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# Ibrox Nursery Class

## Handbook

### Updated November 2025



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## **Welcome to Ibrox Nursery Class**

Dear Parents/Carers

I would like to take this opportunity to extend a warm welcome to you and your child to Ibrox Nursery Class. This handbook contains a range of information that you might find helpful. Throughout your child's stay with us, we aim to ensure that they are happy and successful.

Here at Ibrox we wish to nurture our young people to become Confident Individuals, Effective Contributors, Independent Learners and Responsible Citizens. Our children are valued, and their strengths celebrated.

In the Nursery, the children are consulted and are given opportunities to influence their learning. Staff, children and families are involved in setting the priorities for the Nursery Improvement Plan through consultations and questionnaires.

Parents are always welcome at Ibrox Nursery Class as we value your interest and support. There are daily informal opportunities to discuss your child with his/her key worker and there are other more formal opportunities throughout the year. We have a committed and conscientious Parent Council who work together successfully to support the work of the school and the nursery. They would welcome your involvement in their activities.

I hope that this handbook gives you a glimpse of life at Ibrox Nursery Class however if you need any more information or have any suggestions that would benefit the service, please do not hesitate to contact the school to arrange an appointment to discuss matters further with myself or another member of staff.

I look forward to working with you and your child.

Yours sincerely,

**Fiona Young**

Head Teacher

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In Ibrox Nursery Class, we provide a welcoming and friendly environment, which celebrates the diversity of our community. We are a nurturing school and nursery where everyone feels safe, happy and valued and all children are supported to reach their full potential. This is achieved through working together with children, their families and the community, based on a shared sense of direction.

### **Our Vision**

To make Ibrox Nursery Class the best it can be and to ensure that every child that leaves will continue to grow and reach for the stars.

### **Our Values**

KINDNESS  
HAPPINESS  
POSITIVITY  
RESPECT

### **Our Aims**

We aim to:

- Develop positive relationships
- Enhance our knowledge and skills individually and as a team
- Create a holistic and inspirational environment to engage all levels of learners

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## Nursery Contact Details

Ibrox Nursery Class  
46 Hinshelwood Drive,  
GLASGOW  
G51 2XP

Tel: 0141 427 0922

Fax: 0141 427 2802

Email: [headteacher@ibrox-pri.glasgow.sch.uk](mailto:headteacher@ibrox-pri.glasgow.sch.uk)

Nursery Email: [Gw13murphycharlene@glow.sch.uk](mailto:Gw13murphycharlene@glow.sch.uk)

Website: [www.ibrox-pri.glasgow.sch.uk](http://www.ibrox-pri.glasgow.sch.uk)

## Nursery Details

Ibrox Nursery Class is situated within Ibrox Primary School. Our nursery is co-educational, non-denominational and welcomes children and families from all religious and cultural backgrounds.

We provide places for children from the age of 3 years to 5 years. Five part-time sessions-5 mornings or 5 afternoons- are provided free of charge by our Local Authority, Glasgow City Council, and are funded by the Scottish Government. Our nursery has the capacity for 20 morning places and 20 afternoon places.

Ibrox Primary School and Nursery Class is a member of the Bellahouston Learning Community and we work closely with all local nurseries and schools in the area.

## The Nursery Hours

### Opening Times



Our morning session is from: **8.35am – 11.45am.**

Our afternoon session is from: **12.45pm – 3.55pm.**



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### Establishment Year

The nursery operates in accordance with the school year and is open for 39 weeks of the year. Our closures are In-Service days, public holidays, Christmas Holidays, Spring Holiday and Summer Holiday.

Should an emergency closure of the school/nursery be necessary we will endeavour to inform you as soon as possible.

