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Helenslea Nursery School
Parents Handbook - 2025/26
36 Methven Street
Glasgow
G31 4RB

Tel: 0141 551 0504

Email: Headteacher@helenslea-nursery.glasgow.sch.uk

Facebook page - [Helenslea Nursery School](#)

Website: www.helenslea-nursery.glasgow.sch.uk



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Our Staff

Head of Centre:	Julie McGowan
Depute Head of Centre	Avril Richardson
Team Leader	Vacancy
Lead Practitioner Attainment	Gillian Rankine- Temporary
Child Development Officers	Linda McCulley Grace Mortimer Lisa Corcoran- Michelle Addie Shazia Tabasam Morag Craig Lana Ingleston Caroline McGroarty (supply) Amy Martin (supply) Lindsay Bell Lynne McLaughlin Ela Romaska- Garniec Brenda McSorley Maggie Phillips Kirsty McPherson Megan Flynn, Support for Learning (10-2) Leanne Wardrop Support for Learning (10-2)
Clerical/Administration:	Avril McMillan and Alana Paton
Janitor:	Paul Kennedy
Cleaning Staff:	Frances, Gary
Catering Manager:	Lynn Duff
Catering Assistant	Andrea
Staff Hours:	8.00am-6.00pm Monday - Friday



Our Vision, Values and Aims:

At Helenslea Nursery we are committed to providing a safe, inclusive and stimulating environment, where every child is loved, valued, nurtured and empowered to learn through play. We foster curiosity, creativity and confidence, building strong foundations for lifelong learning, working in partnership with families and the wider community. We support every child's unique journey encouraging a love for learning and respect for others.

About Our Nursery

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Helenslea Nursery School is non-denominational.

We deliver Early Learning and Childcare for children between the ages of 2-5 years.

We can have 72 children who are between 3 to 5 years old at any time.

We have 10 morning and 10 afternoon places within the 2-3 age group.

We are part of Eastbank Learning Community.



Nursery Hours

Morning - 8.00am to 12.45 am.

Afternoon - 1.00 pm to 5.45 pm

Please keep to nursery times. The start of each session is a valuable time when a variety of quality learning takes place.

Applying For a Nursery Place

Entitlement To Provision

All children aged three and four years from August 2021 all children aged between three and four, and some two-year-olds are entitled to 1140 hours free Early Learning and Childcare in either a Glasgow City Council early years establishment or Pre-School Partner establishment.

The application and admissions process are the same for each type of council provision and the same application form should be used in every case. Parents/Carers can apply for extra hours, and this would be looked at during our monthly Admission Panels. Within this application you may state a maximum of three choices of establishment of priority preference. The completed application form should be submitted to the establishment of first priority preference.

Please call the nursery to collect and complete an application form.

Settling In

Before your child starts nursery, we will visit your home to begin building those positive relationships particularly for the child and their keyworker.

We have a special settling procedure that is individual to each child. Parents are welcome to stay with their child for as long as it takes to settle them in.

Please remember that when you do leave, it is quite common for a child to cry but begin playing happily again within minutes - it is the actual parting that some children (and parents/carers) find the most difficult.

Please be sure to say goodbye to your child and tell him/her that you will be returning soon, even if your child is used to being away from you remember that, at first, we are strangers and will need to establish trust so that your child will feel safe and secure at nursery.

All children must be brought and collected from the nursery by a responsible adult (we have a signing in and out procedure) and if somebody other than yourself will be collecting your child please let us know.

Accidents and Illnesses

If your child has an accident or becomes ill at nursery, we will of course tell you all about it or in more serious cases we will telephone you.

You must let us know immediately if you have changed your address or telephone number or if your emergency contact changes.

If your child is absent from nursery, please let us know the reason either by telephone or on your child's return.

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If your child is unwell, please keep them at home, especially if there is any possibility of them infecting others.

Children's Work

This is given out frequently, but you will also find examples on the wall and displays throughout the nursery.

Please talk to your child about their work and if possible, please try and display it at home so that your child can see how much you value their work.



Photographs

At various times during the year, we may take photographs or videos of your child to keep in their record of work or for display, sometimes the local press will come to the nursery to photograph us for dedicated events. If you are unhappy about this, please speak to a member of staff.

Security

Helenslea Nursery School has a controlled entry system. Although every effort is made to ensure the availability of staff to operate the system, there may be a few times when your admission to nursery is delayed by a few minutes. Please remember that these measures are in place to protect your child. Help us by closing the door behind you as you enter and leave the nursery.

Curriculum, Assessment and Arrangements for Reporting to Parents and Carers.

