**KEPPOCH NURSERY**

**HANDBOOK**



Keppoch Nursery

Keppoch Campus

65 Stonyhurst Street

Glasgow

G22 5AX

Tel: 0141 336 7750

Email address: [headteacher@keppoch-nursery.glasgow.sch.uk](mailto:headteacher@keppoch-nursery.glasgow.sch.uk)

GCC Going to School website: [www.glasgow.gov.uk/en/residents/going](http://www.glasgow.gov.uk/en/residents/going) to school

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| Dear Parent/Carer,  Keppoch Nursery is a Glasgow City Council Early Years Establishment; we aim to offer a welcoming, nurturing and caring learning environment for children age 3-5 years. The handbook will give you information on the nursery, if you have any further questions please speak to me or Rachel, our Acting Depute Head.  Kelly McLaughlin  Head of Nursery |

General Information

Keppoch Nursery

Keppoch Campus

65 Stonyhurst Street

Glasgow

G22 5AX

Tel: 0141 336 7750

Keppoch Nursery is located within Keppoch Campus.

The following schools and services are located within the Campus.

• Keppoch Nursery (located within the pre-five wing)

• Stepping Stones Family Learning Centre

• St Teresa’s Primary School

• Saracen Primary School

• Broomlea School (Complex Learning Needs)

• Keppoch Out of School Care (for Primary Children)

**“**[**Children are like tiny flowers: They are varied and need care, but each is beautiful alone and glorious when seen in the community of peers.**](https://www.azquotes.com/quote/894424)**” - Friedrich Frobel.**

At Keppoch Nursery we are using the approaches of Fredrich Froebel to develop our setting and the children's experiences. This approach is inspired by the Head of Nursery Kelly McLaughlin who has recently completed the ‘Frobel in Childhood Practice’ course at the University of Edinburgh. Rachel Vance our Acting Depute is currently studying the same course. This pedagogy supports children to appreciate the natural world, learn through hands on, real, everyday experiences using natural resources, real world play objects and outdoor learning. Our Educators will facilitate children in their creative journey using both the indoor and outdoor environment and through sensitive interactions and thoughtful observations that ensure all children reach their potential.

Our Staff Team

Management Team:

Kelly McLaughlin (Head of Nursery)

Nicola Rae (Depute Head) – On maternity leave

Rachel Vance (Acting Depute Head)

Abbey Tweedie (Acting Team Leader)

Clerical:

Ashley McKenzie

Child Development Officers:

Nora Toland (Term Time)

Paula Gorman (50 week)

Carol Turner (part time)

Carole Hughes (part time)

Maureen Gallagher (part time)

Michelle Kenny (50 week)

Alison Melrose (50 week)

Nicole Carlin (50 week)

Shona McPherson (50 week)

Andrew Steven (50 week part time)

Chantelle Anderson (50 week part time)

Malika Porter (50 week)

Support for Learning Workers (SfLW):

Jamielee Cairns (50 week)

Ema Curelaru (50 week)

Cleaner:

Jax

Janitorial:

Alan Brown

Katie Morrison

Hours of Opening

Monday to Friday 8:00am-6:00pm

Daily Sessions

We offer childcare blocks, blocks are from 8am – 12:35pm and from 1pm – 5:35pm. Children are entitled to five free blocks over a 50-week period and are entitled to six free blocks over a Term Time period. If you feel that your child would require more blocks than these please feel free to speak to Kelly or Rachel who will try to meet your needs with this.

No Smoking Policy

In conjunction with Glasgow City Councils Policy smoking is not allowed in any part of Keppoch Campus, this also includes the use of E-Cigarettes.

Vision, Values and Aims

At Keppoch Nursery we aim to provide a welcoming, Friendly, happy and trustworthy learning environment for our children and families.

We aim to support children in their development and learning and promote a positive, caring, helpful and nurturing ethos with a shared trust where we will support children in developing friendships.

We will provide a spacious environment for children to learn through their play with conscientious staff encouraging children to develop in all aspects of the curriculum, therefore enabling children to become successful learners, confident individuals, responsible citizens and effective contributors.