### Our Nursery Staff Team: 2025-2026

Parents will be informed should there be any changes to the following list:

#### Leadership/Management Team

Fiona Young	Head Teacher
Gail Chalmers	Depute Head Teacher
Sarah McDonnell	Acting Principal Teacher
Charlene Murphy	Child Development Team Leader-Nursery

#### Staff Team

Rosaleen Paton	Child Development Officer
Laura Glass	Child Development Officer
Jacqueline Eccleson	Child Development Officer

#### Support Staff 2024-2025

Sarah Turner	Clerical Assistant
Louise Hendry	Clerical Assistant (Part-Time)
John Gemmell	Janitor
Barbara Kelly	Cleaner (supervisor)
Sandra McGhee	Dining attendant (supervisor)
June Cant	Cleaner
Jacqueline Devlin	Dining attendant
Karen McCarney	Dinning attendant
Karen Mculloch	Dining attendant
John Hendry	Crossing patrol
Barbara Kelly	Crossing Patrol

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## Admissions Policy

All nursery places are allocated in line with Glasgow City Council's Admissions and Charging Policy for Early Years and the staff will be happy to advise you of how this policy operates when you apply for a place for your child. A leaflet detailing the Council's policy is also available and a copy of our Admissions Policy is available on request.

## Applying for a Place at Nursery

- Parents should contact the school to arrange an appointment to complete an application for a place.
- Only one application can be made however parents can request up to a choice of three different nurseries for consideration of a place.
- Information contained in your nursery application will be used to assist in the allocation of places.
- When the application has been completed, it will be entered into the central City Council's application register.

As there is a high demand for nursery places in our local area, places are allocated by The Local Area Admissions Panel (LAAP) in accordance with Glasgow City Council's Admissions Policy, details of which are available on request.

The LAAP is made up of representatives from the nurseries in our local area and they meet regularly to co-ordinate, review and allocate nursery places. When a place is allocated to your child, this will be noted on the City Council's register and you will be contacted by phone or by letter to inform you of an offer of place for your child.

It should be noted that due to the high demand for nursery places, you may not always be offered a place at the nursery of your first choice. In addition, please note that the length of time a child's name has been on the register will not give priority for admission.

If circumstances change, which affect your application, you should inform the Head Teacher/Team Leader as soon as possible.

Once you have accepted an offer of place at Ibrox Nursery Class, a member of the staff team will contact to arrange a start date.

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## Settling into Nursery

At Ibrox Nursery Class we aim to make this settling period as happy and as comfortable as possible. We recognise the importance of parents and carers in a child's development and we strive to develop strong partnerships with our families through keeping you informed of your child's developments and of nursery life in general.

During the settling period, you will be asked to complete some relevant documentation and to share information on all aspects of your child's development and care needs with the Team Leader. Your child will be allocated to a group and will have a specific member of staff -Key Worker- who will be responsible for helping your child settle into nursery.

When your child starts nursery, it is important that he/she is given time to settle into this new environment. On the first day at nursery, both you and your child will be invited to remain in the nursery for a short period of time; this will allow your child to explore his/her new environment, secure in the knowledge that you are still present.

During the settling period, your child's time at nursery will be gradually increased until we feel that he/she has settled into the nursery environment and can be left without parent/carer presence for the whole session.

Every child is an individual and some take longer than others to settle. The settling procedure is very important and ensures that your child is happy and secure in the nursery. A copy of our Settling in Policy is available on request.



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## Attendance at Nursery

Children are allocated either 5 mornings or 5 afternoons. Regular attendance at nursery will ensure that children gain the maximum benefit from their place. As there is a high demand for nursery places in or local area, a child's place at nursery may be reviewed if he/she does not regularly attend nursery.

If you are unable to bring your child to nursery, we ask that you telephone us before 9 a.m. If we do not hear from you, we will phone you to make sure that you and your child are safe and well.

## Nursery Charges

The Scottish Government funding supports the provision of free part time nursery places for children from the date of their 3<sup>rd</sup> birthday. In addition, the local authority provides a budget for materials, equipment, phones, office goods and photocopying costs. Glasgow City Council also covers all staff, administration and building costs.

## Nursery Toy Fund



Glasgow City Council provide a daily, healthy snack for your child with free milk or filtered water.



We ask parents to support us by making a voluntary contribution of £2 per week to our Nursery Toy Fund. The Toy Fund helps towards the provision of additional experiences and resources, festival celebrations, birthdays – gift and party, visiting specialists and excursions.



The Nursery Toy Fund is collected by the Team Leader on Tuesdays.

