

Elmcroft Nursery School Handbook



Elmcroft Nursery School

Elmcroft Nursery School
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Ruchazie
Glasgow
G33 3SE



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E-mail: Headteacher@elmcroft-nursery.glasgow.sch.uk

Introduction

I would like to welcome you to and your child to Elmcroft Nursery School. This handbook contains a range of information that you may find helpful. Please do not hesitate to contact the nursery if you require more information. I hope that this handbook gives you a glimpse of life at Elmcroft Nursery. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Janet Hutchison
Head of Nursery

Nursery Visions, values and Aims

Our vision in Elmcroft is to provide a happy, safe, learning environment where everyone is encouraged to become confident, effective individuals who are able to contribute to their own learning.

We are committed to the promotion of support and mutual respect from all. We work hard to ensure we are getting it right for each child in our nursery to be safe, healthy, achieving, nurtured, active, respected, responsible, and included. We wish to provide a happy environment where children and adults are actively engaged with frequent smiles and laughter.

We aim to:-

- Encourage self-esteem, self-confidence and respect for others.
- Strive to meet the needs of all individuals.
- Promote achievement across the curriculum.
- Create and maintain an ethos of endeavour and success within the nursery.
- Encourage children and adults to become good citizens and have a positive attitude towards their environment.
- Raise awareness of the importance of healthy eating and exercise.
- Value contributions made by everyone.
- Have fun, enjoy and contribute to learning.

Agreed Capacity:

The capacity of the Establishment agreed by the Care Inspectorate is 65 children in total per session.

50 children 3-5yrs

15 children 2-3yrs.

Denomination Status: The nursery is non-denominational. We respect and welcome children, parents, and carers of all religions, faith and beliefs.

Social, Moral and Cultural Values

Elmcroft Nursery School aims to promote equal learning opportunities for every child, irrespective of gender, ethnic grouping, creed, disability or social-economic background.

The nursery aims to raise awareness of the importance of relationships with others. We are committed to the promotion of support and mutual respect for all as part of the Health and Wellbeing Curriculum.

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

Family Engagement

We encourage parent and carers to be involved in many ways and contribute to the life of the nursery. Throughout the year we invite you to parents meetings, nursery shows and to take part in fundraising events. We also are delighted to have parents involved from time to time with storytelling, gardening, and music activities and baking. If you have a skill or a hobby and would like to be involved, please speak to a member of staff or Janet.

Parents Groups

The establishment has several Parents Groups and all parents are encouraged to take part. These groups are:-

Parents/Community Committee which meets regularly to help raise funds and to take forward concerns regarding the building and safety with local councillors.

Please speak to any member of staff if you wish to be involved in any of these groups or if you wish to be involved in any other way at the nursery.

The Establishment and the Community

The nursery school opened in 1976 and is an established part of the community. A few of today's parents are ex-pupils. The continuity of staffing has helped to produce the happy, relaxed relationship with the community at large.

The Nursery is also a part of Smithycroft Learning Community.

We also have formed close links with Craigend Care Home and we are frequent visitors.

Links with other Educational Establishments

The nursery is part of Smithycroft Learning Community along with other Early Years Establishments, Primary schools and Smithycroft Secondary School.

Staffing

| | |
|---------------------|------------------------------|
| Mrs Janet Hutchison | Head of Nursery |
| Mrs Karen Beaton | Team Leader |
| Ms Mintaz Webb | Lead Practitioner-Attainment |

Child Development Officers

Mrs Linda Reynolds
Mrs Liz Duffy
Ms Marie McGoldrick
Mrs Frances Sharp
Mrs Leeann Stewart
Miss Gillian Aitken
Miss Angela Collins
Mrs Nicole Carlton
Ms Natalie Robinson
Mrs Kelly-Anne Burns

| | |
|-------------------------------|--------------------|
| Mrs Linda Gower | Clerical Assistant |
| Awaiting vacancy being filled | Janitor |
| Mrs Miranda McKillop | Dining Assistant |

Establishment Hours

Morning Session - 8.30am – 11.40am

Afternoon Session- 12.50pm – 4pm

Full time places are available for working parents or those attending further education for children 3-5 years. It is important that children are collected and vacate the building on or before 11.40am/4.00pm as staff are involved in training opportunities following these times.

