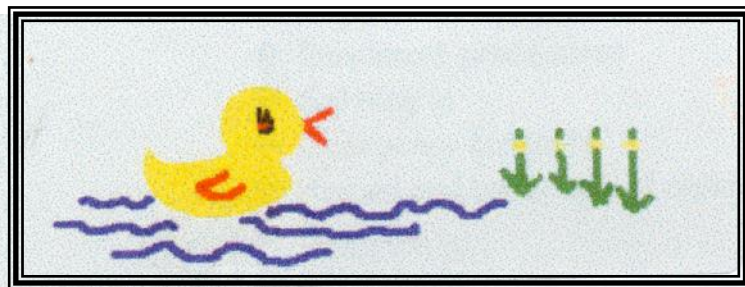


Barlanark Family Learning Centre



HANDBOOK

2024 - 2025

343 Hallhill Rd

GLASGOW

G33 4RY

Tel: 0141 773 1022

EMAIL: headteacher@barlanark-nursery.glasgow.sch.uk

CONTENTS

SECTION ONE

Establishment Vision, Values & Aims

SECTION TWO

General Information

- ❖ Names and job titles of our staff members
- ❖ Times of opening
- ❖ Age range of children
- ❖ Keyworker system
- ❖ Register of applicants
- ❖ Enrolment procedures
- ❖ Charges
- ❖ Condition of placement form
- ❖ Settling in
- ❖ Emergency contacts
- ❖ Arrival and collection of children
- ❖ Security
- ❖ Attendance
- ❖ Suitable clothing
- ❖ Outings and consent forms
- ❖ Insurance
- ❖ Pram Shed
- ❖ Emergency Closures
- ❖ Meals, snacks and healthy eating
- ❖ Health snack policy
- ❖ Birthdays
- ❖ Fundraising
- ❖ Provision of toiletries
- ❖ Smoking
- ❖ Early years charges

SECTION THREE

Medical Information

- ❖ Medication
- ❖ If your child becomes ill
- ❖ Minor accidents and upsets

SECTION FOUR

The Nursery Curriculum

- ❖ Curricular aims
- ❖ How we promote learning
- ❖ Nurturing my Potential
- ❖ The Curriculum for Excellence
- ❖ Assessment
- ❖ Supporting children who required Additional Support for Learning
- ❖ Working together to support learning
- ❖ Nursery Groups
- ❖ Language & Communication Friendly Establishment
- ❖ Communication with parents/carers

SECTION FIVE

Other Information

- ❖ Eco Schools
- ❖ School Gates
- ❖ Breastfeeding Friendly Centre
- ❖ Safety and Welfare for all children
- ❖ Links with schools
- ❖ Accessibility Strategy
- ❖ Suggestions and complaints
- ❖ Mobile Phones

APPENDICES

1. Public Holidays and Centre Closures
2. Useful Telephone Numbers and Map of Area

Section One

Our Vision and Values

Our **vision** at Barlanark Family Learning Centre is to create a place for staff, children and families that is safe, secure and a nurturing place to learn in.

Our beliefs at Barlanark FLC are summarised in our **Values**:

- ❖ We value **Respect** and believe everyone has a part to play in our nursery.
- ❖ We value **Diversity** and celebrate all that makes us unique.
- ❖ We value **Relationships**, as this is the thread that runs through all that we do with children, families and the local community.
- ❖ We value **Learning** and promote achievement for all.

Our Aims

We aim to achieve our vision and values by:

- ❖ Knowing and **respecting** our children and their families.
- ❖ Developing strong **relationships** between children, families, the nursery and the community.
- ❖ Knowing each child as an **individual** and creating trusting relationships.
- ❖ **Nurturing** children's wellbeing so that they develop confidence, independence and high aspirations.
- ❖ Providing a well-planned **learning environment**, which supports children as learners, connecting indoors, outdoors and the wider community.
- ❖ Offering children a relevant and carefully structured **curriculum**, which stimulates and extends learning.
- ❖ Encouraging all staff to work consistently together as a supportive **team**, by working alongside other agencies to get it right for every child.