All monies paid into the Toy Fund are recorded, banked and records are available for inspection on request. We encourage the children to become involved in the selection of resources for purchase and we welcome suggestions from parents about what toys and resources they would like to see purchased for the nursery.



## What to Wear at Nursery

Children should wear clothes that are comfortable and easy for them to manage when going to the toilet or getting ready to play outside.

Nursery is about discovering, creating and experimenting and a lot of this means working with messy materials. Whilst we do provide aprons, we cannot guarantee that children will remain as clean as they were when they arrived.

- Please send your child to nursery in 'play clothes' i.e. easily washed, sleeves that roll up and trousers which allow independence.
- Sweatshirts and polo shirts with the school logo are available for purchase at the school office.



## Indoor Shoes

Please provide a pair of indoor shoes (not slippers), for your child to change into when they arrive at Nursery. Please help your child to take off their outdoor shoes and change into the indoor ones before coming into Nursery.



Indoor Shoes without laces (either slip-on or with Velcro straps) are the most suitable type; these can usually be bought at your local supermarket.



Lots of fun and learning takes place outdoors and we will go outside to learn in most types of weather. The nursery provides outdoor clothing for wet weather.

## Outdoor Shoes

Similarly, please ensure that your child wears suitable outdoor shoes. Even in summer time, open-toed sandals are not suitable for nursery as things can easily be dropped by children and land on sensitive toes.

## Labelling your Child's Clothes and Shoes

We ask you to label your child's coat and shoes. Please write your child's name inside his/her coat or jacket and on the inside of his/her shoes. This helps us to easily identify lost items and prevents confusion should we have two items of the same size and make.



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## **Coat Pegs and Shoe Bags**

Your child will be given their own named peg and shoe space. Please hang his/her items in the appropriately named place.

## **What not to Wear at Nursery**

### **Jewellery**

For Health and Safety reasons, we ask that the nursery children do not wear items of jewellery, particularly earrings which are not permitted when taking part in physical activities.

### **There are forms of dress which are unacceptable our Nursery Class 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.

### **Insurance Claims**

- Glasgow City Council is concerned at the level of claims being received regarding the loss of children's and young peoples' clothing and/or personal belongings.

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- Parents/carers are asked to assist in this area by ensuring that valuable items and expensive items of clothing are not brought to the establishment.
- Parents/carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

## Section 2: The Curriculum

### Curriculum for Excellence 3-18

Curriculum for Excellence was introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world.

**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 Secondary 3.**

Through the experiences we provide at Ibrox Primary School and Nursery Class, we aim for our children to become:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

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**successful learners**

**with**

- enthusiasm and motivation for learning
- determination to reach high standards of achievement
- openness to new thinking and ideas

**and able to**

- use literacy, communications and numeracy skills
- use technology for learning
- think creatively and independently
- learn independently and as part of a group
- make reasoned evaluations
- link and apply different kinds of learning in new situations

**confident individuals**

**with**

- self-respect
- a sense of physical, mental and emotional wellbeing
- secure values and beliefs
- ambition

**and able to**

- relate to others and manage themselves
- pursue a healthy and active lifestyle
- be self-aware
- develop and communicate their own beliefs and view of the world
- live as independently as they can
- assess risk and take informed decisions
- achieve success in different areas of activity

(To enable all young people to become)

**responsible citizens**

**with**

- respect for others
- commitment to participate responsibly in political, economic, social and cultural life

**and able to**

- develop knowledge and understanding of the world and Scotland's place in it
- understand different beliefs and cultures
- make informed choices and decisions
- evaluate environmental, scientific and technological issues
- develop informed ethical views of complex issues

**effective contributors**

**with**

- an enterprising attitude
- resilience
- self-reliance

**and able to**

- communicate in different ways and in different settings
- work in partnership and in teams
- take the initiative and lead
- apply critical thinking in new contexts
- create and develop
- solve problems

We are committed to providing children with a broad general education and focus on eight curriculum areas:

Expressive Arts	Health & Wellbeing	Literacy and English	Numeracy and Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

Progress in learning is indicated through curriculum levels as detailed below.

Level	Stage
Early	The pre-school years and P1 or later
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & Fourth	S1-S3, but earlier for some



## The Early Level

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.

