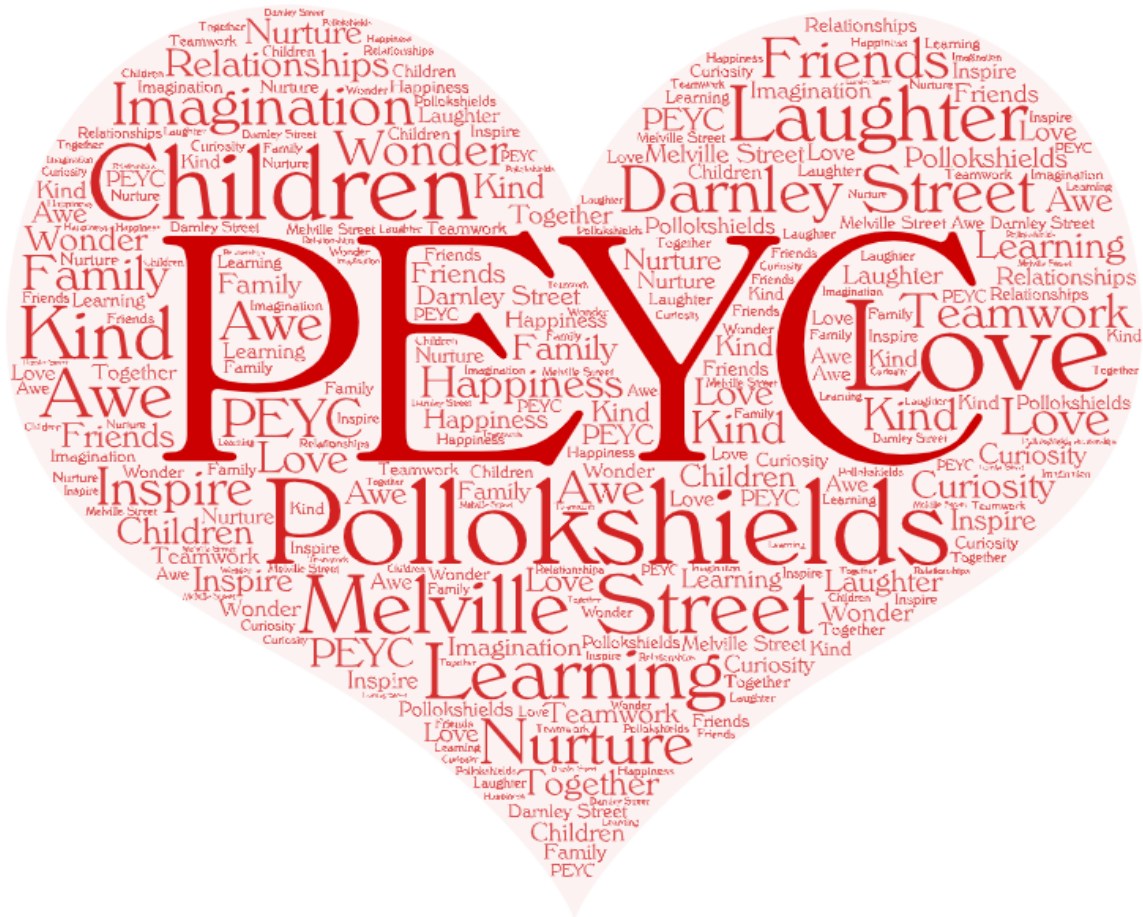


Pollokshields Early Years Centre

Handbook

2024-2025



9-11 Melville Street
Pollokshields
Glasgow
G41 2JJ
0141 423 7330

& 175 Darnley Street
Pollokshields
Glasgow
G41 2SY
0141 424 3920



SECTION ONE: Establishment Information

How to find us: Pollokshields Early Years Centre
9-11 Melville Street
Glasgow
G41 2JJ

Pollokshields Early Years Centre
175 Darnley Street
Pollokshields
Glasgow
G41 2SY

Telephone Numbers: 0141 423 7330 (Melville Street)
0141 424 3920 (Darnley Street)

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

Learning Community: We are part of the Bellahouston Learning Community

Our Vision

At Pollokshields Early Years Centre, we offer a warm, safe and secure environment, fully inclusive and nurturing for all children and families. We see, hear and understand each child and cherish the importance of care giving moments. We empower and ignite potential, embracing the authenticity of curiosity and the world around us, developing life long memories together.

Establishment Aims

At Pollokshields Early Years Centre we aim to offer the highest quality service.

