

# Haghill Park Nursery Class



## Handbook

2022-2023



Last Updated October 2022



Dear Parents/Carers,

I would like to offer a warm welcome to you and your child and thank you for choosing Haghill Park Nursery Class. Our play spaces are located within Haghill Park Primary school and part of the Whitehill learning Community.

Our nursery is non-denominational, as such we respect and welcome children and families of all religions, faiths and beliefs. Our aim is to create a nurturing and supportive environment built on warm, caring relationships and mutual trust and respect.

The information in this handbook will give you an idea of the work we do in nursery. If you have any queries/concerns please do not hesitate to contact me. We always do our best to sort out any problems as quickly as we can.

Here at Haghill Park Primary School and Nursery, we all try to ensure that children enjoy their years with us. Visitors to the building have always commented on the friendly, welcoming atmosphere. We do our best to make sure that the children are given every opportunity to grow in confidence and to develop a variety of skills that will form the basis from which they can grow to take their place in society. For this to be successful the most important thing we can do is to work together. Home, nursery and school having close links ensures all children get the best possible start.

There will be many opportunities for you to get involved in nursery, this may be assisting on trips, attending workshops and/or fundraising events. We welcome any help that is available.

We are looking forward to welcoming you and your child and hope they have many happy, enjoyable years with us.

Kind Regards

Paula Grant

Head Teacher

## Contact Details

**Head Teacher:** Paula Grant [pgrant@haghillpark-pri.glasgow.sch.uk](mailto:pgrant@haghillpark-pri.glasgow.sch.uk)

**Depute Head Teacher:** Stephanie Hughes [shughes@haghillpark-pri.glasgow.sch.uk](mailto:shughes@haghillpark-pri.glasgow.sch.uk)

**Team Leader:** Jacqueline Campbell [qw10campbelljacq@glow.ea.glasgow.sch.uk](mailto:qw10campbelljacq@glow.ea.glasgow.sch.uk)

**Address:** 415 Cumbernauld Road

Glasgow

G31 3LS

**Telephone:** 0141 554 3780

**Facebook:** Haghill Park Primary School and Nursery Class

**Twitter:** @ElccPark



## Our Vision, Values and Aims

In Haghill Park Nursery Class we will provide a welcoming and friendly environment which celebrates the diversity of our community. We are a nurturing establishment 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 their community, based on a shared sense of direction.

We promote the values of *Getting It Right for Every Child* in that we want all stakeholders to be Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible and Included.

### **Our Vision** *(Currently under review)*

Haghill Park Primary School and Nursery Class encourages **all** to strive for excellence in a nurturing, inclusive and creative environment

### **Our Values** *(Currently under review)*

We are proud to be a Rights Respecting School and strive to ensure that the Articles in the United Nations Convention on the Rights of the Child underpin our school values.

Respect

Care

Trust

Honesty

Responsibility

Equality

### **Our Aims**

- Provide a welcoming and stimulating environment where children are happy
- Encourage developments of the whole child - social, emotional, physical and mental through quality learning experiences
- Provide a curriculum where every child is encouraged and challenged
- Develop confidence, self-esteem, positive attitudes and respect for self and others
- To develop children's skills through exploration and creative thinking encouraging independent learning
- Respect and value diversity and equality at school and the wider community

