

Carmyle Nursery Class



Hilcrest Road

Glasgow

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0141-642-0048

headteacher@carmyle-pri.glasgow.sch.uk

2023-2024

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Complaints

If you have a complaint, please contact the nursery Team Leader or Headteacher in the first instance who will investigate matters and report back to you within 5 days.

(You may call in person, write, telephone or email)

If you feel unable to do so or your complaint remains unresolved you may then:

Contact:

Customer Liaison Unit
City Chambers – East Building
Glasgow City Council
40 John Street Glasgow
G1 1JL

Telephone 0141 287 5384



Handbook 2023-2024

Holidays:

| | | |
|-------------|---|--|
| August | Monday 14th Tuesday 15th Wednesday 16th | Return date for staff and in-service day In-service day Return date for children |
| September | Friday 22nd Monday 25th | September weekend |
| October | Friday 13th Monday 16th - Friday 20th | In-service day October Week |
| December | Friday 22nd | Nursery closes at 2:30pm for Christmas holidays |
| January | Monday 8th | Children return |
| February | Monday 12th Tuesday 13th Wednesday 14th | Mid-term break In-service day |
| March/April | Thursday 28th 29th March Monday 1st /Friday 12th Monday 15th | Nursery closes at 2:30pm Good Friday Spring Break Children return |
| May | Thursday 2nd Monday 6th Friday 24th Monday 27th | In-service day May holiday May Weekend May Weekend |
| June | Wednesday 26th | Nursery closes at 1:00pm |

Dear Parent/Carers,

On behalf of the staff team, I offer a warm welcome to you and your child, and 'thank you' for choosing Carmyle Nursery Class.

We aim to have family learning at the heart of all that we do, and make a commitment to continuous improvement, ensuring positive outcomes for all our children and families. We look forward to working in partnership with you and you joining us at special events and family learning initiatives etc. throughout the year.

We operate an open door policy and if you have any worries or concerns regarding your child's progress or welfare please speak to your child's key worker or a member of the management team who will be happy to assist.

We trust that this handbook will give you an insight into the life and work of the nursery.



Nursery Staff

| | |
|----------------------------|-------------------|
| Headteacher: | Arlene Henderson |
| Team Leader: | Katy McKenna |
| Child Development Officer: | Angela Williamson |
| Child Development Officer: | Jane McGhee |
| Child Development Officer: | Stephanie Prosser |
| Child Development Officer: | Pamela Collumb |
| Catering Assistant: | Eileen Ackrill |
| Janitor: | Peter Stewart |
| Clerical: | Emma Ryan |



Policy

Data Protection Act 1998

Information on children and young people, parents/carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties.

The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information, please contact the establishment.

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 at establishment

Dealing with Violence and Aggression towards Staff

Glasgow City Council has a zero-tolerance policy towards violence and aggression within their establishments. We welcome your support in ensuring our environment is safe and respectful.

Compliments, Comments and Complaints

If you have a comment, or complaint, please approach the team leader or headteacher in the first instance.

If your verbal contact has not been met with a satisfactory response then you require to state clearly in writing the nature of any complaint. The establishment shall respond in writing and should this still not be to your satisfaction you would then require to 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.

Transition Records

A transition record based on experiences and progress is completed for each child attending a Glasgow City Council nursery. You will receive a copy of this record and will have the opportunity to add your own comments before it is forwarded to your child's Primary school.

Our Centre Improvement Plan

Establishments are required by the Scottish Government to submit their plans for school improvement to the local authority. Our improvement plan is drawn up following an extensive self-evaluation and consultation process involving staff, parents, children, visiting specialists and quality improvement officers from Glasgow City Council. The recommendations from inspection agencies such as HMIE and Care Inspectorate also help determine priorities. A summarized copy of the plan is available in the establishment.

Children's Learning Journals

Each child has their own individual learning story which is recorded via our online platform 'Seesaw'. These are individual and personal to your child to record their learning and achievements. The stories contain observations of your child's interests and experiences highlighting specific aspects of their development.

Promoting Positive Behaviour

We strive to create a safe, welcoming, nurturing and stimulating learning environment which promotes a real sense of security, impacting positively on the children's learning.

We are committed to inclusion for all our children, planning effectively to ensure flexibility and differentiation in the curriculum to meet each child's individual needs. We use early intervention and multi-agency coordinated approaches to meet individual needs for each child and family where appropriate. Nurture principles are embedded in our daily routines and the children also participate in PATHS sessions designed to support the development of emotional awareness, reducing challenging behaviour and increasing self-control and emotional literacy.

Contact Information:

Headteacher Arlene Henderson: headteacher@carmyle-pri.glasgow.sch.uk

0141-641-2269

Team Leader Katy McKenna: KMckenna@carmyle-pri.glasgow.sch.uk

0141-642-0048



We are situated in the grounds of Carmyle Primary School, however entrance to nursery is via Montrose Avenue.

