

St Constantine's Nursery Class

Parents' Handbook

2024/2025



45 Drumoyne Road

Glasgow

G51 4AX

Tel. No. 0141 445 6875

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Dear Parents,

Welcome to St Constantine's Nursery Class.

This handbook has been prepared to provide you with the information you would wish to know when your child starts nursery. We hope you will find this information useful and informative.

In St Constantine's Nursery Class we want children to learn in a safe, welcoming and caring environment. We are committed to working in partnership with you and you are welcome to visit the nursery and share in your child's learning experiences.

Our staff are always happy to talk to you about your child's development and progress.

We look forward to getting to know you and your child.

Yours sincerely

Janice Tracy
Headteacher

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Nursery Class Staff



Head Teacher	Mrs Janice Tracy
Principal Teacher	Mrs Catherine Reid
Team Leader (Acting)	Miss Danielle McGuiness
Childcare Development Officers	Mrs Charlotte Scally Mrs Elizabeth Trainer Mrs Diane Todd Mrs Li Fang Yong
Pupil support	Mrs Low Ms Whyte
Clerical Assistants	Miss Armstrong, Mrs Hammad
Janitor	Mr Neil Scobie

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Other Staff and Agencies

St Constantine's Nursery Class offers placement to both Teaching and Nursery School students.

The nursery staff also work closely with a range of other professionals including Educational Psychologists, Speech and Language Therapists and Occupational Therapists.

Inclusion and Equality

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

All pre-five services should reflect the Council's equal opportunities policies and be anti-racist, anti-sexist, and multi-cultural and recognise the needs of children with additional support needs. These principles are reflected in the criteria used to admit children to the nursery and in the curriculum of all establishments.

Our Vision, Values and Aims

Vision

At St Constantine's Nursery Class we bridge the gap between home and nursery, fostering a safe, nurturing and compassionate setting where children, parents and staff work and learn together to ensure each individual can develop their full potential.

Values

Ready.

We try hard.



We listen.



Respectful.

We are gentle.



We are kind.



We are honest.



Responsible.

We look after things.



Aims

- We aim to be approachable and transparent as early educators and carers of children.
- We have high aspirations for our pupils and encourage our children to develop them in their own way.
- We aim to provide quality resources and experiences which support and challenge all our children.
- We aim to ensure there is fairness and equity in all that we do to provide our children and families the same opportunities to grow and develop.
- We aim to continue to support all staff with professional development and opportunities to lead learning.
- We aim to continue to engage with the rich heritage and community of Govan and value the strong, nurturing relationships we have developed over the years.

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General Information

The School Year



The opening, closing, holiday and in-service dates for 2024/2025 are as follows:

Nursery opens

Morning session: 8.30am – 12.20am

Afternoon session: 12.30pm – 4pm

Return Date for Staff	Monday 12 th August 2024
Return Date for Pupils	Wednesday 14 th August 2024
September Weekend	Friday 27 ^d September 2024 Monday 30 th September 2024
First Mid-Term	Monday 14 th -18 th October 2024
Christmas/New Year	School closes at 2:30pm Friday 20 th December 2024
Return to school	Monday 6 th January 2025
Second Mid-Term	Monday 17 th February 2025 Tuesday 18 th February 2025

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Spring Holiday	Schools close at 2:30pm on Friday 4 April School Returns Monday 22 nd April 2025
May Day	Monday 5 th May 2025
May Weekend	Friday 23 rd and Monday 26 th May 2025
Schools Close	1pm Wednesday 25 th June 2025

In-service Days

Day 1	Monday 12 th August 2024	Closed
Day 2	Tuesday 13 th August 2024	Closed
Day 3	Friday 11 th October 2024	Closed
Day 4	Wednesday 19 th February 2025	Closed
Day 5	Thursday 22 nd May 2025	Closed

Admissions

Glasgow City Council is committed to the promotion of equality and consistency to ensure that those in the greatest need obtain an appropriate place within the pre-five service. All children are admitted to a Glasgow City Council nursery in accordance with the admissions policy. Only children in their pre-school year and ante-pre school year are guaranteed a part time place (3hr 10 mins in St Constantine's Nursery) within a Glasgow City Council or partnership nursery although this may not be in the establishment of the parent's or carer's first choice.

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St Constantine's Nursery Class caters for children aged 3-5 years. Children's names may be placed on the waiting list after their second birthday. They cannot, however, start nursery before the age of three.

Application forms are completed in the Nursery office. It is advisable to telephone to make an appointment and you should bring with you your child's birth certificate and proof of your current address. If you are a foreign national you will also need to bring you and your child's passport, identification card or immigration identification card.