## Essential Aspects which Drive Early Learning

The principle drivers of early development and learning outlined in the document, 'Building the Ambition' (The Scottish Government, August 2014), are: Wellbeing, Communication and Creativity, Inquiry and Curiosity.

At Ibrox Nursery we strive hard to ensure that children's wellbeing needs are met, that they learn to communicate in a variety of ways and that we provide experiences which encourage them to be creative, inquiring and curious about the world around them.



Learning through play is fundamental to developing children's knowledge and understanding. We allow time for children to explore, initiate and extend play both indoors and outdoors. We provide materials and equipment which are varied and plentiful and which encourage problem-solving and initiate discussion. We encourage children to share responsibility for the selection and maintenance of these resources through expressing their interests and learning how to look after equipment.

## Experiences and Outcomes

Each curricular area has a set of 'experiences and outcomes.' These set out clear expectations of the skills and attitudes we aim to develop. Literacy, Numeracy and Health and Wellbeing are delivered across learning and are the responsibility of all. Children are at the centre of learning and teaching.



'Interdisciplinary' or 'Cross-Curricular' learning opportunities are embedded throughout the many different activities areas in the nursery. This means that, e.g. in the book area, your child can access other curricular areas and not just literacy.





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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

learning areas.

### Planned Learning Experiences

In nursery, the curriculum is planned on an individual and spontaneous basis. Resources are provided with broad and balanced learning experiences, suited to the interests, needs and developmental stages of every child. Staff invite the children to have a voice in their learning and include their ideas in the planned experiences and outcomes. Please view our planning at our display area outside the nursery.

### Learning Resources

The children’s playroom and outdoor area are set up with a wide variety of interactive resources where children can self-select and follow their own interests. They can experiment and discover with all kinds of real materials e.g. sand, water, paints, block play, jigsaws, imaginary play and items to sort and classify.



We organise a variety of trips for our nursery children throughout the year. These may include visits to the local park, the local library and other areas of interest. We also invite visitors and specialists to our nursery from time to time. All of these activities support the children’s learning in contexts other than in the playroom.

### Your Child’s Learning Journal/Profile

This is a written and pictorial record of each child’s learning as he/she progresses through nursery. It is based on staff observations and assessments of each child’s learning and includes children’s comments on their learning. The children take great pride in their Learning Journals; please invite your child to show you his/her Learning Journal. We would encourage you to comment & sign your child’s Learning Journal when you have the opportunity. As well as your child’s learning profile we use an online platform called Showbie to record your child’s journey through nursery. Once your child has started the nursery you will receive information about this as well as a username and password to access your child’s online profile.

### GIRFEC

GIRFEC stands for ‘Getting it Right for Every Child’. GIRFEC is the national approach to improving the wellbeing of children and young people in Scotland. This is part of The Children and Young People Act (Scotland) 2014.



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The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get help or support if they need it. Your child's Health Visitor will also provide support if required.

### Support for Learning

Sometimes children need extra support in their learning. When this happens we first of all discuss the situation with individual parents and with agreement, we could then offer support from other professionals e.g. Speech and Language Therapists. We would then plan how to work together to help the child. The specialists would then use their skills and experience to advise parents/carers and staff while working to help the child.

A Wellbeing Assessment and Plan (WAP) would be written and implemented for all children with Additional Support Needs. The Professionals involved with the child will work co-operatively and contribute to the WAP in consultation with parents in order that everyone is using a consistent approach to promote the child's development.

The rights and responsibilities of parents are respected and they are actively encouraged to be involved in making decisions about the approaches taken to meet their child's special needs. Parents will also be involved in regular review meetings.

### Links with Other Agencies

Whenever there are concerns that a child has additional support needs in terms of his/her social, emotional or intellectual development, parents are encouraged to share these issues with the Head teacher and Nursery Team Leader.

Our school has links with Psychological Services, Health Service professionals and Social Care Services. If it was felt to be desirable to seek the support of any of these specialist agencies we can help to establish these links. Parents/Carers are almost always consulted about establishing links with these agencies.

At various times throughout the year we will have student teachers, student child development officers and pupils from local Secondary schools working in the school and Nursery Class.