Section Two

GENERAL INFORMATION

Names and Job Titles of Our Staff Members

Kirsten Stirling	Head of Centre
Nadeen Stewart	Depute Head of Centre Depute Head of Centre (Secondment post in another GCC nursery)
Holly Potter	Acting Depute Head of Centre
Audrey O'Hagan	Team Leader
Suzie O'Lone	Acting Team Leader
Natalie Gardiner	Clerical Assistant
Lynsey McCormack (Part-Time)	Clerical Assistant
Sylvia Rhymer (Job Share)	Lead Practitioner of Attainment
Sona Morcombe	Lead Practitioner of Attainment
Gemma Andrews (Job Share)	Child Development Officer
Nicola Barnes	Child Development Officer
Teri Boyle (Job Share)	Child Development Officer
Nicola Boyle	Child Development Officer
Alana Brierley (Mat Leave)	Child Development Officer
Kate Brooks	Child Development Officer
Natalie Crawford (Job Share)	Child Development Officer
Lynda Dolan	Child Development Officer
Linda Dowling (Job Share)	Child Development Officer
Linda Gillespie	Child Development Officer
Sally Harley	Child Development Officer
Fiona Markey	Child Development Officer
Tracy McDonagh	Child Development Officer
Diane McDonald	Child Development Officer
Ashley McDowall	Child Development Officer
Isabel McKinnon	Child Development Officer
Paula McLevey	Child Development Officer
Anne McMillan	Child Development Officer
Gillian Mearns (Job Share)	Child Development Officer
Theresa Milliken (Job Share)	Child Development Officer
Sona Morcombe (Job Share)	Child Development Officer
Kathleen Paterson (Job Share)	Child Development Officer
Jade Roberts	Child Development Officer
Louise Thomson	Child Development Officer
Nicola Wilson	Child Development Officer
Caitlin Drake	Child Development Officer (Temp)
Julia Bradley	Support for Learning Worker
Jason Munro	Support for Learning Worker
Angela Munro	Support for Learning Worker

In addition to the above members of staff, the Centre often accommodates students of Childhood Practice, teaching or nursing. Students may be male or female.

TIMES OF OPENING

Currently the centre is open from 8.00am until 5.45pm, Monday to Friday, 50 weeks of the year, with the exception of public holidays and in-service training days. Details of these closures can be found in appendix three at the end of this handbook. Each child's times of attendance vary within these hours and are allocated based on need.



AGE RANGE OF CHILDREN

The centre has provision for children aged 6 weeks to 5 years.

KEYWORKER SYSTEM

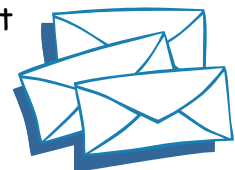
Each child has their own allocated member of staff within their playroom. That member of staff will be your primary point of contact within the centre and will take a particular interest in your child's needs, personal care, wellbeing and development, working with you to ensure that maximum benefit is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

REGISTER OF APPLICANTS

A register of applicants will be kept by the Head of Centre. Each application will be prioritised for admission in accordance with Glasgow City Council policy, taking into account each family's circumstances. Parents/Carers may ask to see their application at any time and any changes of circumstances that may affect your application must be notified to the Head of Centre.

ENROLMENT

When a place becomes available for your child, we will contact you regarding the enrolment procedures. You will be invited along to the nursery to meet the staff, complete paperwork and begin the process of settling your child into the nursery.



CHARGES

When your child is allocated a nursery placement there are charges which may apply. In line with Glasgow City Council policies, you will be asked to verify your circumstances i.e. proof of employment, benefits, address etc and the charges will be levelled according to your personal family circumstances. In order that we provide adequate nursery provision to meet your requirements, you will be asked for this information every six months. Please note failure to provide this documentation could result in a review of the offer of the nursery placement.

CONDITION OF PLACEMENT FORM

You will be required to complete a Condition of Placement Form for your child. All places allocated will be subject to a six-monthly review at which the Head of Centre will have the right to modify the placement offered or charges levied.

This review will consider any changes in circumstance. Any changes agreed at this review will be implemented in the following school term.

Should your circumstances change within the six-month period you should notify the Head of Centre in writing giving a four-week period of notice.

