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ROSSHALL NURSERY SCHOOL



HANDBOOK 2021/2022

35 Cronberry Quadrant
Crookston
Glasgow G52 3NU

Telephone Number: 0141 882 3605

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

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Welcome to Rosshall Nursery School

This handbook is designed to tell you about our nursery, about the education service we offer, and the way in which we provide it. We hope that you will play an active role in this very important stage of your child's education. During the year we will keep you up to date with the life and work of the nursery through regular newsletters and other information. We also post information on our school website: www.rosshallnursery.glasgow.sch.uk and have a Twitter feed, where we post information about what is happening in nursery: [@rosshallnursery](https://twitter.com/rosshallnursery). There will be regular meetings to give you information about what your child will be learning, and to keep you up to date with your child's development.

We value the information you have about your child, their interests and skills and would encourage you to share this with us. Staff are always pleased to talk with you and to answer any questions or queries you may have. This is not always easy in the middle of a busy playroom, so if you wish to discuss something in detail, or you want to talk privately, please let the management team know and they will arrange some time to meet with you.

We hope you enjoy your time at Rosshall Nursery School. We look forward to working with you and your child.

Our Vision, Values and Aims

Our Vision is:

At Rosshall Nursery School we aim to create a safe, nurturing, engaging environment, where all our learners are valued and are encouraged to reach their full potential.

Our Values are:

- we are caring
- we are welcoming
- we try our best
- we don't give up

Our Aims are:

We aim to achieve this by:

- Providing a safe, stimulating environment, where all our children feel happy and nurtured
- Offering a range of carefully planned learning experiences to encourage each child to reach their full potential
- Offering a balance of learning experiences, between indoor and outdoor play, and structured activities and free play.
- Promoting lifelong learning for all
- Promoting the health and well-being of all

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- Endeavouring to be caring and approachable, working with parents and carers to promote an understanding of children's learning

About Our Nursery

Head Teacher: Louise Green (Acting Head of Centre)

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

Twitter: [@rosshallnursery](https://twitter.com/rosshallnursery)

Nursery capacity:

2-3 years	3-5 years
25 Children	60 Children

Opening hours and information on the nursery day -

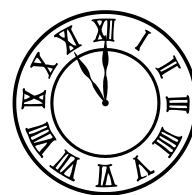
Rosshall nursery provides a service for children between the ages of 2-5years. The nursery is open from 8.00- 5.45pm.

A core session for 3-5years 1140 hours government funded:

8.00-12.45 (pick up time 12.40 no later than 12.45)

1.00-5.45 (pick up time 5.40pm no later than 5.45)

Daily sessions: Mornings: 8.30am - 11.30am for children aged 2-3 years
Afternoons: 1.00pm - 4.00pm children aged 2-3 years



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Meet our staff team

Staff

Louise Green
Samantha Johnston
Barbara Mitchell
Isobel Pearce
Ali MacCorquodale
Ann Black
Anum Ali
Cath Walker
Clare Divers
Claire Kelly
Claire McShane
Diane Brodie
Karen Farrell
Laura MacDonald
Laura Swan
Leslie Ralston
Louise Montgomery
Marie Burns
Sandra McColl
Verienne Buckley
Jade McLachlan
Adeshola Adams
Hamna Haq
Sadaf Ahmed
Sajda Ahmad
Ruth Ferguson
Jean McGinley
Lyndsey Morrow
Mary Docherty
Bernadette Alcorn
Tricia Smith

Job title

Acting Head of Centre
Acting Depute Head
Child Development Team Leader
Child Development Team Leader (On secondment)
Child Development Officer
Child Development Officer
Child Development Officer
Child Development Officer
Child Development Officer
Child Development Officer
Child Development Officer
Child Development Officer
Child Development Officer
Child Development Officer
Child Development Officer
Child Development Officer
Child Development Officer
Child Development Officer
Child Development Officer
Child Development Officer (On secondment)
Support for Learning Worker
Support for Learning Worker
Support for Learning Worker
Support for Learning Worker
Clerical Support Assistant
Catering Assistant
Catering Assistant
Janitor
Temporary janitor
Cleaner