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## **Promoting Positive Behaviour/ Social, Moral and Cultural Attitudes**

Health and Wellbeing (which includes social, mental and physical wellbeing), and Religious and Moral Education are integral parts of Curriculum for Excellence.

At Ibrox Nursery Class we promote positive behaviour based on mutual respect and trust. All staff are responsible for ensuring that children are encouraged to develop positive attitudes towards themselves and others.

We focus on establishing an understanding and caring relationship with each child. Children are also encouraged to develop caring and understanding relationships with each other, to be polite and helpful, to share, to take turns, to respect other people's cultures and beliefs and to care for their environment.

Through our day to day routines, planned learning and the celebration of festivals across a range of world religions and cultures, staff will provide real, practical activities and opportunities for children to explore these ideas and develop their understanding.

We have a few clear and simple rules which everyone is helped to understand from the beginning and this helps to create a secure and happy nursery.

Some children can take a longer time than others to share, mix and settle and some do not always understand 'give and take'. If children do not follow the rules we help them to understand the effects their actions have had on others. Sometimes a child may need to be redirected to another toy or activity or perhaps withdrawn from an activity to calm down. When this happens staff remain close by and a child is never left alone. We encourage the child to understand the nursery rules and to apologise for any hurt that may have been caused.

## **Equal Opportunities and Social Inclusion**

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Eco-Schools

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Ibrox Nursery Class Nursery promotes equal opportunity, social inclusion and good race relations in all aspects of the nursery's work with children, staff, parents/carers and the community. There are equal opportunities for all to participate fully in nursery activities irrespective of race, gender, ability, religion or belief and sexual orientation.

We aim to:

- Promote respect for each other and recognise and value difference
- Help our children understand and challenge discrimination
- Ensure that our approach and materials used in nursery are appropriate and meet the needs of all children.

### **Nursery and Home Links**

At Ibrox Nursery Class we value parents and carers for their role as educational partners. Parents are the first and continuing educators of their children and are welcomed as active participants in the life of the nursery.

We actively encourage the development of links with parents and carers through a range of opportunities:

- Daily contact with your child's Key Worker- if you have any concerns about your child, please speak to his/her Key Worker
- Parent/Carer Notice Board-on display outside nursery playroom
- Regular Newsletters to keep you informed about nursery life (Cloakroom)
- Letters and consent forms for outings
- Nursery to Home Learning sheets are provided
- Coffee mornings / meetings
- Parent/Carer evenings to discuss your child's progress
- Invitations to join us for celebrations and events
- Stay and Play sessions throughout the year
- Bedtime Books fortnightly

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- STEAM (Science, Technology Engineering, Arts and Maths)bags.
- Facebook – Ibrox Nursery Class Parent Page
- Requests for Parent/Carer Volunteers to assist in nursery outings

### Where can I find more information?

- Parentzone Scotland [www.educationscotland.gov.uk/parentzone/](http://www.educationscotland.gov.uk/parentzone/)
- Parents as Partners [www.family-action.org.uk/parents-partners/](http://www.family-action.org.uk/parents-partners/)

### Moving on to Primary School

Children normally transfer to primary school between the ages of 4½ years and 5½years. Primary 1 enrolment takes place in November of the year before the child starts school. Parents are asked to enrol their child using the electronic application:



<https://www.glasgow.gov.uk/Enrolment>

Notification of enrolment dates appears in the national and local press, local nurseries, the local library and a notice is placed outside the nursery class to remind parents.

At Ibrox Nursery Class, we are fortunate to be situated in the same building as Ibrox Primary School. This means that we have opportunities throughout your child's time at nursery to visit the various rooms in the building and in particular to work with the Primary 1 staff and arrange visits to the Primary 1 classroom throughout the year.

#### Transition to Primary 1

- Visits are arranged for Primary 1 teachers to meet the children in the nursery
- Nursery children due to start school have several visits to Primary 1
- Nursery and Primary 1 staff meet in May/June



- A Transition Record is passed from nursery to primary for each child; this ensures that our Primary colleagues know as much as possible about our children and where they are in their learning.
- Enhanced Transition plans are arranged for children who need additional support.
- Sessions for parents to help them with the transition to school by Team Leader.