SETTLING IN

On the first day that you bring your child you will be welcomed by your keyworker, and you will be asked to stay with your child to complete the enrolment paperwork. Your child will have the opportunity to play and familiarise themselves with the new surroundings and faces. As the days pass you will have the opportunity to leave your child in the care of their keyworker for increasingly longer periods of time and your child's hours of attendance will lengthen. There is no set formula or time span for this as all children react differently to separating from their parents or carers.

EMERGENCY CONTACTS

You will be asked to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in the case of emergency. Please bring those persons to the centre to be introduced to the staff at the earliest opportunity and keep us up to date as to changes to their details.

ARRIVAL AND COLLECTION OF CHILDREN

It is expected that a responsible adult, aged 16 years or over, will always bring and collect your child. If you or the person expected to collect your child have been delayed, please make every effort to let us know. Children cannot be allowed to leave with any person who is a stranger to the staff under any circumstances. During the enrolment process we will ask you to provide a password, which will be added to your child's care plan. This password can be given to the appointed adult collecting your child, as well as passing this on to staff within your child's room. 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.



SECURITY

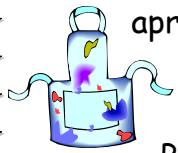
The centre operates a security entry system. Please press the call button and ring the bell to gain entry. Always close the door firmly behind you and do not let any adults who are not in your company enter as you come in or leave, as they may not be known to staff and therefore may require to be met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

Whoever brings or collects a child from the centre must sign them in and out (a procedure which will be explained during the settling in period).

ATTENDANCE

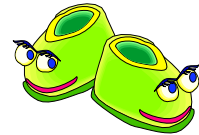
Due to pressure on places, we cannot hold a place open for a child who does not use it. Please let us know if you no longer require a place and if your child is off for more than a couple of days due to illness or holidays. When a child has been absent with no communication or contact, we will try to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

SUITABLE CLOTHING



Children have fun doing messy work 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 as broad and balanced curriculum. Soft shoes are best worn in nursery to avoid accidental injury and aid physical play, these will need to be provided by the parent/carer. Additionally, parents/carer must provide outdoor clothing suitable for the weather and outdoor play or in the event a trip is planned.



Please note: Due to health and safety reasons children should not wear jewellery of any type to nursery.

OUTINGS AND CONSENT FORMS



When trips are planned you will be informed in advance and asked to complete a consent form giving your permission for your child to attend the trip. No child can be included in such a trip without this form having been completed. However, consent for local outings and excursions is encompassed in the enrolment forms. This form is updated on an annual basis.



INSURANCE

Children are insured whilst on a nursery trip for which your consent has been obtained, however, Glasgow City Council will accept no responsibility for loss of or damage to clothing or personal belongings either within the centre or out with.

PRAM SHED

For your convenience there is a pram shed located to the side of the school entrance. You are welcome to leave your pram here whilst your child is in nursery. However, we ask that your pram is folded to allow more space for other service users. Prams are left at your own risk; the nursery will not accept responsibility for lost or stolen prams from this area.

EMERGENCY CLOSURE ARRANGEMENTS

On occasion it may be necessary to close the building at short notice. This could be due to power failure or severe weather conditions, etc. If this happens, we will do our best to let you know what's happening. We may keep in touch by telephone, letter, social media and notices in local shops and community centres and/or through announcements in local churches, the press or on radio. Remuneration of charges will be decided at a later date by Customer Business Services (CBS).

MEALS, SNACKS 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 requirement, 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.

HEALTHY SNACKS POLICY

Barlanark Family Learning Centre is a **SMILE TOO NURSERY**.

Our Aims:

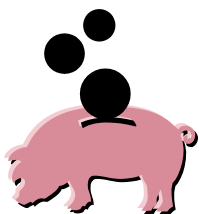
- ❖ To reduce the intake of sugary foods.
- ❖ To promote regular teeth cleaning with a fluoride toothpaste.
- ❖ To promote a healthy nutritious diet.
- ❖ To promote fruit and vegetables as a snack food.
- ❖ To give children milk or water as drinks at the centre.
- ❖ To promote early registration with a family dentist.
- ❖ To reduce children's tooth decay.