Vision & Values:

Our Vision for Carmyle Nursery Class is working together, our nursery will be a place which provides a welcoming, nurturing, safe, inclusive and engaging environment where children are motivated and inspired to become confident, responsible and successful learners.



Our Vision is built on the **values** we all agree are most important to us.

These are shared with our nursery community as:

Respect - for self, others and the environment

Ambition - for present and future achievements and success

Responsibility - for choices, decisions and actions

Equity - to include and enable every child

RARE

Our nursery symbol is a Phoenix which celebrates new life and beginnings, as well as resilience and growth after overcoming challenges.



Assessment

Each child is respected and recognised as an individual. As every child is unique in their prior experience, knowledge and personality, we observe each child in order to get to know their abilities and characters in depth and to provide us with enough knowledge to tailor the curriculum to their needs and interests. Progress will be recorded and this will be discussed with the parent/carer during GIRFEC/Transition report meetings that take place twice a year.

Supporting children who require additional support for learning:

You or your child's keyworker may highlight that your child requires support in areas that they might find difficult in their development. We can work together to support your child's development needs. Occasionally it may be helpful to involve another Professional such as a Speech Therapist or Educational Psychologist, but this would be discussed with you to obtain consent before a referral could be. If you have any concerns about your child, please feel free to arrange an appointment with their key worker.

Gates

If you could please enter and leave the nursery when dropping or collecting your child via the entrance on Montrose Avenue, as times our children will be playing in the garden or the school children will be going into school and if the gate between the nursery and the school is being frequently used it can become a health and safety issue. We also ask for our families to be vigilant if you are parking on Montrose Avenue as at times it can become quite congested and also becomes a health and safety issue for our little people on their way to nursery.

Mobile Phones

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day. However parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children. If you are found to be using your phone inside the nursery premises you will be asked to finish the call or take the call outside. We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child. No photographs to be taken in the nursery unless authorised by a member of staff.

Curriculum

At Carmyle we implement the Curriculum for Excellence which enables children to develop as successful learners, confident individuals, responsible citizens and effective contributors.

The areas of the curriculum are Literacy and English, Numeracy and Mathematics, Science, Technologies, Expressive Arts, Health and Wellbeing, Religious and Moral Education and Social Studies. When planning for learning we adopt a cross curricular approach usually involving more than one area of the curriculum at a time and almost all learning experiences take in several curricular areas simultaneously.

We offer a child led play-based experience. More detailed information is available from the nursery and information on what children are learning will be displayed on Seesaw.

How we promote learning

We follow the guidelines specified within Curriculum for Excellence Early Level and adopt an active and responsive learning approach, encouraging all children to be fully engaged with their experiences. Staff use responsive planning based on the children's interests and ideas. Staff are aware of children's stages of development, individual needs and plan accordingly.

Assessments/Reviews of Learning

Assessment of children's learning is informal, based on staff observations, discussions with children and feedback from parents. We encourage children to reflect on their own learning and help them to identify ways of taking this learning forward. Children are encouraged to recognize their own achievements and to record examples of their learning.



The Establishment:



Hours of Opening:

Our nursery class is open from 8:30am - 4:30pm, Monday to Friday, and 38 weeks of the year. Details of holidays and closures can be found within this handbook. Our morning session is from 8:30am-12:00pm and our afternoon session is from 1:00pm - 4:30pm. We also offer a full day session which is from 8:30am-4:30pm. Each child's times of attendance vary, and are allocated on the basis of need.

Age range of children in the establishment

The nursery class has a provision for children from 3 to 5 years of age.

Number of children:

The nursery has a capacity for 80 children, 40 in the morning and 40 in the afternoon.

Admissions policy

Nursery places are allocated in line with Glasgow City Council's Early Years Admissions Policy. The nursery will be happy to advise how this policy operates.

Application forms are available from all GCC Early Years establishments. When completed, the form should be returned to the nursery you identify as your 1st preference, along with the verification documentation requested. All placements are allocated by contract through the Local Area Admissions Panel on behalf of Glasgow City Council and are based on the needs of the child and family and availability within the nursery.

When a place becomes available you shall be notified by a letter in the post from the establishment, which will entail of your child's start date and session time.

Arrival and collection of children

Please ensure children are brought and collected by their parents/carers or by a person nominated who is over the age of 16. In the interests of your child's safety please inform a member of staff if you change your normal arrangements. We will not allow your child to leave the nursery with an adult who is not known to us or not on your emergency contact list. If in doubt we may ask for proof of identity. In the event that no-one arrives to collect your child we will try to get in touch with you and then your emergency contacts. If no-one can be contacted and your child is still here when the centre is due to close, we will have to contact Social Care Direct so that your child can continue to be cared for until you are located.

Settling In your child:

On a child's first day at nursery they will stay at nursery for approximately one hour and the child's parent/carer will stay in the playroom with them for this time to complete the induction pack. Throughout the week it is our goal that the child's time at nursery is gradually increased to their full allocated session time. This is individual to each child depending on how they are feeling and coping at nursery, you may be asked to stay until your child feels comfortable.