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Our School Year for Session 2021 – 2022

School re-opens	Monday 16 th August 2021
September Weekend	Friday 24 th September 2021 and Monday 27 th September 2021
In-Service Day	Friday 8 th October 2021
Mid-term holiday	Monday 11 th October 2021 to Friday 15 th October 2021 inclusive
Christmas holiday	Schools close on Wednesday 22 nd December Thursday 23 rd December 2021 to Tuesday 4 th January 2022 inclusive Schools re-open Wednesday 5 th January 2022
Mid-term holiday	Monday 14 th February 2022 and Tuesday 15 th February 2022
In-Service Day	Wednesday 16 th February 2022

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Spring Holiday (Easter)	Schools close at Friday 1 st April Monday 4 th April 2022 to Monday 18 th April 2022 inclusive Schools reopen Tuesday 19 th April 2022
May Day holiday	Monday 2 nd May 2022
Inset Day	Thursday 5 th May 2022
May Weekend holiday	Friday 27 th May 2022 and Monday 30 th May 2022
Schools close	Friday 24 th June 2022

Admissions and Policy and Enrolment

All Nursery places are allocated in line with Glasgow City Council's Admission and Charging Policy for Early Years. A leaflet detailing the Council's Policy is also available from all Establishments. If you would like a copy, please ask for one.

If you wish to apply for a place for your child in Rosshall Nursery School, you can collect an application form from the nursery or by telephone or email and we will send an application form to you.

The information contained in the applications will be considered by an Admissions panel to assist in the allocation of places. The admissions panel, which is made up of local Heads of Early Years Establishments and representatives of other agencies, meets at regular intervals throughout the year to decide how nursery places will be allocated.

If your application is successful and we are able to offer you a place for your child you will be invited to attend an induction meeting, and an appropriate starting date will be negotiated.

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 Establishment.

Enrolment Procedures:

Once your child is granted a place in the nursery, you will be notified by letter which will include a starting date. The letter will ask you to phone the nursery to accept the place. When you arrive at the nursery you will be welcomed by one of the management team and you will complete the enrolment forms.

Whilst filling in the forms your child will be introduced to their key worker, this will be your liaison person during the settling in period.

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Children are encouraged to go to the playroom to meet the other children and enjoy the experiences on offer. Your child will usually stay in nursery for an hour the first day while the parent leaves and if happy this time will be increased each day until fully settled.

We advise parents to keep a week free for settling in or have a close friend or relative to assist.

It is advisable that you bring a spare set of clothes and mark all clothing with your child's name for any accidents that may occur. These can be kept in the cloakroom within the nursery bag provided.

Your child will be participating in various activities that may be messy, for that reason, it is advisable to wear play clothes and not their best clothes. We try to prevent the children's clothes from being marked but unfortunately accidents do happen. Please also make sure that your child has suitable outdoor clothing as outdoor play is part of our daily curriculum.

Statement on No-Smoking Policy

Smoking is not permitted within Rosshall Nursery or our grounds.

Equal Opportunities Policy

Rosshall Nursery School is a non-denominational, multi-cultural school where all children are treated equally and fairly. We celebrate festivals from many different faiths, and we encourage our children to respect and value each other. Our work with children will be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and woman to work with and care for children.



Child Safety

When you are collecting your child from nursery, please inform a Key Worker or another staff member when he/she is leaving. Especially for early appointments, if your child is involved within an activity please give them time to finish.



It is essential that you inform us if someone different is collecting your child (this could just be a phone call). In the interest of your child's safety he/she will not be allowed to leave with someone different – even if your child knows him or her unless the nursery staff has been informed. This avoids a difficult situation when a child cannot be allowed to leave with an adult unknown to staff. We ask that a responsible adult will always bring and collect your child. The nursery staff will not allow a child to leave with any person under the age of sixteen.