These opportunities and visits help to ensure a smooth transition for your child when he/she starts primary school. Parents of children from our nursery who will not attend Ibrox Primary School can arrange for visits to their receiving school; please speak to the Team Leader for further information.



### Section Three: Health, Safety and Care Information

#### Child Protection

We have a Child Protection policy in Ibrox Nursery which is in accordance with Glasgow City Council's Child Protection Guidelines. These Guidelines give details as to the action we must take if we are concerned about the welfare of any child and are on display outside the nursery.

Should any member of staff have any concerns regarding the welfare or safety of any child, they must report these concerns to the Head Teacher, Depute head Teacher or Team Leader.

The Head Teacher or the person deputising for the Head Teacher, after judging that there **may** be grounds for concern regarding the welfare or safety of any pupil, **must** then immediately advise the duty social worker at the local social work services area of the circumstances.

#### School Safety and Security

The safety and security of all our children, parents and staff is of vital importance. Please help keep everyone safe by following these simple rules:



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- Always make sure the front door and the internal security doors close properly behind you
- Do not hold or open the security door for anyone else; we need to check everyone who enters our building
- Do not let anyone else's child out of the door
- Always sign your child's name IN and OUT on the nursery register
- Always let a member of staff know if someone different is collecting your child from nursery; this avoids awkward situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.
- Do not leave prams in the area outside the Janitor's/ office room. This is the final Fire Escape route and must be kept as clear as possible

### Fire Alarm:

The fire alarm is tested on Wednesday mornings and Wednesday afternoons.



There is no need to evacuate the building unless the alarm sounds for longer than a few seconds. The Head Teacher has had Fire Warden training to ensure appropriate procedures are in place to ensure your child's safety. Emergency evacuation of the building is practised on a regular basis – sometimes children are told when this will happen but at other times they are not.

### Photo/video permissions

The nursery uses photos and videos for: displays, sharing information with parents and for staff development purposes. Photos and videos may also be used to share with other Early Years' colleagues out with this nursery and, sometimes we are asked to participate in media events with T.V. Radio and newspaper reporters. Our nursery also has a Facebook account – Ibrox Nursery Class Parent Page



This is an informal method of communication to keep you up to date with events at Ibrox and it includes photos of children participating in activities. Ibrox Primary School Website will include nursery information and photographs of nursery children.

When your child starts nursery, you will be asked if you would like to give your permission for us to take and use photos and videos in the above ways.



We respect your right not to grant this permission and this can be indicated on the permission form.

## Outings and Consent Forms

Staff prepare for each outing to help ensure the children have fun and are kept safe. When outings for children are planned, a member of staff will advise you in advance. You will be asked to complete consent forms which give your permission for your child's participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/carer. If you have any questions please ask a member of staff. Likewise, if you have any ideas or suggestions regarding outings for the children please let us know.

## Mobile Phone Policy

- As part of our child protection procedures the use of Mobile Phones is **NOT** permitted in the nursery



## No Smoking Policy



- Smoking is not permitted in the nursery nor the school grounds

## Parking

- Parents are reminded that parking on the yellow zigzag lines directly outside the school gate is an offence under the Highway Code and can lead to a fine and penalty points.

## Emergency Closure Arrangements

We make every effort to maintain a full service, but on some occasions circumstances arise which lead to disruption. The nursery may be affected by severe weather, power failures or similar emergencies.

In such cases we shall do all we can to let you know about the details of closure or reopening. We shall keep you in touch by using telephone, twitter, text messages, letters and announcements in the press and on local radio.

## Emergency Contacts

Parents whose children are in the nursery are asked, where possible, to provide the establishment with the names, addresses and telephone



numbers of two contact persons for use in case of an emergency. You are also asked to keep the nursery up-to-date with any changes to this information.

### Any other General Information

On occasion, due to emergency situations, we may encounter staffing difficulties. In such situations you may be asked to remain with your child until the situation has been resolved.