1. We will provide opportunities for all children to become successful learners, confident individuals, responsible citizens and effective contributors through a balanced curriculum that takes account of their individual needs.
2. We will continue to strive towards creating rich learning environments which build on each child's prior experiences, and is informed by careful observation, assessment and recording of children's progress.
3. Children will benefit from an environment which guarantees their welfare, and protection and promotes health, hygiene and personal safety.
4. Children who experience barriers to their learning will be quickly identified, and we will work in partnership with parents, carers and appropriate agencies, to provide any additional support to individual development and learning.
5. There will be a positive, caring ethos throughout the centre which values and respects the contributions of all children, parents and staff.
6. We will create effective partnerships with parents, enabling them to participate fully in their child's development and learning.
7. There will be opportunities for staff to continue in their professional development enabling them to build on knowledge, skills and expertise.
8. We will develop close links with community organisations, and make positive contributions to the life of the community.

The Staff Team

Karen McLean	Head of Centre
Aisling Gray	Depute Head of Centre
Samantha Hamilton	Acting Depute Head of Centre
Jillian Anderson	Child Development Team Leader
Claire Mason	Child Development Team Leader (Maternity Leave)
Amanda O'Hara	Lead Practitioner for Attainment (Maternity Leave)
Diane O'Callaghan	Acting Child Development Team Leader
Andrew Gemmell	Acting Child Development Team Leader
Therese Moore	EAL Teacher
Christine Adam	Clerical Assistant (Darnley Street)
Jennifer McCann	Clerical Assistant (Melville Street)
Ainsley McFadyen	Child Development Officer
Ainsley McGinley	Child Development Officer
Amanda McLean	Child Development Officer
Amy Withers	Child Development Officer
Amrita Kaur	Child Development Officer
Anam Ali	Child Development Officer
Ava Davidson	Child Development Officer
Cara Forrest	Child Development Officer
Christine Bird	Child Development Officer
Cindy Harley	Child Development Officer
Danielle Mathieson	Child Development Officer (Maternity Leave)
Debbie Smith	Child Development Officer
Demi Stevenson	Child Development Officer
Emma Lowrie	Child Development Officer
Fatima Bouarfa	Child Development Officer
Hibah Asif	Child Development Officer
Jade Anderson	Child Development Officer
Jan Nunnery	Child Development Officer
Katie Gardiner	Child Development Officer
Kevin O'Neil	Child Development Officer
Kole Howe	Child Development Officer
Laura Harris	Child Development Officer
Lauren Slaven	Child Development Officer
Mani Raj	Child Development Officer
Maureen Campbell	Child Development Officer
Megan Kane	Child Development Officer
Natalie Jimenez	Child Development Officer
Patricia McDonald	Child Development Officer
Nicola Eadie	Child Development Officer
Razia Razaq	Child Development Officer
Rhonda McDougall	Child Development Officer
Sabrina Trainer	Child Development Officer
Shannon Porter	Child Development Officer
Shazia Ali	Child Development Officer
Stephanie Gilroy	Child Development Officer
Talia Watson	Child Development Officer
Tracey Campbell	Child Development Officer
Alistair Joyce	Support for Learning Worker
Rashida Tufail	Support for Learning Worker
Karen McSporran	Support for Learning Worker
Gemma Gibson	Support for Learning Worker
Kirsty Eadson	Support for Learning Worker

Shaista Bashir	Support for Learning Worker
Sophie Drew	Support for Learning Worker
Debbie McMillan	Facilities Officer
Zaskia Maumou	Facilities Officer

SECTION TWO: General Information

Holidays 2024/2025

October

- Friday 11th October 2024 - Staff In-Service day (**All Children**)
- Monday 14th - Friday 18th October - October Week (**Term Time**)

December - Christmas and New Year

- Schools close at 2.30 pm on Friday 20th December 2024 (**Term Time**)
- Tuesday 24th December 2024 - Thursday 2nd January 2025 - Christmas holidays (**52 Weeks**)

January

- Schools return on Friday 3rd January 2025 (**52 Weeks**)
- Schools return on Monday 6th January 2025 (**Term Time**)

February mid-term break

- Monday 17th February 2025 (**Term Time**)
- Tuesday 18th February 2025 (**Term Time**)
- Wednesday 19th February 2024 - Staff In-Service day (**All Children**)

April - Spring Holiday (Easter)