Child protection procedures

Rosshall Nursery School has a duty to ensure the safety and wellbeing of all our children. In order to ensure that our children are safe and well we follow Glasgow City Council Child Protection Policy. 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 or the person deputising for the Head of Establishment. He/she after judging that there may be grounds for concern regarding the welfare or safety of any child must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances.

Insurance

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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.

Information in emergencies

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local places of worship and announcements in the press, Social media and on local radio. Information is also posted on Glasgow City Council website, www.glasgow.gov.uk, and on Twitter.

Please ensure that the Nursery has up-to-date contact details for yourself and two emergency contacts.

Excursions and consent forms

When outings or excursions for children are planned, the Head of Establishment or 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 or carer.

Lunches

All children aged 3-5 years now attend nursery for longer sessions as part of 1140 hours. Those children will also now receive a free meal each day. All Children who access the 1140 hours will be offered a lunch in nursery. This consists of either soup and a hot main course, or a main course and yoghurt. There are always some sandwiches for the children who do not like the main course on offer. For Children who remain for lunch this is a cost of £1.52 per day unless they are accessing their statutory hours and in this case lunches and snack are free.

A healthy snack is provided mid-morning and mid-afternoon for all children. If your child follows a special diet or has allergies, please let us know and we will advise you of the procedure through Corida of providing appropriate food.

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities, including the Scottish Government, Scottish Parliament, NHS Scotland and local authorities.

Further information is provided on the Glasgow City Council website:

www.glasgow.gov.uk/en/yourcouncil/freedomofinformation.

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

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Dealing with racial harassment

The Race Relations Act of 1976 makes it unlawful to discriminate against someone because of his/her colour, race, 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 recognizes 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 in their establishment

Bullying

Bullying behaviour will not be tolerated within Glasgow City Council's establishments. All children in Glasgow's educational establishments have an entitlement "to work (and play) in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination." (A Standard for Pastoral Care in Glasgow Establishments)

In 2009, Glasgow City Council published its revised Anti-Bullying Policy, incorporating the requirement to record and report all discriminatory behaviours within educational establishments. All establishments are required to review their policy in light of this. Parents and carers have a significant role to play in helping to address this problem. For this reason, any anti-bullying strategy must address the importance of partnership with the parents and carers of their children.

Comments and Complaints

If you have a comment or complaint please approach the Head of Establishment in the first instance.

If the Head of establishment does not resolve the issue to your satisfaction, you should contact our Customer Liaison Unit who will:

- ❖ Take a totally neutral stance in fully investigating your complaint;
- ❖ Acknowledge receipt of your complaint within five working days;
- ❖ Give a full written response within a further 10 working days, unless another timescale has been agreed.

The Customer Liaison Unit can be contacted by phone or e mail.

Phone 0141 287 2000

Use the online form on GCC website at
www.glasgow.gov.uk Or by post:

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Freepost RLYU-GKGE-JGLJ
Customer Care Team
Chief Executive's Office
Glasgow City Council
G2 9RZ. (You do not need a stamp.)

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MEDICAL AND HEALTH CARE

Medication:

If your child needs medication during his/her time at Nursery you should discuss his/her requirements with the Head of the Nursery. Prescribed medication will be given at the discretion of the Head of the Nursery and you will need to fill in a form which authorises nursery staff to administer the medication to your child. The head of the nursery will give you the necessary forms to complete.

If your child suffers from a condition which requires specialist medical assistance for example severe allergic reaction to nuts etc or asthma you must tell the Head of the Nursery in order for the appropriate steps to be taken to assist your child's while they are at nursery.

If Your Child Becomes Ill:

Please contact the nursery if your child is unwell and unable to attend their sessions.

If your child becomes ill while at nursery we will make him/her comfortable and isolate them if necessary, while trying to contact you if we feel home is the best place for the child.

Please be assured we follow national guidance to protect the health of all our children in our care

- If your child becomes unwell whilst in our care, we will phone you to come and collect them from nursery.
- If your child has had symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend nursery until 48 hours after the symptoms have stopped
- If you are not sure, please phone us before you bring your child to nursery.
- If your child has an infection such as measles, chicken pox, mumps, thread worms please inform the nursery and consult your doctor.