Curriculum

At Helenslea Nursery School we believe that the vital contribution of pre-school education lies in developing and broadening the range of learning experiences which leaves children confident, eager, and enthusiastic learners and lays the foundation for the future learning experience. Each child has the right to an educational experience of the highest quality and therefore we base the learning experiences for your child on the following principles:

- Best interest of children
- Vital importance of relationships
- The need for all children to feel included.
- An understanding of the ways in which children learn.

Curriculum for Excellence

We follow the Curriculum for Excellence, the intentions of which are to raise standards by improving teaching and learning with literacy, numeracy and health and wellbeing have a key focus.

Curriculum for Excellence is about ensuring that we help develop and educate our young people and invest in them to become:

- Successful learners with enthusiasm and motivation for learning and openness to innovative ideas and determined to reach high standards of achievement.
- Confident individuals with physical, mental, and emotional wellbeing and self respect and ambition.
- Responsible citizens with respect for others and a commitment to participate responsibly in political, economic, social, and cultural life whilst developing a knowledge of the world and Scotland's place in it:

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Effective contributors with resilience and self-reliance, who can communicate, work in partnership, and apply critical thinking, solve problems and be enterprising and creative.

Promoting Effective Learning

We recognize that the starting point for learning is the child, and we treat each child as an individual.

Children's previous experience and achievements, their needs and interests and the individual ways in which they learn are all key factors in their progress.

We aim to provide an education which meets the unique needs, strengths, and difficulties of each child.

Nursery planning is based on the observations of the staff and conversations with the children therefore, our curriculum is responsive rather than directive.

Assessment

We use many approaches to assessment:

We share learning intentions with children in all experiences and give feedback.

Children have opportunities to plan their learning in their own personal journal and time to reflect on their learning and share this with staff and their peers.

We have many ways of recording evidence of learning:

What the children 'write' i.e., what they say when planning in their journal.....scribed by staff

What they say

What they make

What they do



Reporting on your child's progress

Before your child starts nursery you and your child will be given the opportunity to visit and be given information about the nursery. You in turn will have the opportunity to talk about your child, what they are like, what they like and dislike and raise any concerns you may have with the Head Teacher.

Your child's progress will be assessed continually during their time with us:

We observe how your child copes with each activity they try, and we build up a learning profile which you can look at daily and also add to:

Pre-school children will be given a Transition Report to be shared with parents and their primary school:

You will be formally invited to nursery to discuss your child's progress, but we are always happy to discuss any aspect of your child's progress with you:

Transfer to primary School

As your child gets older and more confident, we try to provide a stepping-stone between nursery and primary school.

During your child's last term at nursery, they will be visited by Primary 1 staff and will participate in a transition program.

All records and assessments of your child's development are forwarded to primary school.

As for all children our aim is to provide an environment that is caring, supportive and stimulating. It is important that children who may have developmental and/or physical problems have access to all areas of the curriculum. We collaborate with parents and professionals in health and education to support families so that appropriate support is given in order for children to have the best possible outcomes.

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Working together to support learning:



It is important that a relationship is based on mutual trust and understanding. This is crucial between parents and staff. Whilst we operate a 'Key Worker' system where each member of staff has a responsibility for their own group of children it is important that feel nurtured and cared for in a secure base. Therefore, we take a team around the child approach and each group is made up of four key workers. This means that if your child's individual key worker is absent or on annual leave then your child is confident to seek support and care from another member of the team.

We enjoy good working relationships with members of other professional agencies, for example, Psychological Services, Speech and Language Therapists, and Health Visitors.

Staff promote dignity and respect when working with children and families:

We actively welcome parents and grandparents into the playroom to work with staff and children. We welcome your involvement in helping us to make continuous improvements to the service.

How Can You Help

A change of clothes should be left in your child's shoe bag. Please wash and return any borrowed clothes to nursery.

Please dress your child in clothes they can manage. Please encourage them at home to put on their own coat and practice fastening.

Lots of creative experiences are quite messy and although we provide aprons, accidents sometimes happen so please do not send your child to nursery in their best clothes.

You can help your child by talking about what they have done at nursery but do not be surprised if you do not get a positive response! Ask questions, make comments, and give lots of praise! When your child brings home a piece of work, remember that each creation is incredibly special to them - always try to be enthusiastic about their work.

Read, read, read to your child. Read stories as much as possible. Share and enjoy books together. If your child knows how much enjoyment books have to offer, then teaching them to read later is much easier.

Let your child experiment with pencils, felt tips and crayons. This will help to develop their fine-motor skills alongside their hand/ eye co-ordination.



Introduce your child to the world of mathematics by using mathematical language such as below, above, more, less, higher, and lower. There are numerous opportunities around the home for introducing mathematics such as counting stairs or buttons on a cardigan etc.

Give your child a pair of blunt scissors and let them snip old birthday cards or pages from a catalogue etc.