BIRTHDAYS



Shop bought individual fairy/cupcakes is all you can bring to the centre. Please discuss this with your child's keyworker.



FUNDRAISING

Some things are not provided for by our Council funding. For example: Christmas presents, outings and trips. For this reason, we ask parents to contribute to our toy fund, currently £2.00 a week for one child and £3.50 for two children. It is also sometimes necessary to fundraise for specific purposes. We may ask you to participate in selling raffles, auctions and sponsored activities from time to time.



PROVISION OF TOILETRIES

Our budget doesn't extend to providing these items for your child so please ensure your child has their own nappies/wipes/creams as required.

SMOKING

Please note that, in accordance with the law, smoking is not permitted within the building or anywhere else within the boundary.



CHARGES

The current charges are detailed below:

Non-Glasgow resident standard rate (3-5's)	£5.00 per hour
Glasgow resident discounted rate (3-5's)	£4.50 per hour
Non-Glasgow resident standard rate (0-3's)	£5.00 per hour
Glasgow resident discounted rate (0-3's)	£3.00 per hour
Glasgow resident reduced rate	£1.00 per hour
Glasgow resident second child rate	£2.20 per hour
Glasgow resident third child rate	£1.70 per hour
Lunch	£1.52

All charges, including those for meals are subject to review and any changes will be notified to parents/carers by the head of your early year's establishment.

Charges are paid directly to Glasgow City Council and in advance. You will be provided with an Early Years Admissions and Charges booklet, outlining how the charges are calculated.

Section Three

MEDICAL INFORMATION

MEDICATION

If your child requires medication during their time at nursery this must be arranged in advance and relevant the forms completed. Note that only prescribed medication can be given, from the container with the prescription label on it. If you child has a specific health need, then you will be asked to fill in a health care plan specific to your child's needs.

Please note: Whilst every effort will be made to administer medicines to your child, this will be at the Head of Centres discretion.

IF YOUR CHILD BECOMES ILL

We would welcome a call from you if your child were unable to come to nursery due to illness. Should he or she become ill whilst at the nursery we would follow The National Services Scotland (NHS) Exclusion Criteria for day care and child-minding settings. In the first instance, we will try to contact the parent/carer before telephoning one of your emergency contacts.

If the illness seems serious, medical advice will be sought without delay, as you would have previously been asked on the enrolment forms if you consent to emergency medical/dental treatment. If the nursery staff take your child for treatment, we will continue trying to contact you or an emergency contact until one of you are reached.

MINOR ACCIDENTS AND UPSETS

Occasional bumps and bruises are inevitable when children play together anywhere. Should your child sustain an injury in nursery then this will be recorded on an accident form. The parent/carer will be required to sign the accident form on collection.



If your child has had an injury/bump above the neck this is classed as a head injury, and we will contact you to make you aware of their accident in line with our policy.

Section Four

THE NURSERY CURRICULUM

CURRICULAR AIMS

Staff seek to:

- ❖ Develop self esteem in every child.
- ❖ Empower each child with the attitudes, skills and understanding necessary to promote effective learning.
- ❖ Foster achievement.
- ❖ Encourage the development of positive interpersonal relationships.

HOW WE PROMOTE LEARNING

The Curriculum Document: Nurturing my Potential

Our Toddlers, Babies and young Babies curriculum is based around Nurturing my Potential and the positive outcomes which are contained in this document.

The key principles of Nurturing my Potential underpin the:

- ❖ Wellbeing - promoting myself, social, emotion and communication development
- ❖ Promoting my movement and co-ordination developing
- ❖ Promoting my confidence, creativity and curiosity
- ❖ Promoting playful literacy, numeracy and mathematical development

The guidelines highlight staff responsibilities and considers all aspects of care in the care setting.

There will be a copy of these documents on display within the centre should you wish to take a look.

The Curriculum for Excellence

The Curriculum for Excellence's underpinning values are wisdom, justice, compassion and integrity with the child at the centre of learning.

The purpose of the curriculum is to enable the child to develop within the

Four Capacities":

Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

The curriculum is inclusive and a stimulus for personal achievement with a range of broadening experiences of the world which allows for encouragement towards informed and responsible citizenship.