# Our Staff Team

<b>Management Team</b>	
Head Teacher	Paula Grant
Depute Head	Stephanie Hughes
Child Development Team Leader	Jacqueline Campbell
Lead Practitioner of Attainment	Charlene Brandon Travers
<b>Child Development Officers/Keyworkers</b>	
Yellow Group	Helen McNulty
Blue Group	Carol-Ann Dingwall
Green Group	Joanna Scott
Red Group	Lynn MacKenzie
<b>Clerical Staff</b>	
Clerical Assistant	Caroline Gibson
Clerical Assistant	Helen Granger
<b>Catering &amp; Facility Staff</b>	
Janitor	Robert Murray
Cleaner	Anne McKechnie
Catering Support	Mary Blair Sharon Naismith
<b>Education Managers</b>	
Early Learning & Childcare Manager	Heather Douglas
ELC Area Manager	Alison Bowers
Area Improvement Manager	Samir Sharma
<p>All Staff have training in the care and education of young children. Their qualifications include NNEB, SVQ3/4, NC, HNC, PDA LEVEL4 &amp; 8 and BA childhood Practice.</p> <p>All staff working directly with the children have undergone a PVG and criminal convictions check and are registered with the Scottish Social Services (SSSC)</p>	
<b>Students</b>	
<p>Haghill Park Nursery Class has a well experienced staff team who are always on hand to share that experience with others. We welcome students from early years and teaching, offering a placement for their studies.</p>	

## **Opening Hours**

Our nursery Class offers part time early learning for children 3-5 years.

Our current session times are:

Morning: 0835-1145

Afternoon session: 1235-1545

From August 2022, we will be offering a limited amount of full day spaces in line with the Scottish Governments funded early learning and childcare, for children aged 3- 5 years old.

For more information on the 1140 hours see the links below

<https://www.gfis.org.uk/Pages/Show/12>

<https://www.parentclub.scot/articles/early-learning-and-childcare-in-scotland-is-changing>



## **Admissions & Enrolment**

As a Glasgow City Council establishment, we follow their admissions policy and procedures.

When seeking a place parents should visit the educational establishment to receive an application form which can be submitted any time after their child's second birthday. Thereafter, your child's name will be added to the register of applications.

An admissions panel will meet at regular intervals throughout the year to band applications. The heads of local nurseries will bring their application registers together at these meetings and allocate places depending on priority and banding.

Nursery applications can be collected and returned every Tuesday to Friday morning, between 9am & 12pm. Please ensure you bring all your paperwork including full birth certificate and proof of address.

We welcome 40 children in the morning and 32 in the afternoon.

## **Nursery Charges**

We currently offer 600 hours per year for all 3-5 year olds. This is equivalent to 16 hours per week.

We have a limited number of 1140 hour places, which is the equivalent of up to 30 hours per week.

All families accessing our service are funded by the Scottish Government, there are no charges to be paid directly

### **Holidays 2022-2023**

Nursery is open during term time. Holidays for this session are as follows:

#### **October**

Friday, October 14 2022 (In-Service Day)

Monday, 17 to Friday October 21 2022 (October Week)

#### **December 2022 - New Year 2023**

Schools close at 2.30 pm on Thursday, December 22 2022

Friday, December 23 2022 - Tuesday, January 3 2023 (Christmas holidays)

#### **January**

Schools return on Wednesday January 4 2023

#### **February mid-term break**

Monday, February 13 2023

Tuesday, February 14 2023

Wednesday, February 15 2023 (In-service day)

#### **April - Spring Holiday (Easter)**

Schools close at 2.30 pm on Friday, March 31 2023

Monday, April 3 - Friday, April 14 2023 (Spring Break)

Schools return on Monday, April 17 2023

#### **May**

Monday, May 1 2023 (May Holiday)

Monday, May 8 2023 (Coronation Bank Holiday)

Thursday, May 25 2023 (In-service day)

Friday, May 26 2023 and Monday, May 29 2023 (May Weekend)

#### **June**

Schools Close at 1.00 pm on Friday June 23 2023

## Attendance

Early Years Education is a very important part of your child's development and so attendance at nursery is crucial. Whilst it is not compulsory we would encourage you to ensure your child attends as much as possible. If your child is unable to attend nursery please contact us by telephone (554 3780) to let us know they won't be in. It is helpful that we know the reason for the absence as we can advise on when they can return to nursery. We will attempt to contact you if your child is absent. It is also very useful to update staff on any issues when they return to nursery so that we can act accordingly.

If your child is having difficulty attending regularly, we would be happy to discuss these difficulties in order to ease the situation.

Attendance is monitored by the Head Teacher.