- Schools close at 2.30 pm on Friday 4th April 2025 (**Term Time**)
- Monday 7th April - Monday 21st April 2025 (Spring Break) (**Term Time**)
- Friday 18th April - Good Friday (**All Children**)
- Monday 21st April - Easter Monday (**All Children**)
- Schools return on Tuesday 22nd April 2025

May

- Monday 5th May 2025 (May Holiday) (**All Children**)
- Thursday 22nd May 2025 - In-Service day (**All Children**)
- Monday 5th May 2025 (May Holiday) (**All Children**)
- Friday 23rd 2024 & Monday 26th May 2025 (May Weekend) (**All Children**)

June

- Schools Close at 1.00 pm on Wednesday 25th June 2025 (**Term Time**)

July

- Monday 21st July 2025 - Fair Monday (**All Children**)

General Information

<u>Non-Denominational Policy of the Nursery</u> The centre is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.	<u>Our Policies</u> Pollokshields Early Years Centre has policies in place so that staff, parents and visitors to our centre are clear on our work practices and our standards. Our policies are written in line with Local Authority guidelines and our self- evaluation tool How Good Is Our Early Learning and Childcare and Realising the Ambition. Please see a member of management if you would like to find out more about this.
<u>Age Range Covered and Capacity</u> <u>MELVILLE STREET</u> <u>0-1 Room</u> 9 places <u>2-3 Room</u> 20 places <u>1-2 Room</u> 9 places <u>3-5 Room</u> 70 AM x 70 PM <u>DARNLEY STREET</u> 3-5 ONLY - 40 AM x 40 PM	<u>Daily Sessions</u> Melville St is a 52-week establishment & Darnley St is a Term Time establishment both open from: 8.00 a.m. - 5.45 p.m. 3-5 years term time funded place: AM: 8.00am - 12.45pm PM: 1.15pm - 5.45pm 0-3 sessions vary between 8.00am & 5.45pm
<u>Additional Hours</u> Our aim is to respond to parental needs, if you require additional hours to support work or further education please include this information in your application form. This facility means that a child who has a place can be accommodated for extra hours over and above his/her funded session. Additional hours within the nursery day and lunchtime provision can be bought provided there are places available. Each hour will be charged and will be invoiced four weekly. An invoice will be sent to you from Glasgow City Council. If you are interested in using this service you should speak to the Head of Centre.	<u>Admissions Policy</u> All nursery places are allocated in line with Glasgow City Council's Admissions and charging policy for Early Years and the staff will be happy to advise you of how this policy operates when you apply for a place for your child. A leaflet detailing the Council's policy is also available. A register of all applicants will be kept by the centre and the information contained in the applications will be considered to assist in the allocation of places. Please note that the length of time a child's name has been on the register will not give priority for admission. If circumstances change which affect the application you should inform the Head of Centre as soon as possible.

General Information

<u>Enrolment Procedures</u> Once your child has been allocated a place in the nursery you will be contacted to arrange a Welcome/Home visit and arrange a start date. When your child starts nursery, it is important that they are given time to settle into this new environment. This means that a parent, relative or friend must stay with the child until they are familiar with their new surroundings. At first the adult will leave the child for a short time only and be close at hand; then if the child is settling the time will be extended each day until the child can be left for the whole session. You are most welcome to stay with your child at any time or to phone and ask how they are settling. Every child is an individual and some children take longer than others to settle. The settling procedure is very important and ensures that your child is happy and secure in the nursery.	<u>What Children Need to Bring to nursery</u> Your children will be given their own peg and bag with their name beside it. There are shoe racks underneath the pegs where your child can keep a change of shoes. Outdoor learning is celebrated within the centre and we would ask if your child can be dressed appropriately for the Scottish weather, a pair of wellies kept in the centre is advisable. Nursery is about discovering, creating and experimenting and a lot of this entails working with messy materials. Parents are asked to bring their children to nursery in "play clothes" i.e. easily washed, sleeves which roll up easily and trousers which allow independence. Even if you come by car always supply outdoor clothes for your children as the "outdoors" is an area of our play.
<u>Attendance/Absence</u> Regular attendance will ensure that your child gains maximum benefit from the nursery. If your child is going to be absent from nursery, we ask you to contact us by calling the main reception before 9.30 a.m. on the day of her/his absence. In the interest of your child's safety you should make a point of informing a member of management if he or she is to be collected by someone not known to staff members. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.	<u>Insurance</u> Sometimes children like to bring something special or new to 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.
<u>Outings and Consent Forms</u> Staff prepare for each outing to help ensure the children have fun and are kept safe. When outings for children are planned, a member of staff will advise you in advance. You will be asked to complete consent forms which give your 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/guardian. If you have any questions please ask a member of staff. Likewise, if you have any ideas or suggestions regarding outings for the children please let us know.	<u>Emergency Closure Arrangements</u> We make every effort to maintain a full service, but on some occasions, circumstances arise which lead to disruption. The centre may be affected by, for example, severe weather, power failures or similar emergencies. In such cases we shall do all we can to let you know about the details of closure or reopening. We shall keep you in touch by using telephone, letters, and announcements in the press and on local radio.