Experiences and outcomes set out expectations for learning and development in:

- ❖ Language and Literacy
- ❖ Health & Wellbeing
- ❖ Numeracy & Mathematics
- ❖ Expressive Arts
- ❖ Religious & Moral Education
- ❖ Sciences
- ❖ Social Studies
- ❖ Technologies

The experiences and outcomes in the range of curriculum areas build in relevant attributes and capabilities which support the development of the four capacities.

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.

WORKING TOGETHER TO SUPPORT LEARNING

As the child's parents/carer you are their primary educator and know them best. It is helpful for staff to be made aware of children's preferences, interests and experiences at home so that they can build upon that at nursery. You will be kept informed (by notice, newsletter, social media and displays and through conversation) of what your child has been learning. Consistency is the key to effectiveness, especially in matters of behaviour, so let's work as a team to enable your child to make the most of their time at nursery.



NURSERY GROUPS

In nursery there are various groups that you may be asked to join, for example:

- Eco Group - this involves gardening and maintenance of the garden, as well as recycling, re-using, and reducing.
- Parents/Carers Council -To enable parents to have their say in how the nursery is organised.

Please see a member of staff if you wish to be a part of any of the above groups or have ideas or suggestions.

LANGUAGE & COMMUNICATION FRIENDLY ESTABLISHMENT

We achieved the Language and Communication Friendly Establishment accreditation in 2021, which is awarded to Education Establishments that demonstrate consistent and excellent practice in supporting children's communication and language.

COMMUNICATING WITH PARENTS/CARERS

Methods to keep parents/carers up to date with what's happening in the nursery and special events e.g. posters, newsletters, text messaging etc. Our main online platform is Seesaw. This is an online app which you can sign up for when your child starts within the nursery. We also use social media i.e. Twitter and Facebook for which you will be asked to sign a consent form on your child's induction.

Find us on 



Look for Barlanark Family Learning Centre
and our logo



Section Five

OTHER INFORMATION

ECO SCHOOLS

We are proud to have achieved our ECO Schools status and are applying for this status for the seventh time.

Reduce

Re Use

Re Cycle

Through both curriculum we promote the values above. We hope to work together with parents/carers, children, staff and the wider community to maintain these values.

SCHOOL GATES

As we share our campus with Our Lady of Peace, we also share the car park. This car park can be used as a drop off by parents/carers and all service users. We ask that you use the allocated spaces provided and not to park on kerb or walkways as these need to be clear for pedestrians. The school gate close at 8.45am until 9.15am and again at 2.45pm till 3.15pm (Please note during these times the gates will only be opened for emergency services **ONLY**). This is controlled by the janitor stipulated by Headteacher to ensure the safety of all children.

BREAST FEEDING FRIENDLY NURSERY

VISION STATEMENT -

Barlanark Family Learning Centre will actively promote breastfeeding, in line with the needs of mothers and their families and promote an environment where breastfeeding is seen as the normal way to feed babies.

SAFETY AND WELFARE FOR ALL CHILDREN

Getting it Right for Every Child (GIRFEC) states every adult in Scotland has a role in ensuring all children live safely and can reach their full potential. Nursery staff provide support to children and have a vital role in helping to protect them from harm. Our nursery has a Child Protection Policy and Child Protection Co-ordinator who responds to concerns for children's safety and wellbeing. If you have any concerns regarding the safety and wellbeing of a child, you must share this with the child protection Co-ordinator or any other member of staff. When a child is at risk of harm, abuse or neglect confidentiality is not an option. If we suspect that a child is in need of protection, we are required to inform additional services such as Social Services to assist in the Safety and Welfare of that child. Where appropriate, we will endeavour to speak with you prior to liaising with other services.

No single individual can protect children by acting alone. It is the sharing of information, collective thinking and collaborative action that enables decisions to be made in the best interests of children.

Child Protection Co-ordinator is Kirsten Stirling (Head of Centre)

In the absence of Kirsten Stirling, Holly Potter (Acting Depute Head) will resume the role of Child Protection Co-ordinator.

Copies of departmental guidelines (Management Circular 57) are available from the Head of Centre on request.