Partnership with Parents and Carers

We recognise that parents and carers are the main contributors to their child’s education and development; therefore, we value and welcome all ideas and suggestions from parents and carers to improve the service which we offer. To become involved in the life of the nursery we encourage parents and carers to join our nursery Champion Roles, Kelly or Rachel can provide more information on the Champion Roles.

Nursery Holidays

September Weekend – Fri 27th and Mon 30th Sep 2024

In-service Day - Fri 11th Oct 2024

October Week - Mon 14th to Fri 18th Oct 2024

Christmas & New Year – Nursery Closes on Tue Dec 24th 2024

February Mid Term - Mon 17th Feb 2025 & Tue Feb 18th 2025

In-service Day - Wed 19th Feb 2025

Spring Holiday - Fri 4th April – Tue 22nd Apr 2025

May Holiday - Mon May 5th 2025

In-Service Day - Thu 22nd May 2025

May Holiday Weekend - Fri May 23rd 2025 & Mon 26th May 2025

Summer Holidays - Nursery closes on Wed June 25th 2025

Non-Denominational Policy of the Nursery

The nursery is a non-denominational establishment; this means that we respect and welcome all children and families of all religious faith’s beliefs and cultures

Learning Community/Local Improvement Group LIG

We are part of the St Roch’s Learning Community which comprises of a local Secondary School, Primary Schools and Early Years Establishments. We work together to offer improved learning opportunities for all of the children in our learning community and beyond. We have an Improvement Plan in place for future developments of the service.

Admissions Policy

All places are allocated in accordance with Glasgow City Council’s Admissions and Charging Policy for Early Years (Management Circular 3a) and staff will be happy to advise you how this policy operates when you apply. An admissions Panel meets termly to decide how nursery places will be allocated.

For further information please log on to [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Application Procedures

We can accept applications for children from age two. To apply for a nursery place for your child please come in to the nursery any day Monday–Friday to collect a Glasgow City Council application form, once you have completed the form please phone the nursery on 0141 3367750 to arrange to bring the form back to nursery on a Tuesday morning along with any evidence that is required.

Funded Places

Children become eligible for a funded place at the start of the term during which they have their third birthday.

Nursery Charges

Charges for nursery provision can vary depending on the circumstances of each individual family; some families may be entitled to a reduced rate, or may even be exempt from charges. Kelly and Rachel can provide more information on the criteria for exceptions and reductions. Charges are paid four weeks in advance.

From August 2020 the Scottish Government offered 1140 hours of free Early Learning and Childcare to children age three to five years per year. Keppoch Nursery started offering this to families form January 2019, but you will be expected to pay for any additional hours of childcare that your child receives. The nursery does not manage the collection of nursery charges. Invoices are issued by the Early Years Charging Team at Glasgow City Council.

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| Standard Rate | £5.50 |
| Discounted Rate | £4.50 |
| Resident Second Child Rate | £2.20 |
| Resident Third Child Rate | £1.70 |
| Resident Reduced Rate | £1.00 |

Our snacks and lunches are provided by Catering Facilities Management.

Emergency Closure Procedures

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 conditions, temporary interruption of transport, power failures or difficulties of fuel or water 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 our Social Media pages, text messages, phone calls and the Seesaw App.

Settling in Procedure

We have a Key Worker system in place and all children are allocated a Key Worker. When a child is first initially introduced into the playroom, it is usually their Key Worker who will welcome them. On a child’s first day at nursery they will spend about one hour in the playroom and we ask that their parent or carer (or a familiar adult) stays in the playroom with them for this time to support them in feeling safe and secure in their new environment.

Over the next few days the time the child spends in the playroom is gradually built up to support them in feeling relaxed and comfortable. There is also no set time on how long this process takes as every child is individual and will settle at their own pace.

Parents and Carers Meetings

In November and May we have Parents/ Carers Meetings, during this time you will have an opportunity to discuss your child’s progress and development with their keyworker.

