post: Customer Liaison Unit

Education Services, Glasgow City Council

City Chambers, 40 John Street, Glasgow, G1 1JL

Alternatively parents/ carers can make a complaint or voice a concern to the **Care Inspectorate** who regularly inspect Local Authority Childcare establishments.

Headquarters:

Care Inspectorate:

Compass House

11 Riverside Drive

Dundee DD1 4NY

Tel: 0845 600 9527

Email: enquiries@careinspectorate.com

Paisley Office

Care Inspectorate

4th Floor

No1 Smithhills St

Paisley PA1 1EB

Tel: 0141 843 6840

The **GFIS** website provides a variety of information in respect of Early Childhood & Extended Childcare service and Early Years support:

www.gfis.org.uk

PLEASE NOTE:

Although the information is correct at the time of printing, there could be changes affecting any of the matters dealt within it:

- a) before the commencement or during the course of the establishment year in question
- b) In relation to subsequent establishment years.

OFFICIAL