LINKS WITH PRIMARY SCHOOLS

The centre has links with Sandaig and Our Lady of Peace Primary Schools. As part of the transition to school a teacher may visit the nursery to meet the children, in order to make the transition from nursery to primary school as smooth as possible. Transition records which document children's learning and development are completed by the child's keyworker and discussed with parents/carers before passed over to the receiving primary school.

ACCESSIBILITY STRATEGY

Standard Statement

The centre has a duty to ensure that all our pupils have equal access to the curriculum, supported as appropriate to their individual needs. This covers not

only the content of lessons and teaching strategies but also minor adaptations to the physical environment of our building to address the needs of pupils with physical or sensory impairments, including the relocation of classes to the ground floor where feasible.

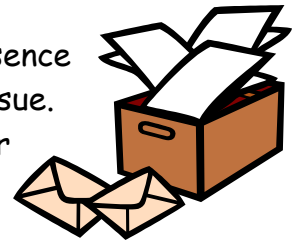
We also need to ensure that parents/carers who have a disability have equal access to information about their children. This could involve, for example, relocating the venue for parents/carers meetings to facilitate physical access at parents/carers evenings or individual interviews; provision of an interpreter for the deaf; agreeing a telephone contact system to provide direct feedback to parents/carers.

SUGGESTIONS AND COMPLAINTS

In the first instance speak to the Head of Centre or in her absence another Manager on duty who will do their best to resolve your issue.

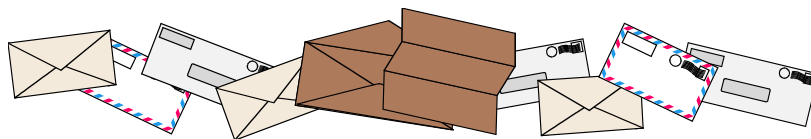
If you feel you have not had your complaint dealt with to your satisfaction, Glasgow City Council has a robust Complaints Procedure dealt with through the Customer Care Team.

This can either be done via telephone: **0141 287 0900** or by completing an online form which can be accessed via www.glasgow.gov.uk/ContactUs



In the event that you are still dissatisfied please contact:

**Care Inspectorate
4th Floor
1 Smithhill Street
Paisley PA1 1EB**



Telephone: 0141 843 4230

TO ALL PARENTS AND CARERS.

PLEASE SWITCH OFF ALL MOBILE PHONES WHEN IN THE BUILDING.



NO PICTURES TO BE TAKEN IN NURSERY
UNLESS AUTHORISED BY A MEMBER OF
NURSERY MANAGEMENT TEAM.

Thank you.

Appendix 1

CENTRE CLOSURES 2024/2025 (Extended Day)

Christmas & New Year	Wednesday 25 th December 2024 - Thursday 2 nd January 2025 <u>Inclusive</u>
Easter Weekend	Friday 18 th April & Monday 21 st April 2025
May Day	Monday 5 th May 2025
May Weekend	Friday, 23 rd May & Monday 26 th May 2025
Glasgow Fair	Monday 21 st July 2025

Term Time contract children follow school holidays.

IN-SERVICE DAYS

Wednesday 19 th February 2025
Thursday 22 nd May 2025
Tuesday 12 th August 2025
Wednesday 13 th August 2025
Friday 10 th October 2025

Appendix 2

USEFUL ADDRESSES/TELEPHONE NUMBERS

Director of Education Services

Mr Douglas Hutchieson
Education Offices
City Chambers
40, John Street
Glasgow
G1 1JL

GFIS (Glasgow Family Information Service)

www.gfis.org.uk

This site offers advice with regards to admissions, childcare charges, accessing childcare etc