General Information

<u>Emergency Contacts</u> Parents whose children are in the nursery are asked where possible to provide the establishment with the names, addresses and telephone numbers of two contacts for use in case of an emergency. You are also asked to keep the nursery up to date with any change in this information.	<u>Snacks, lunches and the promotion of healthy eating in the nursery</u> At each morning and afternoon session the children have a healthy snack including water/milk and fruit. Each child is entitled to lunch whilst at nursery. We post our menus for the week on Seesaw. If your child is on a special diet or if there are any foods which your child should not have please make your child's keyworker aware of this as soon as possible. If your child has a specific allergy/intolerance, we require a doctor's letter confirming this in order for our kitchen to accommodate this. We are a <u>NUT FREE</u> nursery. Under no circumstances should nuts be brought onto the premises. This is to ensure the safety of those who have severe nut allergies.
--	---

Medication/Illness

<u>Medication</u> If your child needs medication during his/her time at nursery you should discuss his/her requirements with your child's keyworker. Prescribed medication will be given at the discretion of the Head of Centre and you will need to fill in a form which authorises nursery staff to administer the drugs to your child.	<u>If Your Child Becomes Ill or Has an Accident</u> If a child becomes ill or has an accident in the nursery we try to contact the parent or the agreed contact as soon as possible. However, in the event of a serious accident, the child's parents will be informed and arrangements will be made to meet them at the casualty department of the hospital should this be necessary.
<u>Minor Incidents/Upsets</u> Minor incidents and upsets in the nursery will be dealt with sympathetically by staff. Depending on the seriousness of the incident, the parent will either be contacted immediately or informed at the end of the session. Please keep us informed of any minor incidents at home so that we can provide your child with the appropriate support.	<u>Visits by Medical Staff</u> Each year vision screening & fluoride varnishing is offered to children in their pre-school year within the nursery. Staff will let you know when this will take place and you will be given a form to complete giving your permission. It is very important that full details of your child's medical history are provided when completing enrolment forms.
<u>Protecting Children</u> We have a Child Protection policy in Pollokshields Early Years Centre which is in accordance with Glasgow City Council's Child Protection Guidelines. These guidelines give details as to the action we must take if we are concerned about the welfare of any child.	