School term dates 2018/19

August

- **Monday 13 August 2018 (Return date for Teachers)**
- **Tuesday 14 August 2018 (In-service day)**
- **Wednesday 15 August 2018 (Return date for Pupils)**

September Weekend

- **Friday 21 September 2018**
- **Monday 24 September 2018**

October

- **Friday 12 October 2018 (In-service day)**
- **Monday 15 October to Friday 19 October 2018 (October Week)**

December - Christmas and New Year

- **Schools close at 2.30pm on Thursday 20 December 2018**
- **Schools return on Monday 7 January 2019**

January

- **Monday 7 January 2019 (Return to school)**

February Mid-term break

- **Monday 11 February 2019**
- **Tuesday 12 February 2019**
- **Wednesday 13 February 2019 (In-Service day)**

April - Spring Holiday

- **Schools close at 2.30pm on Friday 29 March 2019**
- **Schools return on Monday 15 April 2019**
- **Friday 19 April 2019 (Good Friday)**
- **Monday 22 April 2019 (Easter Monday)**

May

- **Monday 6 May 2019 (May Day)**
- **Tuesday 7 May 2019 (In-Service day)**
- **Friday 24 May and Monday 27 May 2019 (May Weekend)**

June

- **Schools close at 1pm on Friday 28 June 2019**

Enrolment

All nursery places are allocated in line with Glasgow City Council's Admission and Charging Policy for Early Years. Nursery staff will be happy to advise you how this policy operates when you apply for a place for your child. A leaflet detailing the Council's policy is also available from all establishments. If you wish a copy please ask for one.

Places are allocated by a local admissions panel. When a place becomes available you will receive a letter from the Head of Nursery detailing a start date and time. Please take some time to be with your child on their first week as part of our settling in process. Some children settle more quickly than others. On their first day they are invited to stay for an hour only. Your child's keyworker will work with you to arrange when it would be available to leave your child.

Please note that it is necessary for an adult (age 16 years or over) to bring your child to and from the nursery.

Children Absences

Parents are requested to ensure that their child attends as regularly as possible, to get the most from their time at nursery. Although nursery is not statutory education, we have obligations through child protection procedures to check on absences. Please inform the nursery if your child is unwell to allow us to record the absence and the reason why. If we have not been informed a member of staff will contact the main carer through telephone or text message.

Should your child seem unwell, please do not bring him/her until completely recovered. Please keep in touch with the nursery school during an absence, as we do like to know how they are. Should a child be absent for 4 consecutive weeks without any contact, then it will be assumed that the place is no longer required and the place will be assigned to another child through the admission panel.

Working Together to Promote Positive Behaviour

Parents and staff must work together to foster each child's sense of identity through:-

- Building self-esteem so that they are aware that they are valued, safe, respected and included.
- Learning appreciation of others through positive actions, showing that they respect and value all their peers and adults through consideration, good manners, sharing etc.
- Eradicating prejudice in all forms: - racial, religious etc. by understanding and fostering positive attitudes

Parental attitudes and reactions are of prime importance in helping staff to promote acceptable, positive behaviour.

The approach within Elmcroft Nursery is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. The PATHS (Promoting Alternative Thinking Strategies) programme operates within our nursery. PATHS is a social and emotional development programme aimed at children 4-5 years old. It supports the development of emotional awareness and the vocabulary and language of emotions. It teaches children problem solving skills and can help them develop positive peer relationships.

In our establishment and throughout the programme, staff consistently promote positive behaviour and provide opportunities for children to experience success. Staff recognise that all achievements are worthy of praise and recognition. Respect, Trust, Fairness and equality is promoted and shared within our establishment.