Keyworker System:

Each child has their own allocated member of staff within the nursery. That member of staff will be your primary point of contact within the centre and will take particular interest in your child's needs, personal care, well-being and development, working with you to ensure that maximum benefit is gained from attending the nursery.

Security:

The nursery operates a secure entry system, please press the bell button and ring the bell to gain entry. Always close the door firmly behind you and do not let any adults who are not in your company enter as you in or leave, as they may not be known to staff and therefore may require to be met at the door.

Attendance:

Regular attendance at nursery supports your child's progress and continuity in learning. Due to pressure on places, we cannot hold a place open for a child who does not use it. Please let us know if you no longer require a place. Please let us know if your child is off for more than a couple of days due to illness or holidays. When a child has been absent with no communication or contact, on day three we will try to get in touch with a parent/carer by telephone or letter.

Suitable Clothing:

Children have fun doing messy experiences and although we encourage them to wear aprons, clothes are often affected so please do not bring children to nursery in their best outfits. A change of clothing can be kept in each child's bag on their peg (several changes may be required during toilet training). Please note that we cannot exclude children from participating in activities on any grounds other than medical or religious ones, as we are bound to provide every child with a broad and balanced curriculum. Sun Protection is vital during the summer months and warm waterproof clothes and footwear are required in winter. Please ensure to write your child's name on their clothing.



Accidents

We try to ensure that all our children are playing in a safe environment however accidents do happen and children do become upset. Staff will use their judgement on whether or not you should be alerted and if not, you will be informed when you collect your child. However, if your child suffers a bump to the head, however small, we will always call to inform you of this. A first aider will advise you if they feel further intervention is required although it will be your decision to seek medical attention. Staff will complete an accident form, which you will be asked to sign when you collect your child.

Visit to the Establishment by Other Professionals

The nursery has regular visits from other professionals i.e. Vision Screening, Oral Health Management. Staff will inform parents when these visits take place. Health visitors and Speech and Language therapists for individual children may also visit to see children in consultation with parents at all times. If your child has an identification of additional support needs or is in the process of being assessed other professionals involved in their care may visit to assist in their care or assessment and to have professional dialogue with the staff.

Child Welfare and Safety

We take positive steps to help children protect themselves by:

- ensuring that children are respected and listened to
- ensuring staff are aware of our child protection procedures
- working in partnership with other agencies to ensure professionals collaborate effectively to protect children and families
- implementing positive messages for young children

Should any member of staff have concerns regarding the welfare or safety of any child, they must report these concerns to the Headteacher.

The Headteacher or the person deputizing for the Head shall risk assess the concern, and if they judge that there may be grounds for concern regarding the welfare or safety of any child, they must then immediately advise the duty Senior Social Worker at the local Social Services area office of the circumstances.



Toilets

Children's toilets are located off the main playrooms. We are unable to permit parental access to the children's toilets because of Child Protection issues. If your child requires your assistance during the induction period a member of staff will advise you on access arrangements

Nursery Toy Fund

Our toy fund is a voluntary donation, every Wednesday a staff member shall be available at the beginning and end of each session to collect any toy fund you wish to donate. Our toy fund supports us to purchase resources for indoor and outdoor learning, displays at times of celebrations, trips and outdoors visits, events within the nursery, ingredients for baking and food tasting and birthday cakes and a small present for each child.

Medication

It is very important that full details of your child's medical history are provided when completing admission forms and that any new information is updated as required. This ensures that staff are as well prepared as possible for any health emergency which may arise.

Many children at some time will require medication whilst attending the nursery. We recognize that some children require medication to allow them to complete a course of antibiotics or for long term medical reasons such as asthma. If your child needs medication during his/her time at nursery, you should discuss his/her requirements with the team leader. A member of staff will administer prescribed drugs only, and you will be required to complete a consent form, which authorizes a member of staff to administer the medicine to your child. All medical issues should be discussed with the team leader. Please ensure this information is included in your child's care plan.

Illness

Children who are obviously unwell should be kept at home where they will be more comfortable. In line with infection control policy if your child has symptoms of vomiting or diarrhea (or both), it is essential that they do not attend nursery for 48 hours after the symptoms have stopped. If your child becomes ill while at nursery every attempt will be made to inform you. If the illness is of a serious nature, your child will be taken to the nearest accident unit and you will be contacted and advised to join the child at hospital.

**Please ensure you keep the nursery updated regarding any changes to contact details or medical conditions.*



Meals, Snack and Healthy Eating:

Meals and snacks are supplied by Glasgow City Council.

Menus are based on low salt, low sugar and low-fat foods, which reflect a balanced diet. If your child has specific dietary requirements, we need this in writing from a dietician or your child's doctor. If this is a religious choice, please notify a member of staff or management who will liaise with Glasgow City Council to provide an alternative food choice. Children are discouraged from bringing their own food and sweets to nursery, due to allergies within the nursery.

No smoking policy

The nursery has a no smoking policy. Smoking is not permitted anywhere within the building or within the grounds