SECTION THREE: THE NURSERY CURRICULUM

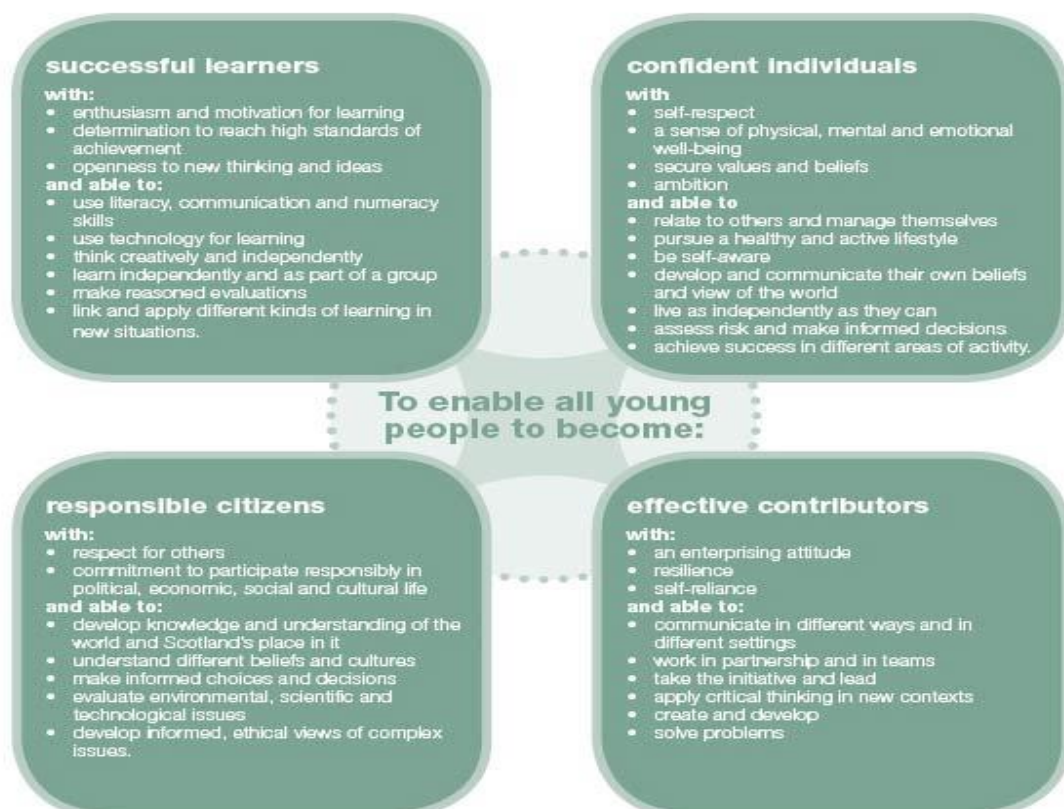
Curriculum for Excellence 3-18

Each child has an enormous capacity for learning and the potential to achieve in different ways.

Curriculum for Excellence applies to all children and young people from their earliest contact with the education system through to the time they leave school as young adults. It applies to the experiences provided in the different places where they go to learn: nurseries; schools; and to colleges and others working in partnership with schools.

Because children learn through all of their experiences - in the family and community, nursery and school - the curriculum needs to recognise and complement the contributions that these experiences can make.

The curriculum reflects what we value as a nation and what we seek for our young people. It is designed to convey knowledge which is considered to be important and to promote the development of values, understanding and capabilities. It is concerned both with what is to be learned and how it is taught. It should enable all of the young people of Scotland to flourish as individuals, reach high levels of achievement, and make valuable contributions to society.





Realising the Ambition: 0-3 Curriculum

Realising the Ambition: Being Me builds upon the original principles and philosophy of Pre-Birth to 3 and Building the Ambition. The new guidance retains the relevant content from the previous guidance which it replaces, extending and strengthening it in line with current research and evidence about how children develop and learn.

This refreshed early years national practice guidance for Scotland presents key information about the characteristics of child development based on research and evidence.

Environments

We work hard to ensure our learning environments are inspiring to our staff and children, filled with exciting provocations to promote meaningful learning and to allow our environment to be 'the third teacher.' We have our resources at the children's level to ensure children can self-select what they want to use. We actively encourage children to be leaders of their own learning and support them in using their autonomy. This incites empowerment in our children and instils confidence in their own abilities as well as a sense of pride and ownership over what they achieve.

Planning

The role of planning in our nursery

In order to support learning and development through play we create a high-quality curriculum for young children which:

- Provides opportunities to play alone, in pairs, in small groups and large groups.
- Supports independence, making choices and decisions.
- Is rich in content and relevant to child's development.
- Values and extends children's ways of thinking reasoning and understanding.
- Helps children to acquire the tools for thinking, learning and playing which enables them to become successful learners
- Is culturally diverse and reflects the customs, culture and lifestyles of different ethnic groups.
- Involves parents in the processes of playing and learning.

Our planning consists of a 6-week plan, which is based on children's interests. Staff consult with children in various ways such as voting, observations, learning conversations to ensure each child's plan is relevant and meaningful to them. Children can lead their own learning and choose how they want to extend it with the support from a member of staff. We use an online platform to showcase our children's learning called Seesaw. Seesaw is a fantastic way to display each child's learning journey. Learning is evidenced through photographs, videos, voice recordings, digital drawings and much more.

Supporting Children with Additional Support Needs

Sometimes children need a little help to fully access all areas of the curriculum. Staff will support children through a range of strategies, should your child require further support a range of services can be offered. If it becomes apparent through a concern from yourself or staff observations that your child requires additional support, we would discuss this with you. With your permission, we would refer your child to the appropriate agency for support and advice. Your child may then have an Additional Support Plan (ASP) drawn up to meet their individual needs. This process would include input from agencies involved, and also you as parents/carers. You will be kept up to date with the plan regarding the progress being made at each step. Your child will be allocated a keyworker who will liaise with various agencies and record any observations relating to the targets made by other staff and Support for Learning Workers.