An Admission Panel will meet at regular intervals throughout the year to consider each application and to offer places accordingly. The panel will consist of heads of pre-five establishments in the area and representatives of the other agencies involved in supporting children and their families e.g. Social Work department, Health Board. Letter of the Admission Panel's decision regarding a place for their child informs parents. All nursery places are allocated in line with Glasgow City Council's Admission Policy and the nursery staff will be happy to advise you how this policy operates. A leaflet detailing the Council's policy is also available from the nursery.

Register of Applicants

The head of establishment will keep a Register of Application. Please note that the length of time a child's name has been in the register will not affect the child's priority for admission. Parents can ask to see their application form any time. If circumstances change which will affect the application, you should notify Mrs Reid, (Principal Teacher)

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We do our best to fit everybody who wants a place in to the nursery class. Sometimes if there is very high demand for places, your child will not be admitted as soon as they are eligible.

Nursery Roll

Morning: 30 Children

Afternoon: 30 Children

Home Visits

We offer Home Visits to all our families. We value our parents as first educators and aim to bridge the gap between home and nursery from the very beginning. We want you and your child to feel welcome and also to celebrate all the learning and achievements that have been done at home. Home Visits will be carried out by the Team leader and your child's Key Worker. This will also give you an opportunity to ask any questions or share any concerns you have about your child starting nursery.

Settling In

Your child's first day at nursery will be fairly short (approximately one hour or less) and a parent or adult well known to your child will be expected to stay with him/her. This will allow you to get to know the staff that will be working with your child and them to get to know you. From past experiences we know that this will help your child feel more secure and become more confident to stay on their own. Children are brought in on a staggered basis and their parents will be notified once a place has been allocated.

All children are different – some settle very quickly, others take longer and prefer Mum or Dad to stay for several days. We wish your child to feel safe and secure within the nursery so we will not hurry you away.

Key Worker

On the day your child starts nursery you will be met by their Key Worker. This is the person predominantly responsible for your child during their time at St

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Constantine's Nursery. Throughout the year your child's key worker will build up a personal learning profile and will keep you up-to-date with your child's progress. If you want to discuss any issues relating to your child, at any time throughout the year, your key worker will be more than happy to answer any of your questions.

Signing Your Child In and Out



Every parent/guardian must sign in when they bring their child to nursery and sign out when they collect them. This is very important as it gives us a record of children attending nursery that day.

When your child starts nursery you will be asked who will bring your child, to and from the nursery, each day. If someone else, who is not named on our records, is coming to collect your child, you must inform us in advance by writing their name when you sign in. We cannot allow a child to leave with a person who is unknown to the nursery.

Furthermore, only adults are permitted to collect a child from nursery. School age siblings will not be permitted to do so, under any circumstances.

Nursery doors open at 8.30am and afternoon-12.30. We ask that you and your child do not enter the school building before these times. Please ensure that you collect your child by the end of their session.

Attendance and Absence

Nursery is a very important stage in your child's education and we encourage you to bring your child to nursery as much as possible. If your child is absent from nursery due to illness their nursery place will not be at risk. In the event that they are unable to attend please notify us by phone of the reason for their

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absence. This is particularly important in the case of contagious illnesses such as chicken pox, measles or impetigo.

Attendance must be monitored, and a long period of absence may result in the loss of your child's nursery place. If you have difficulty in getting to nursery or maintaining attendance, please speak to any member of staff –

We may be able to help!

Emergency Closure Arrangements

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

Establishments may be affected by, for instance, 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, X app (formerly known as Twitter), notices in local shops, and announcements in local churches, in the press and on local radio.



Medical Information

When you enrol your child you will be asked if they receive treatment for any ongoing medical conditions or if they are taking any medication on a regular basis. If they do you will need to complete a medicine administration form. This gives the nursery staff the authority to give the medicine to your child.

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Please ensure you do inform us of any medical requirement your child may have. We will also ask for details of an emergency contact. This is required for occasions when your child needs to be taken home from nursery due to illness.

If your child does become ill while at nursery the staff will contact the parent immediately. If you are not available we will contact the person you have named as emergency contact.

Children who are ill should not attend nursery as they risk spreading infection to others

If your child has an upset stomach or diarrhoea, please keep them at home until at least 48 hours after the symptoms have ceased.

Minor Accidents and Upsets



Staff record minor accidents and will explain the cause and treatment to the adult collecting the child, asking them to sign the record.