### Medication-Administration of Medicines

If your child is in need of medication during his/her time at nursery you should discuss his/her requirements with the Team Leader and complete the relevant Medical Form. Parents of children who require to use an inhaler should provide one for use in the Nursery; this must be prescribed by a medical practitioner with the name of the child and expiry date clearly labelled on the container. When new medication is given he/she should stay home for at least 4hrs to ensure they do not have an allergic response.

### Visits by medical staff



Each year vision screening is offered to children in their pre-school year within the nursery. Staff will let you know when this will take place and you will be given a form to complete giving your permission.

There is also an annual dental check for all children in their ante-preschool year. Staff will inform you in advance when this takes place.



It is very important that a full detail of your child's medical history is provided when completing enrolment forms. This ensures that staff are as well prepared as possible for any health emergency which may arise.



### Illness and Infections

Please let us know if your child will be off for some time or has an infectious illness like German measles, Chicken Pox or sickness bugs.

If your child becomes ill at nursery we will make every effort to inform you quickly and this is why we need up to date emergency contact information. Children who are ill will need to go home. Parents/carers should have a plan in place in case this should occur and should advise the nursery of their arrangements for this.

It is important any child with a tummy upset does not attend nursery however much they may want to come. This prevents the spread of germs among staff, other children and families with young babies.





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PRIMARY SCHOOL



NURSERY CLASS

In cases of sickness or diarrhoea, children should remain clear of any symptoms for 48 hours before they return to nursery.

Children with illnesses such as tonsillitis or who are on antibiotics etc. should not attend nursery until they are well.

Please seek your G.P's advice before returning to nursery.

### **Accidents/ Minor Incidents/Upsets**

We regularly risk assess situations and equipment to minimise risks to children but sometimes accidents do happen!

Minor incidents and upsets in the nursery will be dealt with sympathetically by staff. Our policy is to record these in our accident book and we will notify you when you collect your child. We keep a record of these minor incidents in our accident book. Staff will show you the accident book and ask you to acknowledge the record by signing the entry in the book.

Seriously injured or ill children may be transported to hospital via ambulance if necessary. In an emergency situation, we would contact you immediately and it is therefore vital that you keep us up to date with your current contact numbers.

### **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 their nursery or school.

### **Bullying**

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

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

### Data Protection Act 2018

Information on children and young people, parents and 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 2018 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the Head Teacher.



### Suggestions, Comments, Compliments and Complaints

We want to maintain and improve the service we offer. If you have any suggestions to make about the nursery please contact the Team Leader.

Equally, if you have a complaint about any aspect of the nursery you should contact the Head Teacher in the first instance.

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

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

### Customer Care Team

The Customer Care Team can be contacted by phone or e-mail:



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Phone 0141 287 0900

E-mail : [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)

Glasgow City Council complaints procedures are available

at:

[www.glasgow.gov.uk/index.aspx?articleid=2896](http://www.glasgow.gov.uk/index.aspx?articleid=2896)

You also have the right to take your complaint or suggestion direct to the Care Inspectorate. They can be contacted as follows:

**Care Inspectorate:**

Headquarters:  
Compass House  
11 Riverside Drive  
Dundee  
DD1 4NY  
Tel: 01382 207100

Paisley Office  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1BF  
Tel: [0345 600 9527](tel:03456009527)

**Other Useful Addresses and Contacts:**

Education Services  
City Chambers  
40 John Street  
Glasgow G1 1JL  
Tel: 0141 287 2000

Douglas Hutchison  
Service Director  
Education Services  
City Chambers  
George Square  
Glasgow  
G1 1HL  
Tel: 0141 287 2000

Community Letting Service  
c/o Woodside Library  
343 George's Road  
Glasgow  
G3 6TQ  
Tel: 0141 302 2814/2815

[www.glasgow.gov.uk/education](http://www.glasgow.gov.uk/education)

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### Local Councillors (Govan)

John Kane

Richard Bell

Stephen Dornan  
Allan Young

Glasgow City Chambers  
George Square  
Glasgow  
G2 1DU  
0141 287 2000

Although the information contained in this handbook is correct at the time of printing, there could be changes affecting any of the matters dealt with in the document:

- a) Before the commencement or during the course of the establishment year in question;
- b) In relation to subsequent establishment years.