Early Childhood and extended Childcare Services
40 John Street'
G1 1JL

0141 287 4702

Easterhouse Police Station

0141 532 4300

Easterhouse Sports Centre

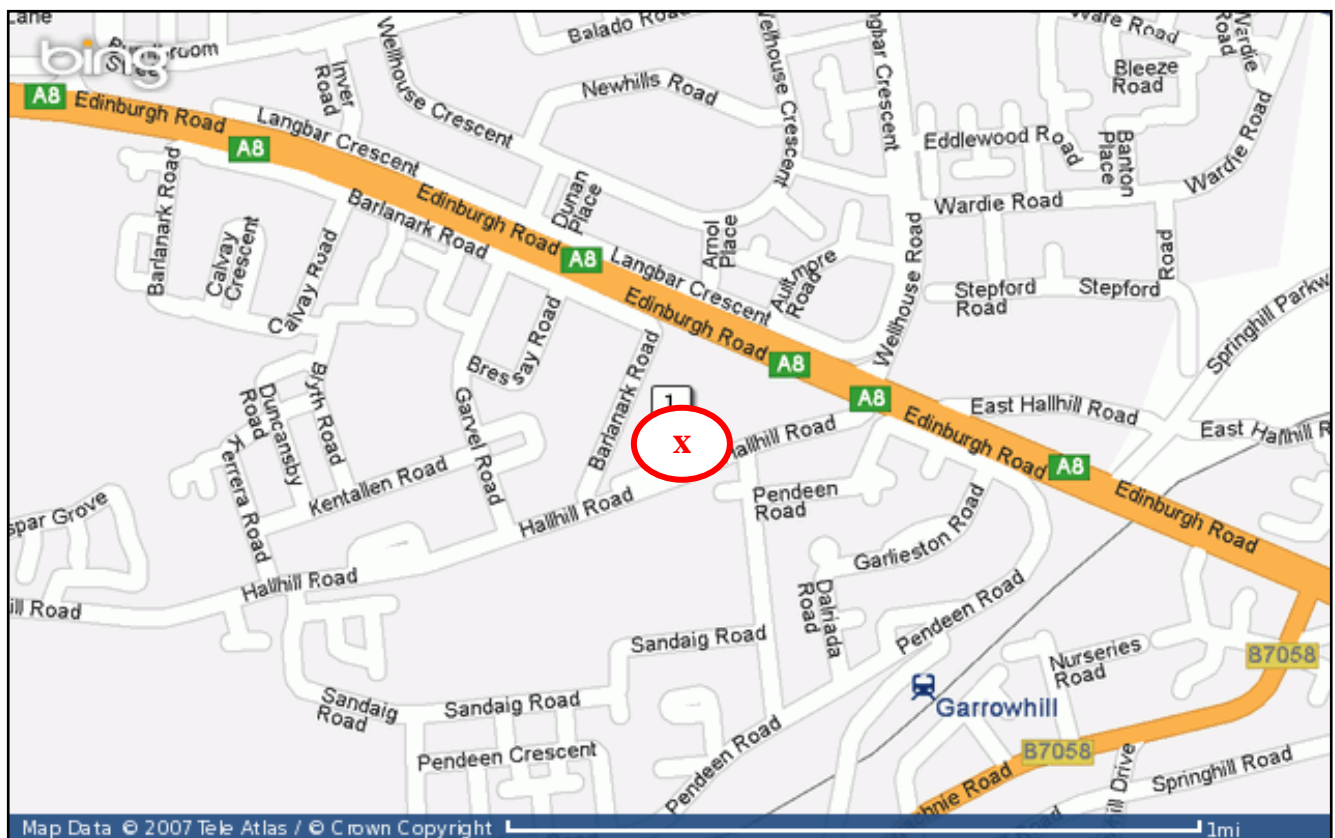
0141 276 1630

Social Work Department

Westwood House,
1250 Westerhouse Road,
Glasgow G34 9EA.

0141 276 3400

Map of Area & Travel Information



- Buses:** The following buses will drop you off on Edinburgh Road or Hallhill Road:
213, 60, 41, 42, 46
- Trains:** The nearest train station is Garrowhill which exits onto Glenduffhill Road
(ten minutes walk away).
- By Road:** Exit the M8 eastbound at junction 10 (Barlanark/Easterhouse), take 2nd
exit on roundabout. Travel up to traffic lights and turn right onto
Westerhouse Road. Bear left and take first left at traffic lights down

OFFICIAL

Wellhouse Road all the way to the traffic lights at the bottom. Go straight across Edinburgh Road at this junction onto Hallhill Road. Barlanark FLC is on your right-hand side.

OFFICIAL