Snack Time

We give the children a small snack every day. This always includes milk or water, fruit and a savoury snack such as toast or a small sandwich.

In the interests of the children's health we will not give them any sugary snacks or drinks, sweets or chocolate.

Birthdays



With your permission we would like to celebrate your child's birthday at nursery.

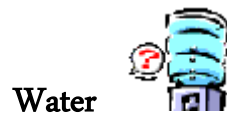
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Please do not bring anything to the nursery for this. All we ask is that you pay £3.00 toward the cost of a cake and present.

When your child's birthday is approaching please speak to their key worker about a suitable date for the 'party'.

If you do not wish your child to have a birthday party in nursery, please let us know close to the time.



We have a water cooler in the playroom for the children to use whenever they are thirsty. Research suggests many of us do not drink enough plain water so we encourage the children to take a small drink form time to time. Drinking water helps the brain to work effectively so this system has become an important part of nursery life. The water and cups are funded through the toy fund.



Tooth decay is a very big issue in Scotland. The nursery aims to help with this problem by making sure the children brush their teeth during the day (as well as at home). Each day, after snack the children will brush their teeth. Each child will be given a toothbrush when they start nursery.



The Lending Library

St Constantine's nursery operates a lending library. Your child may borrow a book from a selection located in the playroom or if there is a particular book in nursery they would like to take home to read please ask a member of staff. Participating in shared reading sessions will help your child develop a love of books. Even just looking through a book and discussing the pictures can be valuable to a young child. Furthermore it is a good excuse to get out of the housework and spend some quality time with your child.



Clothing and Footwear

Please bring your child to nursery in casual clothes. Short sleeve tops are better as children will be playing in the water and using paints. Please do not put a belt on your child as this makes it difficult for them to go to the toilet on their own. Jogging trousers and a t-shirt is the ideal nursery outfit!

Soft rubber soled shoes or slippers should be worn in nursery. There are shoe bags in the cloakroom you can keep these in. Wearing soft shoes minimises discomfort to your child and helps to maintain health and safety in the playroom. As the nursery visit the gym hall each week, please ensure your child wears appropriate indoor shoes as slippers should not be worn in the gym hall.



CLOTHING NOT TO BE WORN!

- no football colours
- no anti-religious symbolism or political slogans
- dangling earring or bracelets
- clothes which carry advertising, particularly for alcohol or tobacco.

These items are forbidden in nursery as stated by Glasgow City Council guidelines.

Personal Possessions



Please do not let your child bring any personal items to nursery as they may get lost or broken. If your child would like to bring something to nursery, to show the other children, they can do so at Together Time. Their key worker will take care of it for the rest of the session. Please speak to your key worker in advance.

3: Education and Development

The most important aspect of your child's education is that it is CHILD CENTRED. This means that everything your child does in nursery will be planned and organised around their own interests. For each plan we have a planning meeting with a small group of children to discuss their interests. A book is then chosen based on the children's interests. Two words are chosen from the book to be Sparkle Words. The Sparkle Words and children's interest are then used to design our planned learning experiences around that theme.

Play is another essential aspect of your child's development. Research and experience tells us that children learn most through play experiences rather than activities they are made to do! We aim to provide a stimulating environment full of exciting and motivating activities, which the children can access easily on their own. No child is ever forced to take part in any activity.