The staff will make every effort to ensure that your child is working and playing in safe surroundings. However, accidents do happen and children do become upset from time to time for many reasons. If your child is very distressed we will contact you.

In the unfortunate event that your child may have an accident, a member of staff will inform you of what happened and of any action taken. You will also be asked to sign an accident form

Please ensure that the Nursery has up-to-date contact details for yourself and two emergency contacts.

Risk Assessments

Within Rosshall Nursery risk assessments are carried out to ascertain possible hazards. These risks are rectified to retain a safe environment for children to learn and play safely. The risk assessments are available within the heads office if you require a copy please speak to the Head of Centre.

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Curriculum

In line with all other educational establishments, Rosshall Nursery School is implementing the Pre-birth to Three Curriculum and A Curriculum for Excellence. We use these fully in our planning and assessment. Our aim is to encourage children to become successful learners, confident individuals, responsible citizens and effective contributors.

All children are involved, and supported by staff, in planning for their own learning. Children are consulted about what they would like to learn, and how they would like to take their learning forward. Our nursery staff are skilled at facilitating this. We provide a broad and balanced curriculum, with daily opportunities for children to develop their skills and knowledge in literacy, numeracy, health and wellbeing, sciences, technologies, expressive arts, social studies, and religious and moral education. Children have opportunities to develop curiosity and independence. All children are encouraged to reach their full potential, and are supported and challenged appropriately.



Key-worker/ Assessment

On starting nursery, each child is allocated a key worker, who is responsible for ensuring progression in their learning. Staff plan activities to take forward children's learning, and regularly observe children during the nursery day. Each child has an individual profile, which contains samples of work as well as plans to take their learning forward, and reviews of how the learning is progressing. Children are involved in identifying their own next steps in learning and reviewing their progress. Staff track children's progress within the curriculum, and we use an app called Seesaw to build up an electronic on-line profile of each child's learning.

A Transition Report is written at the end of the Pre-School Year, and this is shared with parents and carers and the appropriate Primary School.

Additional Support Needs/Accessibility Strategy

Rosshall nursery has a duty to ensure that all children have equal access to the curriculum, supported as appropriate to their needs. This covers not only the content of lessons and teaching strategies but also minor adaptations to the physical environment of our building to address the needs of children with physical or sensory impairments. 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' meetings to facilitate physical access at parents' evenings or individual interviews.

Home and establishment links

Rosshall Nursery School is committed to involving parents and carers in the life of the school in a variety of ways. Parents and carers are given opportunities to be involved in their child's learning journey by contributing to their child's profile. Information is shared with parents by means of notice boards, displays, newsletters, our web site, Seesaw, and Twitter. Parents' and carers' views are regularly sought, and their opinions are valued as they help us to improve our service. We support learning at home by providing activities, such as a travelling bear and a lending library.

Promoting Positive Behaviour

In Rosshall Nursery School, we promote positive behaviour. We encourage children to be considerate of others, to be fair towards each other, and to share and co-operate with each other. The preschool children take part in the PATHS programme (promoting alternative thinking strategies) which is a social and emotional development programme that supports the development of emotional awareness, the vocabulary and language of emotions alongside emotional literacy.



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Your child's day

The Nursery consists of two large playrooms for 2-3-year-olds, and two large playrooms for 3-5-year-olds, where a wide variety of activities are set out and the children are free to move and choose what they would like to do, by themselves or with friends. While this is often referred to as "free play," it is not without planning, control, monitoring and input from staff. During "free play" time some children will participate in specific activities in small groups, sometimes they will go to work with their Key Worker, sometimes they will participate in an activity organised by another member of staff, and sometimes they will be choosing by themselves what to do with the equipment. Language is being developed throughout all these activities, learning to share, to instigate play, to use their imagination and to practise and reinforce skills already learned. They children also have access to a large outdoor area every day, where learning experiences are on offer.