Clothing

Parents are advised to put their children's names on all items of clothing. Whilst every effort is made to ensure the safety of children's possessions Glasgow City Council cannot take responsibility for any item which may go missing, so parents are advised not to leave expensive clothing in the cloakroom. Children have the best fun when they are doing messy work. We will always try to make sure that they wear an apron but accidents happen so please dress your child in suitable clothing.

There are forms of dress which are unacceptable in the nursery, such as items of clothing which:

- Potentially encourage faction (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans).
- Could cause health and safety difficulties, such as loose fitting clothing, dangling earrings.
- Carry advertising, particularly for alcohol or tobacco
- Could be used to inflict damage on other children or be used by others to do so.

Children need to be comfortable and relaxed. They have the best fun when they can get messy without worrying about dirt on their clothes. Please ensure that your child wears clothes that can allow for paint or other messy materials. Please also ensure that your child has suitable outdoor clothing appropriate for the weather conditions. Wellington boots can be left at children's pegs. Please ensure again that they have names on them.

Please also provide your child with a pair of sandshoes or soft shoes for use indoors. (No laces please).

Children may occasionally have to change into dry clothing if they have become wet in the water or outdoors or through toilet training accidents. Please ensure that your child has a change of clothing (including underwear). If your child is toilet training please also include a packet of baby wipes.

Parents/Carers are asked to assist by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to the nursery. 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.

Meals

Most children attend nursery for a half day, therefore meals are not generally provided. However, some children may attend on a full day basis and in those circumstances a meal may be provided.

A weekly menu is available from Cordia services. Depending on your total household income you may be entitled to free lunches if your child attends full time. Charges for meals are placed by the council.

Children and young people or parents/carers receiving Income Support, Income-based Job Seekers Allowance, Working Tax Credit and Child Tax Credit only (where household income is less than £16,010) are entitled to a free midday meal. Information and application forms for free establishment meals may be obtained from establishments and from Grants Section at Education Services headquarters.

If your child is eligible for free school meals please ask for details in the office

Snacks and the Promotion of Healthy Eating

In line with Glasgow City Council's policy on healthy eating, children are offered the following at snack time

—

- Plain milk or water
- A selection of fruit
- Foods relating to children's work
- Toast, sandwich, pancake, crackers, fruit loaf.

Medical Information

Many children will at some time require medication whilst attending the nursery. Whilst it is not our policy to care for sick children, we recognise that some children require medicating, to allow them to complete a course of antibiotics or for long term health reasons such as asthma.

If your child is in need of medication during his/her time at nursery, you should discuss his/her requirements with the head of the nursery. A member of staff will administer prescribed drugs only, and you will need to fill a consent form, which authorises a member of staff to administer the drugs to your child. The head of the establishment will give you the necessary form to complete. All medical issues should be discussed with the head of nursery or team leader to ensure we are able to meet your child's health needs. Please also ensure this information is included on their enrolment form and care plan.

If your child becomes ill

Please contact the nursery if your child is not able to attend on a particular day.

If your child becomes ill while at nursery, you the parent/carer will be contacted by telephone. (Please note that the nursery number may show up as withheld or unknown)

Please ensure that all contact numbers are updated regularly. We require a contact number for both parents/carers and an all emergency contacts.

Minor Accidents and Upsets

We must emphasise that every precaution is taken to avoid accidents within the nursery. If any accidents occur staff will complete an Accident Report Form which will be discussed with you when you collect your child.

If a more serious accident should occur every effort will be made to contact the parent and any further assistance required will be offered. If a parent cannot be contacted arrangements will be made to seek medical advice for the child.

Curriculum, Assessment and Arrangements for Reporting to Parents and Carers

Curriculum for Excellence 3-18

Curriculum for Excellence is intended to help children and young people gain the knowledge, skills and attributes needed for life in the 21st century, including skills for learning, life and work.

Its purpose is often summed up as helping children and young people to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors.

These are referred to as the four capacities.