## If your child is ill

We would welcome a telephone call if your child is unable to attend nursery.



If your child becomes ill whilst at nursery we will contact you or your emergency contact to collect the child from nursery and seek medical help if necessary. It is important that you keep us up to date with new telephone numbers. We **must** have a contact for every child.

If your child has asthma please let staff know if there are any activities that may bring on an attack.

If your child has or develops any food allergies it is important you inform staff as soon as possible.

Due to the risk of infection, if your child has sickness and/or diarrhoea then he/she must remain off nursery for 48 hours after symptoms have resolved. If your child has an illness such as measles, chicken pox, mumps please inform the nursery and consult your doctor.

## Accidents

The staff will make every effort to ensure that your child is working and playing in safe surroundings. However, accidents do happen and children do become upset from time to time for many reasons. If your child is very distressed we will contact you. In the unfortunate event that your child may have an accident, a member of staff will inform you of what happened and of any action taken. You will also be asked to sign an incident/accident form. If your child has a bump to their head we always notify parents and ask you to collect your child early.



## Medication

If your child needs medication during his/her time at nursery you should discuss his/her requirements with nursery staff. Prescribed drugs will be given at the discretion of the senior management team and you will need to complete a consent form, which authorises nursery staff to administer the drugs to your child. The staff will give you the necessary form to complete. If your child suffers from a condition which requires specialist medical assistance for example a severe allergic reaction to nuts etc or asthma you must inform the Team Leader in order for the appropriate steps to be taken to assist your child's time at the nursery and ensure your child's needs are met fully.

## Emergencies



We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Schools 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 our closure or re-opening by using letters, texts and the local media etc.

### **Key Personnel**

Each child will be linked to a group and a key worker within the nursery who is responsible for keeping track of their development and assessments. You and your child will be made aware of this person during the settling in period. If you are unsure then ask any member of staff who will be able to help you.

Your child's Key-Worker is available to chat however, at times the staff may be busy welcoming the children, if so, please speak to the Team Leader who will arrange a more appropriate time for you.

Staff will be glad to talk to you about what your child is learning in the centre, both informally and formally. We recognise the value of working with you to contribute to all that you are already doing to give your child the best possible start in life.

Occasionally your child's key worker may change.

### **Nursery Fund**

We regularly hold fundraising events in order to raise money to provide the best service possible. We also ask that each week you donate £3.00 towards the toy fund. This money is really useful as our actual budget simply does not cover all the opportunities we would provide for the children.

### **Parking**

Parking around the building is extremely limited, especially during school drop off and pick up times. We would advise that parents walk to nursery if possible.



### **No- smoking Policy**

Smoking is not permitted within Haghill Park Primary School and Nursery Class or our grounds

### **Getting started at Nursery**

Starting nursery is an exciting time for children but can be a little daunting for parents! Staff here, are very experienced in settling children into the nursery and are more than happy to speak with you about any concerns. We try to make this time as comfortable for parents and children as we can. Together you and the staff will work together to ensure a smooth settling in period, how this is achieved can be different for every child.

### **Nurturing City**



The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts. Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

### **The playroom routine**

During your child's day, Keyworkers will chat with their group about the session ahead and what they might be looking to do during this time. They will be helping them set goals and challenges. Staff will be observing, interacting and encouraging learning using various methods. Throughout the session children will be encouraged to be creative and develop their own ideas. The children will then be brought together at the end of the session for song, stories and discussions.

**Please let staff know if you need to collect your child earlier than the finish times as the doors will not be manned until the end of session.**

### **Suitable Clothing**

As you will know activities with children are fun but messy! We will try to make sure clothing is protected with aprons and overalls but sometimes accidents happen! Please dress your child in play clothes or preferably in nursery uniform. Uniform can be purchased online at: <https://aspireacademyglasgow.com/school/haghill-park-nursery/>

This is optional but it really does add the positive ethos in the nursery and we would encourage the children to wear it.