INFORMATION FOR PARENTS:

1. Overalls are used when we participate in "messy" activities, but occasionally accidents do happen so please dress your child in easily washed clothes.
2. We have children accessing outdoors every day. We are encouraging independence, so different shoes for indoor and outdoor wear are not necessary. If you wish your child to wear soft shoes indoors in the winter we would recommend plimsolls, as they provide good support and can be changed easily. As this is a very warm building it is useful and practical for your child to wear a short-sleeved tee shirt, but please leave outdoor clothes in the cloakroom to allow your child to play outside. Please put your child's name on all shoes and outdoor jackets/coats.
3. Please discourage your child from bringing toys to Nursery. They are so often left behind or lost. If there is something new or special your child would like to show to his/her Key Worker please do so, but then take it home with you. Don't leave anything "precious" in the cloakroom.
4. If you would like us to celebrate your child's birthday we are happy to do so and your child's group would have a birthday party at the snack tables. You don't need to send in much- a small cake, which can be shared with the group, is plenty, although we ask that this is a boxed cake with a date on it. We promote healthy eating, and a small piece of cake is fine as a treat. If your child's birthday does not fall on a nursery day we can still arrange something if you wish.
5. We try to take photographs of the activities in the Nursery and especially visits and special occasions. The photographs go on display in the Nursery and are then added to your child's profile folder.
6. We have a book lending library in the Entrance Hall, with books for adults and children. We hope you will enjoy using it and find it useful.
7. To help support a wide variety of activities in the Nursery (e.g. baking, tasting different foods, parties for special events, homework activities, photographs) and to help replace worn-out toys and equipment we have a voluntary Toy Fund. This costs £3 per week, and is collected by Ruth, our Clerical Assistant.
8. To help support bigger events (i.e. trips, parties for Christmas, Easter and the summer, and visiting performances) we have some fund-raising events throughout the year.

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Remember we are here to help so don't hesitate to ask if you have any concerns.

Addresses and contacts

You may wish to be aware of the following names, addresses and telephone numbers:

Executive Director of Education

Maureen McKenna,
Education Services,
Wheatley House,
25 Cochrane Street,
Glasgow G1 1HL

0141 287 4551

Maureen.McKenna@education.glasgow.gov.uk

Councillors

Alex Wilson

0141 287 5633

alex.wilson@glasgow.gov.uk

Jim Cavanagh

0141 287 7047

jim.cavanagh@glasgow.gov.uk

M.P.

Chris Stephens

0141 883 0875

chris.stephens.mp@parliament.uk

MSP

Humza Yousaf

0141 882 4647

Humza.Yousaf.msp@parliament.scot

Early Years Manager

Heather Douglas
Education Services,
City Chambers East
40 John Street,
Glasgow G1 1JL

0141 287 0204

heather.douglas@education.glasgow.gov.uk

Area Manager (South)

Sharon Constable
Education Services,
City Chambers East
40 John Street,
Glasgow G1 1JL

0141 287 4086

Sharon.constable@education.glasgow.gov.uk

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 the document, either before your child's placement begins or during the course of their placement. The Head of the Establishment will tell you of any important changes to the information.

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Keeping You Informed

We will have a monthly newsletter, which will keep you informed of In-Service days and holidays, and what's going on within the nursery. If you miss an issue just ask at the office and we will give you an extra copy.



Inspections

Social Care and Social Work Improvement Scotland (SCSWIS) will inspect, regulate and support improvement of care and social work and Child protection services across Scotland

We are also inspected by the HM Inspectorate of Education.

Local Councillors: - [Councillor Saqib Ahmed \(Greater Pollok\)](#) ,[Councillor Rashid Hussain \(Greater Pollok\)](#)
[Councillor Shabbar Jaffri \(Greater Pollok\)](#) [Councillor David McDonald \(Greater Pollok\)](#)

The above can be contacted at the following address:



Education Services
City Chambers East
40 John Street
Glasgow

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