Curriculum for Excellence is designed to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18. The term curriculum is understood to mean - everything that is planned for children and young people throughout their education, not just what happens in the classroom.

Curriculum for Excellence includes four contexts for learning:

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement.

Key elements

Curriculum levels and stages

The curriculum has two stages: the [broad general education](#) (from the early years to the end of S3) and the [senior phase](#) (S4 to S6).

The broad general education has five levels (early, first, second, third and fourth). The senior phase is designed to build on the experiences and outcomes of the broad general education, and to allow young people to take qualifications and courses that suit their abilities and interests.

Curriculum areas

There are eight curriculum areas:

- Expressive arts
- Health and wellbeing
- Languages (including English, Gaidhlig, Gaelic learners and modern languages)
- Mathematics
- Religious and moral education
- Sciences
- Social studies
- Technologies.

Literacy, numeracy and health and wellbeing are recognised as being particularly important – these areas are seen as being the ‘responsibility of all’ staff.

Assessment/Reporting

Children are assessed informally throughout the year. This allows staff to identify your child’s strengths and learning priorities. A range of informal assessments strategies are used; learning conversations with your child, observations of their play and learning and some of children’s work. A written report is completed on the last term and discussed with parents. Staff will also have meetings with parents in November to discuss their child’s progress and development.

Children’s Profiles

Your child will have their own individual ‘Learning Story’ which will be used to record their significant learning and achievements. These are individual and personal to your child to record their learning and achievements. The books will stay in the nursery, but you are welcome to have a look at them or take them home at any time (Please remember to bring them back!).

The children will be encouraged to have ownership of their books and be involved in adding photographs and comments. Over the weeks and months nursery staff, with your child, will add to the learning story.

The stories will contain observations of your child’s learning and photographs highlighting specific aspects of their development. This is one of many tools we use to track children learning and plan for next steps in their development.

Support for Pupils

Nursery staff have a duty to ensure that all children are supported to achieve their potential. They are committed to working closely with parents/carers and other professionals such as Health Visitors, Doctors, Speech and Language Therapists, Educational Psychologists, Social Workers and others to provide whatever support is required to assist children with their individual needs and requirements in learning development, pastoral care and health issues. If you feel that your child requires additional support in any way please speak to a member of staff. When children with support needs are transferring to Primary School, arrangements will be discussed with parents/carers and the receiving school. We are committed to working closely with parents/carers to ensure that they are fully involved in any decisions about support for their child’s needs.

GCC Policy – Glasgow City Council has a duty, as outlined in the Standards in Scotland’s Schools 2000 Act, to ensure that your child achieves their potential. Glasgow’s Education Services is committed to the inclusion of all children and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirement in the 2000 Act. It is also part of Glasgow’s policy to maintain a range of special educational establishments. This recognises the key role to be played by specialist provisions in addressing severe low incidence disabilities. The authority recognises that there are a wide range of factors, which may act as a barrier to your child’s learning. Additional support needs may be linked to a learning difficulty or disability but could also apply to a child or young person suffering from bereavement who requires pastoral support, a more able child/young person or those with a particular talent which needs to be fully developed. The policy requires all establishments to provide an environment where children and young people with additional support needs are actively encouraged to be effective learners and benefit from their school education.

Any parent/carer seeking further advice regarding this policy should contact the Head of Nursery in the first instance.

If a parent is unhappy with the support their child is getting they must first discuss this with the nursery in order to seek a resolution at that very local level.

Further information relating to Additional Support Needs is also available on the Glasgow City Council Website;

<http://www.glasgow.gov.uk/en/residents/goingtoschool/additionalsupportneeds/>

Child Welfare and Safety

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child’s establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- Ensuring that children are respected and listened to
- Ensuring that programmes of health and personal safety are central to the curriculum
- Ensuring that staff are aware of child protection issues and procedures
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children

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 these circumstances.

Accessible Access: The nursery has an accessible entrance at the side of the building and an adult toilet in the main building. No children’s toilets have been adapted as yet.