When your child is settled in nursery, we would really love to welcome you into help us if you can spare the time. Requirements are a willing pair of hands, eyes, and ears!

Social Moral and Cultural Values

Promoting Positive Behaviour

The nursery must be safe for children and as such we have a set of simple rules agreed by children, staff, and parents to which we all must adhere.

We pride ourselves on being a nurturing school and our practice is based on nurturing principles:

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Children and young people's learning is understood developmentally:

The playroom offers a safe base:

The importance of nurture for the development of self-esteem:

Language is a vital means of communication:

All behaviour is communication:

The importance of transition in children and young people's lives:

Clothing

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

Potentially, encourage friction (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.

Glasgow City Council is concerned at the level of claims being received regarding the loss of children's and young people's clothing and/or personal belongings. Parents/Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to 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

All children who attend nursery are entitled to a free meal. All children are offered a hot lunch. Lunches provided by GCC Catering and facilities Management team based at St Michael's Primary School. The Menus are a 3 week rotational and are nutritionally balanced in accordance with Setting the Table Guidance 2025.

Medical and Health Care

Please inform the nursery of any medical conditions that affect your child. If your child requires any form of medication during the nursery day you will be asked to complete an Administration of Medicine Form. A parent/carer must give written consent for medication to be administered in nursery. The medication must have a fixed label from the pharmacist which details dosage to be given. Dental and eye inspections are also conducted with the consent of the parent/carer.

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, and 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 centre's, 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.

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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 in their educational setting.



Religious and Moral Education

Children are encouraged to appreciate the common values of honesty, liberty, justice, fairness, and respect for and tolerance of others, regardless of creed, colour or religion. We have a positive approach to ensuring that our children are educated not to be prejudiced in their understanding of people of other races and cultures.

Health and Wellbeing

Learning in health and wellbeing ensures that children develop the knowledge and understanding, skills, capabilities, and attributes which they need for mental, emotional, social, and physical wellbeing now and in the future.

Equal Opportunities and Social Inclusion

It is the policy of the nursery that no child should be disadvantaged in opportunities because of gender, creed, colour or religion. The Head of Centre will be happy to give advice and information to parents and carers.

The Education Authority requires every school to produce its own Race Equality Policy to comply with the Race Relations (Amendment) Act 2000. A copy of the policy is held in the nursery office.

Additional Support Needs/Accessibility Strategy.

Standard Statement

Helenslea Nursery has a duty to ensure that all our children have equal access to the curriculum supported as appropriate to their individual needs. This covers not only the content of planned activities and teaching strategies, but we also ensure that parents and carers who have a disability have equal access to information about their child. This will involve, for example, relocating the venue for parents/carers meetings to facilitate physical access if the provision of a ramp which is at our front door does not facilitate access: provision of an interpreter for people who have a hearing impairment: agreeing a phone contact system to provide direct feedback to parents and carers.

Staff are regularly involved in staff development and keep up-to-date with new legislation and documentation to support inclusion.

Inspection of Care Services

The service we provide will be regularly inspected by the Care Inspectorate and His Majesty's Inspector of Schools.

Finally

We hope that as parents you will find the nursery a friendly, welcoming place and hope that you soon get to know the members of staff. Please let us know of any problems you might have concerning your child because we are here to offer advice on how to help with their learning development. We recognize you as your child's first educator and will always encourage you to take part in nursery life and we will keep you

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informed about ongoing nursery matters. We look forward to working with you while your child's is in our care.

Management Circular 57

Glasgow City Council Education Services

CHILD WELFARE & SAFETY and CHILD PROTECTION

Julie McGowan is the Child Protection Co-Ordinator for Helenslea Nursery.

All educational establishments and services must take positive steps to help children and young people 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/young people 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/young person's establishment.

Educational establishments and services have a duty to create and maintain a positive ethos and climate which actively promotes children and young people's welfare and a safe environment by:

Ensuring that children and young people 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 welfare & safety and 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 and young people.

Should any member of staff have concerns regarding the welfare or safety of any child or young person they must report these concerns to the head of the establishment. The Head or the person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of any child or young person must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of these concerns.

Complaints

All complaints are taken seriously and are noted and dealt with within 28 days. Should you have any complaints about the service we offer, please refer to:

1. The Head of Centre of Helenslea Nursery school
2. Heather Douglas (address above)
3. Care Inspectorate

Useful Addresses

Glasgow City Council
Education Services
City Chambers East
40 John Street
Merchant City
Glasgow

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G1 1JL
Tel: 0141 287 2000

Head of Early Years

Heather Douglas
(address as above)
Tel: 0141 287 4493
Email: Heather.Douglas@glasgow.gov.uk

Care Inspectorate

Compass House
11 Riverside Drive
Dundee
DD1 4NY
03456009527
Email - enquiries@careinspectorate.com

Although this information 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.