Please also ensure your child wears indoor shoes at nursery which are comfortable and do not slip off easily. They should be marked with their name and can be hung in the nursery cloakroom in their own shoe bag.

Please ensure your child has a waterproof jacket, they **will** do much of their learning outdoors!

### **Jewellery**

The easiest thing to say is that no jewellery should be worn at nursery! Children are not permitted to take part in physical activity with jewellery on and staff take no responsibility for putting on and taking off jewellery. We also cannot take any responsibility for personal possessions that are lost, broken or stolen.

### **Snack/Lunch**

If your child has any special dietary requirements please speak with nursery staff during enrolment and ensure this information has been recorded within your child's care plan. As a healthy eating nursery discourage children from eating sugary snacks. Only on very special occasions would we be offering a small treat. E.g. Parties and celebrations

Snacks and lunches are provided by Cordia and are brought from St Michaels Primary kitchen. Families will be provided with a snack/meal plan.

Your child's birthday will also be celebrated at nursery. If providing a cake, we ask that it be shop bought, sealed and with a clear use by date.

### **Allergies**

If your child has any food allergies we are unable to offer any food until we have written consent from a medical professional with information specific to your child. If accessing full entitlement including lunch, your child will not be able to stay for meals until this process has been completed.

### **Toothbrushing Programme**

All children are encouraged to brush their teeth every day at nursery, normally at a short group time with their key worker. This is an extremely hygienic process. Toothbrushes have their own place in a stand where they will be untouched. Toothpaste is put onto a paper towel and the children take their toothpaste from that onto their brush. Toothbrushes are sterilised weekly and replaced frequently. Our programme is monitored closely by outside agencies to ensure standards are maintained.

### **Child Protection**

Like parents we are always keen to make sure children are safe and healthy. There are sometimes circumstances that mean that this cannot happen. If this is the case or we have concerns about your child we will try and discuss this with you. However, if there are concerns that we feel are putting your child at risk we are duty bound to inform other agencies, this may be Health Professionals and or Social Work. In extreme circumstances we would be unable to discuss this with you e.g. if your child discloses something to a member of staff.

Within Haghill Park our Child Protection Co-ordinator is the Headteacher.

**Mrs Paula Grant**

And if she is out of the building it would be

**Miss Stephanie Hughes (Depute Headteacher)**

**Mrs Jacqueline Campbell (Team Leader)**

## **Behaviour**

Good discipline in the nursery is based on mutual respect and trust, therefore we base our discipline on establishing an understanding and caring relationship with each child. Children are also encouraged to develop caring relationships with each other. Children are also encouraged to respect others' cultures and beliefs. If you require further information about our behaviour management then please do not hesitate to ask.

This is backed up by our nursery values which staff refer to regularly.

- Remember to share
- Use walking feet
- Be kind to others
- Choose, Play & Put away
- Use a quiet voice

## **Emergency Contacts**

Parents of children attending nursery are asked to give the name, number and address of 2 people who may be contacted in an emergency in addition to the parent. If this information changes at any time throughout the year please remember to let us know so that we can change the information on your child's record.

## **Collecting children from the nursery**

We will gather information from you at the start of the session as to all adults who may collect your child from nursery. This is vital information to gather, as we must be very careful as to whom your child leaves with.

A child will not be handed over to anyone the nursery does not know, or have not been informed about.

Children under 16 years of age are not permitted to collect other children from nursery.

## **Learning Journals**

Children's learning will be recorded and shared using online 'Learning Journals'. Keyworkers will evidence this by adding observations, photographs and videos. We ask that parents also engage and contribute from home, sharing stories and photographs of their achievements with nursery.

## **Partnership with Parents**

We aim to work closely in partnership with parents to meet each child's individual needs. Please do not hesitate at any time to speak with a member of staff about any concerns or issues you may have.

We prepare a monthly newsletter about things happening in nursery and have a parent noticeboard where we will stick any items of interest to you.