Services within the Community

The nursery school has friendly links with the local Social Work Department and Quarriers Family Resource Project. Should there be an emergency in a family, we work together to assist children and parents.

We also enjoy support from the Safer Easterhouse Project, The Beacon Centre and local Community Centre, Gymnastics & Mini Kickers at Easterhouse Sports Centre.

The nursery also links with Ruchazie Parish Church. Our annual Christmas Concert and party takes place in the Church.

The local Housing Association Director is a member of both our Eco Committee and Garden Improvement Planning Group.

We also have close links within Craigend Care Home where the children enjoy frequent visits and we plan to extend this further over the upcoming year. We know that both the residents in the home and the children benefit greatly from intergenerational working.

Links with Primary Schools

The nursery school maintains close links with Sunnyside, Avenue End and St. Rose of Lima Primary Schools and staff visits in both directions are encouraged. All primary schools organise transition programmes to which parents and children are invited to visit the schools. A teacher will visit the nursery to see the children at play and a transition record is completed for the receiving primary school, to pass on relevant information. Enhanced transition arrangements are in place with all local schools for children with additional support needs.

As part of Smithycroft Learning Community we have established links with other primary schools, early learning and childcare establishments and Smithycroft Secondary School.

Medical & Healthcare

At various times during the year health care service visit the nursery to work with the children; Visions Screening, Fluoride Tooth Varnishing. We shall keep you informed of dates and issue the necessary permission forms for you to complete.

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 and on local radio.

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 recognises 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.

Care Inspectorate

The Care Inspectorate are responsible for regulating care services against national Health and Social Care Standards according to the requirements of the regulation of care (Scotland) Act 2001 and associated regulations. HM Inspectorate of Education is jointly responsible with Care Inspectorate for the inspection of early education and childcare and every three years, each nursery will be jointly inspected by Care Inspectorate and her Majesty Inspectorate of Education.

Our reports from Care Inspectorate and HMIE can be found on display in the parent area as can their contact details should you wish them

Nursery Policies

There are a wide range of policies covering aspects of the work and routines of the nursery. These include; Management of Health and Safety, Curriculum, Administering First Aid, Promoting Positive Behaviour and Child Welfare and Safety.

The complete range of policies are available in the school office.

A summary booklet on curriculum and routines is provided on enrolment.

Authority Policies

Glasgow City Council Policies can be accessed on the Glasgow City Council Website

<http://www.glasgow.gov.uk/en/residents/goingtoschool> or in the nursery office.

Data Protection

As a local authority our schools and early year's establishments process information about children and young people in order to provide education and care.

In doing so we must comply with the Data Protection Act (1998).

This means, amongst other things that the data held about children and young people must only be used for specific purposes. However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people, or where otherwise required by law.

We may also use any information for research purposes.

However all data is treated as confidential and is only used in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council.

For further information please see our full privacy statement at:

<http://www.glasgow.gov.uk/index.aspx?articleid=2908>

Nursery Improvement

On an annual basis, you will have access to our Standards and Quality report. This report highlights progress in key curricular areas such as Literacy, Numeracy and health and wellbeing. Our priorities for improvement for the year ahead are detailed in our nursery improvement plan which is available on our parent notice board.

Concerns and Complaints

In Elmcroft nursery we aim to have positive relationships at the heart of everything we do. However, If you have a concern or complaint please approach the Head of Establishment in the first instance.

Glasgow City Council complaints procedures are available
<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Customer Care Team
Customer & Business Services
Glasgow City Council
City Chambers
Glasgow G2 1DU
Tel 0141 287 0900
Email: customercare@glasgow.gov.uk

Address and Contacts

Early Years Charging Team
Glasgow City Council
Centenary House
100 Morrison Street
Glasgow
G5 8LN
0141 287 4702

Executive Director of Education:
Maureen McKenna 0141 287 2000
Education Services
Glasgow City Council
City Chambers East
40 John Street
Glasgow
G1 1JL