Our Curriculum

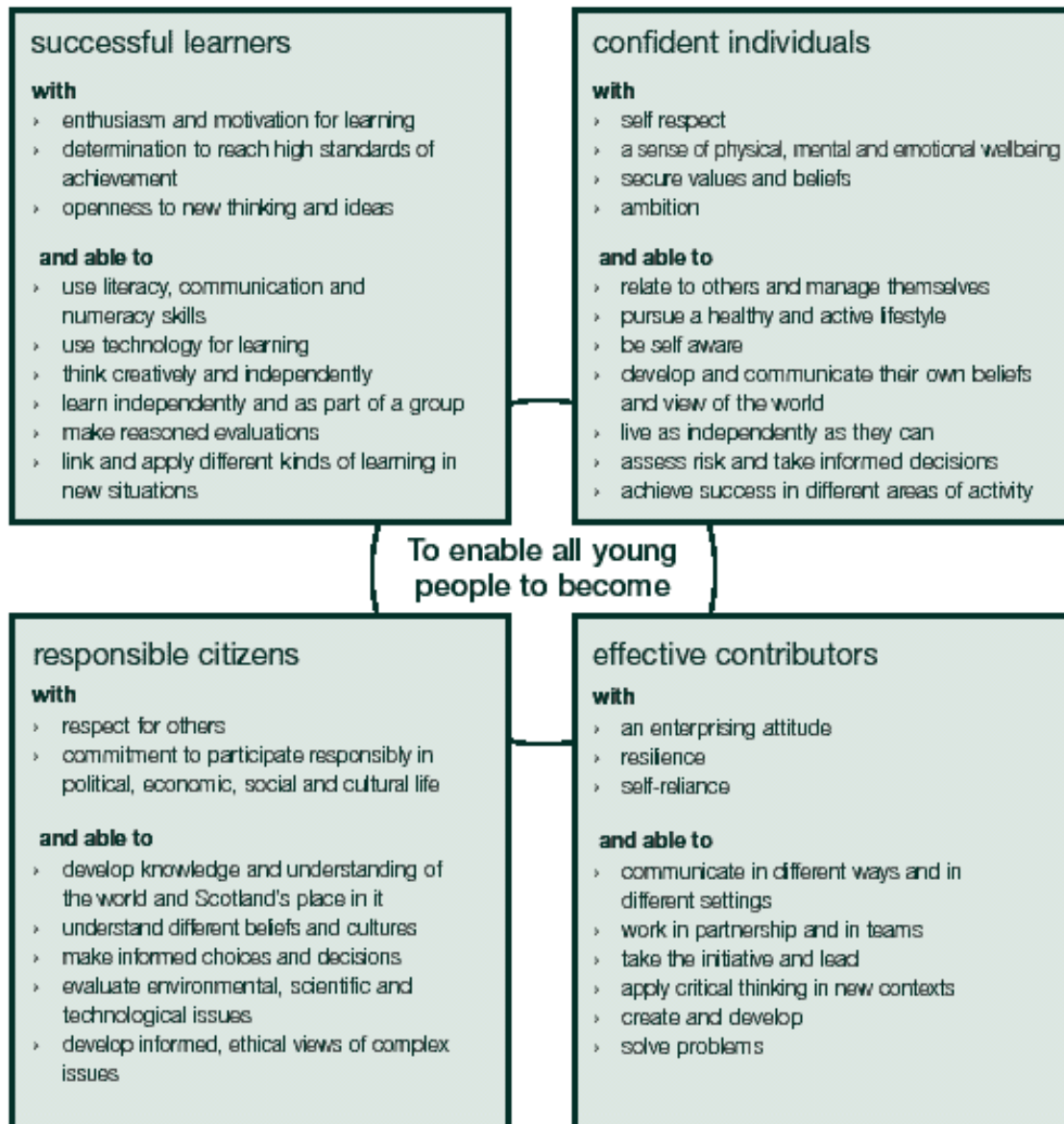
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Every child and young person in Scotland is entitled to experience a broad general education which takes place from the early years to the end of S3.

A Curriculum for Excellence sets out the Scottish Government's vision for transforming Scottish education.

A Curriculum for Excellence provides a framework for change which aims to improve the learning, attainment and achievement of all young people in Scotland. It is not just about examinations but is also about preparing children and young people aged 3-18 with the skills for learning, work and life. A Curriculum for Excellence will prepare children for jobs that don't exist yet, training them to use technology that has not been invented and helping them to solve future problems they may encounter.

The Four Capacities of Curriculum for Excellence



The Early Level

Children will progress through the curriculum across 5 levels. The Early Level happens in the Pre school years **and** Primary 1 or later for some, and is based on purposeful play and active learning.

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In nursery, the curriculum is planned and resourced to provide broad and balanced learning experiences, suited to the interests, needs and developmental stages of every child. We aim to help develop the 'whole child' and not just the part going to school!

Through a wide variety of planned activities and experiences, we extend and stimulate learning across all areas of the curriculum using both indoors and outdoors as classroom areas.

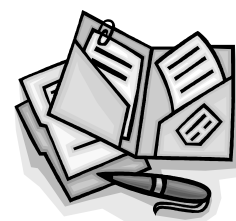
Parents are valued for their role as educational partners and respected as the first **and continuing educators** of their children.

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Observation, Assessment and Reporting of children's learning:

Observation, assessment and reporting of children's progress in their learning and development takes place on a regular basis.



Observation

The staff interact with the children while they are playing and observe what, where and how they are learning. The observations are then used to help plan appropriate learning experiences.

Planning

Our nursery staff follows Glasgow City Council guidelines in planning for long term, medium term, short term and responsive planning. The children are

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involved in the short term planning using Curriculum for Excellence Experiences and Outcomes as the basis for this planning.