We are striving for excellence in all aspects of our provision and always welcome views on how we can improve. We regularly ask for your thoughts and opinions about nursery and value your thoughts greatly. We give opportunities throughout the year to provide feedback but also welcome any comments you have at any time by posting in our comments box which you will find in the cloakroom.

## Communication with Parents

**At Haghill Park nursery class we use a variety of ways to keep in touch:**

**Newsletters** - will be sent out on a regular basis to keep parents informed about the work of the nursery.

**Letters/ Email** - further information which requires a response may be sent out in letter or email form.

**Facebook/Twitter** - will contain a great deal of information about the school and nursery. It is a good idea to check this regularly.

**Text messaging** - You may also receive text reminders about events/ closures etc.

**Meetings** - Parents and carers are welcome in the nursery to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with nursery staff and view their child's work.

Parents and carers are welcome at other events throughout the year e.g. workshops, information evenings, class performances and assemblies.

## The Curriculum

Our key curricular document is curriculum for excellence 3-18. Our aim is to deliver a curriculum which is broad and balanced ensuring that the learning process is not only fun but:

- Makes sense in meaningful contexts
- Joined up, making links between different areas
- Lead by the children
- Providing appropriate challenge for every learner
- Creative and encourages children to assess and take risks
- Shared between home and school

Throughout the sessions staff will be observing your child learning and will complete short observations which let you know how your child is progressing and any areas that they could work on either at home or in nursery. We record this on learning journal and we really encourage parents to do this.

There will be opportunities for you to be actively involved in their learning journal and we really encourage parents to do this.

### **Transition**

As part of the enrolment process nursery staff carry out home visits to support the settling in process.

Our nursery class - P1 transition programme runs from November each year and is an opportunity each week for children to visit P1 and work with some of the children and the teacher. This is irrespective of the school they will attend as we feel it is a valuable learning experience for all pre-school children. They take part in learning sessions with the assistance of their P1 counterparts. Nursery staff work alongside the P1 teachers in the planning, organisation and delivery of the programme. All parents are invited in to observe this programme in action at some point during the session.

A nursery open day is held in November each year for pre-school parents which provides a series of workshops allowing parents to find out more about preparing their child for school and also about opportunities to extend the learning experiences at home.

### **School Improvement**

Our priorities for improvement are detailed in our School Improvement Plan. This year our priorities are listed below -

- 1: To raise attainment in Literacy and Numeracy for All
- 2: To develop robust and high-quality support that enables ALL children to achieve successfully.
- 3: To increase Parental Engagement and support Family Learning

### **General Data Protection Regulation (GDPR)**

Like all other organisations we are duty bound to follow the above procedures. This is to do with how and where we store your personal information. All information held on your child is kept under lock and key and/or can only be accessed by yourselves using a password. Should you have any concerns or queries about this then please contact the Headteacher.

More information is available on this form:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

## **Complaints Procedure**

Education Services provide the opportunity to comment, make suggestions, or complain about the service received. This enables us to make continuous improvements to meet your needs and expectations. Should we not be able to address your complaint we would advise you to follow procedure below.

Our customer Liaison Unit welcomes your views as our customers and will continue to ensure that we remain accountable, accessible and open.

**Phone:** 0141 287 5384

**Email:** [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)

**Online:** complete your feedback by using our On-line form.

**Post:** Download the comments, compliments, complaints leaflet to complete the feedback form by hand

**In person:** Visit Education Services personally, where you can have a private conversation with one of our officers.

Customer Liaison Unit  
City Chambers East  
40 John Street  
Glasgow  
G1 1JL  
0141 287 5384

Care Inspectorate  
Central West Regional Office  
4<sup>th</sup> Floor  
No 1 Smithhills Street  
Paisley PA1 1EB  
0845 600 8334 or 0141 843 4230

### **Further queries/advice**

Should you require any further information or advice please contact Glasgow Family Information Service

<http://www.gfis.org.uk>

Useful contacts://[www.glasgow.gov.org](http://www.glasgow.gov.org)