Other Documents We Use



SECTION FOUR: PARENTAL PARTNERSHIP

Our Aims:

Our aims are to foster genuine partnerships with parents/carers by

- Providing/Sharing information to enhance communication.
- Encouraging active involvement in the life of the centre to.
- Building trust and offering support.

Working with You:

- Fosters a holistic approach towards your child's learning and development.
- Enables us to offer an appropriate curriculum based on individual needs.
- Enables us to support the family when necessary.
- Builds trusting relationships where you feel valued and listened to.

Parents' Meetings

We have parents' meetings in November and May to give parents an opportunity to discuss their child's progress with a member of staff. These meetings are informal. We emphasise the importance of attending as you will be able to see examples of your child's work and ask any questions you may have.

Fundraising

Parents are encouraged to make a small weekly donation to the nursery toy fund which helps to pay for special activities, outings and celebrations. Accounts are kept for monies collected and are available for inspection at any time. They are subject to external audit each year.

In addition, we have larger fund-raising events throughout the year. We need support to make these events as successful as possible.



Your Views



Your views as parents/carers are very important to us. Let us know what you like about the nursery; what you would like more of; is there anything we need to change.

Home and School Links

Children's learning is a shared responsibility. Due to this, emphasis is given within the centre, to the building of bridges between the nursery and a child's home. Home visits for the under 3's are the start of building partnerships with parents/carers and staff. Daily diaries are also used for the under 3's to share information on how your child's day was. Parents/carers are encouraged to play a significant role in the work of the nursery and suggestions from parents are always welcome.

Newsletter

A newsletter is posted on Seesaw regularly giving information on the activities your children have/will be involved in, sharing information about staff and other events relevant to the nursery/community are also included in the newsletter and on the parent's information board.

Parents' Committee

Parents can be involved in the life of the nursery in a variety of ways:

- Fundraising.
- Joining our Enterprise, Eco or Health Groups.
- Helping to establish/develop our garden and outdoor areas.
- Helping to run our lending library.
- Storytelling with the children.
- Translating information and newsletters.

Please speak to the Head of Centre if you would like to be involved in any of the above groups or if you have an idea you would like to share.

Moving to Primary School:

The curriculum in primary schools will build on what your child has learned before starting school. Play will still be important in Primary 1, but some approaches to learning will gradually change - for example, your child will begin to read and write more independently. Following discussion with you, the nursery will pass on your child's End of Year Report, so that the teacher in Primary 1 can plan the next stages in your child's learning. Pupils normally transfer to primary school between the ages of four and a half and five and a half years. We have close links with the schools in our community. There are typically a number of transitions in the lead up to starting school to help you and your child feel more comfortable with the upcoming change.

SECTION FIVE: THE WIDER COMMUNITY

The nursery and the community:

The centre promotes positive partnership with its community, staff, parents and children are encouraged to use community facilities and we welcome members of the community into the nursery to strengthen community links.

Our partnership within the community:

Throughout the year we are in close contact with:

- Health Visitors
- Bookbug
- Tramway
- The Hidden Gardens
- Forest Kindergarden @ The Quad
- Associated Primary Schools
- Associated Nursery Schools
- Support Services
- Speech and Language Therapists
- Educational Psychologist
- Social Workers



Please feel free to use our parent's notice board to share information on local resources or groups.

Links with primary schools:

The centre maintains close links with our associated Primary Schools through:

- Planning continuity of curriculum.
- Early literacy and numeracy.
- Transition visits.
- Cross-sectoral meetings.
- Exchange of ideas and resources.

SECTION SIX: OTHER INFORMATION

Suggestions and complaints:

We are always keen to maintain and improve our service. If you have any suggestions to make about the service, please contact the Head of Centre in the first instance. Similarly, if you have a complaint about any aspect of the service you should contact the Head of Centre. If you feel your complaint has not been satisfactorily resolved with the Head of Centre, please contact:

Executive Director of Education

Donald Hutchison
Director of Education
City Chambers East
40 John Street
Glasgow
G1 1JL
0141 287 4551

Alternatively, you could contact:

Social Care and Social Work Improvement Scotland

0141 843 4230
4th Floor
1 Smithills Street
Paisley
PA1 1EB

Please note, although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters dealt with in it, either before your child's placement begins or during the course of their placement. The Head of Centre will tell you of any important changes to this information.