Assessment

Assessment is based on spontaneous observations and planned learning experience observations. From this the nursery staff are able to gather important information regarding each child's development.

Your child will leave St Constantine's Nursery with a personal learning log noting their achievements and development.

Reporting

Notes are made of children's skills, interests and achievements. This information is recorded in their assessment profile and is used to inform parents during the time their children are at nursery.

Staff may share informal information on progress on a daily basis. Other opportunities for sharing information take place in November and May/June when parents are able to meet with staff and share information on their child's progress.

Drawings, paintings, photographs and other observation notes are also kept as part of the assessment process.

Information at the transition stage from nursery to primary is shared with your child's primary school to ensure continuity of learning from nursery to primary.

Additional Support Needs

Every child has their own set of individual development and learning needs. We aim to cater for these needs as closely as possible. From time to time we need to give certain children additional consideration in assessing and catering for their needs. If this is the case you will be informed of the issues relating to your child and we aim to involve you as much as possible in finding the best way to cater for your child's needs. In certain circumstances we may wish to refer your child to a specialist agency such as Speech Therapy, Occupational Therapy or Psychological Services.

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Communication with parents

Transition Records

If your child is starting nursery this year you will be asked to answer a few questions about them for their first transition record.

This information helps us to get to know your child better and deliver a service that is well matched to their needs and interests.

We recognise that to provide the best standard of care and education for the children we must work in partnership with parents. You are the most important person in your child's life and therefore play a vital role in their development and education. Your knowledge of your child is invaluable in helping us deliver the best service possible. Furthermore it is important that you become involved in the life of the nursery, if you wish.

Learning at home and in the nursery

Each month we will send home a newsletter detailing events taking place inside and outside the nursery such as trips, parties and fundraising events. We encourage you to read this, each month, as it will contain important dates for your diary.

In addition to this news letter you will, in line with Glasgow City Council's planning guidelines, be given a booklet informing you of the planned learning experiences your child will have the opportunity to take part in during that planning block. Included will be a list of suggested activities you may wish to engage your child in at home. Bringing a bit of what we do in nursery into your home helps your child to learn.

St Constantine's nursery class is a very friendly place where we want you to feel comfortable. It is important to us that you feel able to approach staff to discuss anything relating to your child's progress. Staff members will be happy to talk to you when they are available. Sometimes it may be best for you to ask for an

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appointment to talk to someone. You will be given the first available time to come and speak with us.

We also have a Nursery X (formerly known as Twitter) page if you would like to follow;

@StConstantines1

Promoting Positive Behaviour

Every child is special and deserves the opportunity to feel a sense of achievement in their activities at nursery.

We aim to bring out the best in all children and one of the things we do is to promote positive behaviour. This means that we encourage and remark upon positive behaviour as a means of encouraging high self esteem. This has the effect of reducing negative behaviour. The more positive comment a child hears the more likely they are to act in a positive way. For more information on this subject see our behaviour policy.

Fundraising

Parents are invited and encouraged to support the nursery through fundraising and social events.

Fundraising provides all the extras that make the nursery so special and so much fun for your child. Last year we raised funds for the Song and Dance Factory to visit the Nursery and also for a summer trip to Ayr for all our families and pupils.

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We will keep you updated, with information about our fundraising events, throughout the year.

Links with Primary School

The staff and children work closely with the local primary Schools throughout the year with the aim of providing quality transition from Nursery to Primary School. The children have opportunities, during the year, to visit the different primary schools.

Children who attend St Constantine's Nursery are not automatically entitled to a place in the Primary School. A placing request may have to be made. You must, however, enrol your child in the school for your catchment area before you can do so.

During the summer term the pre-school children will visit their new school and meet their new teacher. Their primary one teacher will also visit them at nursery.

Transition Records

A second transition record will be completed at the end of your child's time at St Constantine's nursery. This is a summative assessment of each child's progress and development needs. Their key worker will complete the form; this is available to you and with your consent to your child's Primary 1 teacher before they start school.

These links help to make the transition from Nursery to Primary school easier for parents, children and teachers.



Nursery Policies

We have a number of Nursery policies some of which are detailed in this handbook. They are available to read at any time in the Nursery Foyer.

SUGGESTIONS AND COMPLAINTS

In the first instance speak to the head of the centre:

Mrs Janice Tracy
Head teacher

If you have not had your complaint dealt with to your satisfaction, please contact

Heather Douglas
Early Years Manager
40 John Street
Glasgow
G1 1JL
Email: Heather.Douglas@glasgow.gov.uk

In the event that you are still dissatisfied please contact:

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