Promoting Positive Behaviour

It is our aim to create a safe, relaxed and happy place for children to play and learn. Therefore, we encourage positive and caring behaviour from children. If a child is displaying behaviour which shows they are in distress and this is causing concern, their Key Worker will discuss this with you and together we will work together to support you and your child as detailed in our Promoting Positive Behaviour Policy (a copy of which can be given to you on request).

We want you to feel comfortable to talk to your child’s Key Worker about any concerns that you may have, these concerns will be treated with complete confidence, but will be shared with Kelly (Head of Nursery) or Rachel (in Kelly’s absence). Our children are encouraged to participate in the PAThS Programme (Promoting Alternative Thinking Strategies) to support children in becoming aware of and understanding their feelings and emotions. If you would like more information on PAThS, please see Kelly or Rachel.

Nurture

• Having adults that you can talk to.

• Feeling loved, protected and safe.

• Feeling listened to and trusted.

• Kindness and care and looking out for each other.

Arrival and Collection of Children

A responsible adult over 16 years old should bring a child to and from nursery. You should ensure that your child is dropped off and picked up from nursery on time, as to meet health and safety legislation requirements we need to make sure that we have the appropriate staff: child ratios to keep children safe at all times.

When you bring your child into the nursery it is important that you let a member of staff know that your child is in the playroom, this is to make sure that staff know that your child is in the care of the Nursery. To develop your child’s early reading skills please support your child in finding and putting on their nursery name badge which are displayed in the playroom. This is a simple and fun way to support your child in recognising their own name.

In the interests of your child’s safety, it is important that you tell a member of Leadership Team if your child is going to be collected by someone we haven’t met before, this can avoid an uncomfortable situation when a child cannot be allowed to leave with an adult who is not known to the staff team. In line with Glasgow City Councils Policy all children must be collected by a responsible adult who is over 16 years old.

Please note that it can be difficult to find a parking space in the Campus Car Park, if you are using the Car Park vehicles must be parked in designated parking spaces only, you cannot park on the kerb, the bus bay or other inappropriate spaces. If your car is parked out with a designated parking space a member of staff within the Campus may ask to remove your vehicle.

Outings and Consent Forms

When outings/trips are planned, a staff member will ask you to complete the consent form, to give your permission for your child to participate. Children cannot take part in outings unless a consent form has been submitted by their parent/carer.

Attendance

If your child is ill and is going to be absent from nursery, please try to phone the nursery to let us know this. If your child is absent and you do not call we will contact you as part of our Management of Absence Policy.

Illness

If your child is off nursery due to illness, please try to telephone us to let us know that your child is unable to attend nursery. If your child becomes ill while at nursery we will make sure that they are kept as comfortable as possible until you or a responsible adult arrives at nursery. Should the illness seem to be of a more serious nature, your child will be taken to The Royal Hospital for Children, Glasgow which is located in the Queen Elizabeth University Hospital.

Emergency Contacts

Parents/Carers are asked to provide names, addresses, email and telephone numbers of two relevant adults that we can contact in the event of an emergency. Please can you ensure that these details are always kept up to date.

Nursery Clothing

There are some types of clothing which are unacceptable in nursery, such as items of clothing which could:

* encourage faction (such as football strips)
* cause offence (such as anti-religious symbolism or political slogans);
* cause health and safety difficulties, such as loose-fitting clothing, dangling earrings or necklaces
* Carry advertising, particularly for alcohol and tobacco

We encourage children to wear soft indoor shoes or slippers to make sure they are feeling comfortable while playing indoors at nursery. We suggest that valuable items and expensive items of clothing are not brought to nursery. Unfortunately, Glasgow City Council does not have 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.

Quite often children are having so much fun playing and learning at nursery, that for many different reasons their clothes can get wet or dirty and then need to get changed. Unfortunately, we don’t have a supply of spare clothes to change children into, so we ask parents and carers to please make sure that their child always has a supply of spare clothes in their nursery bag, on their peg.

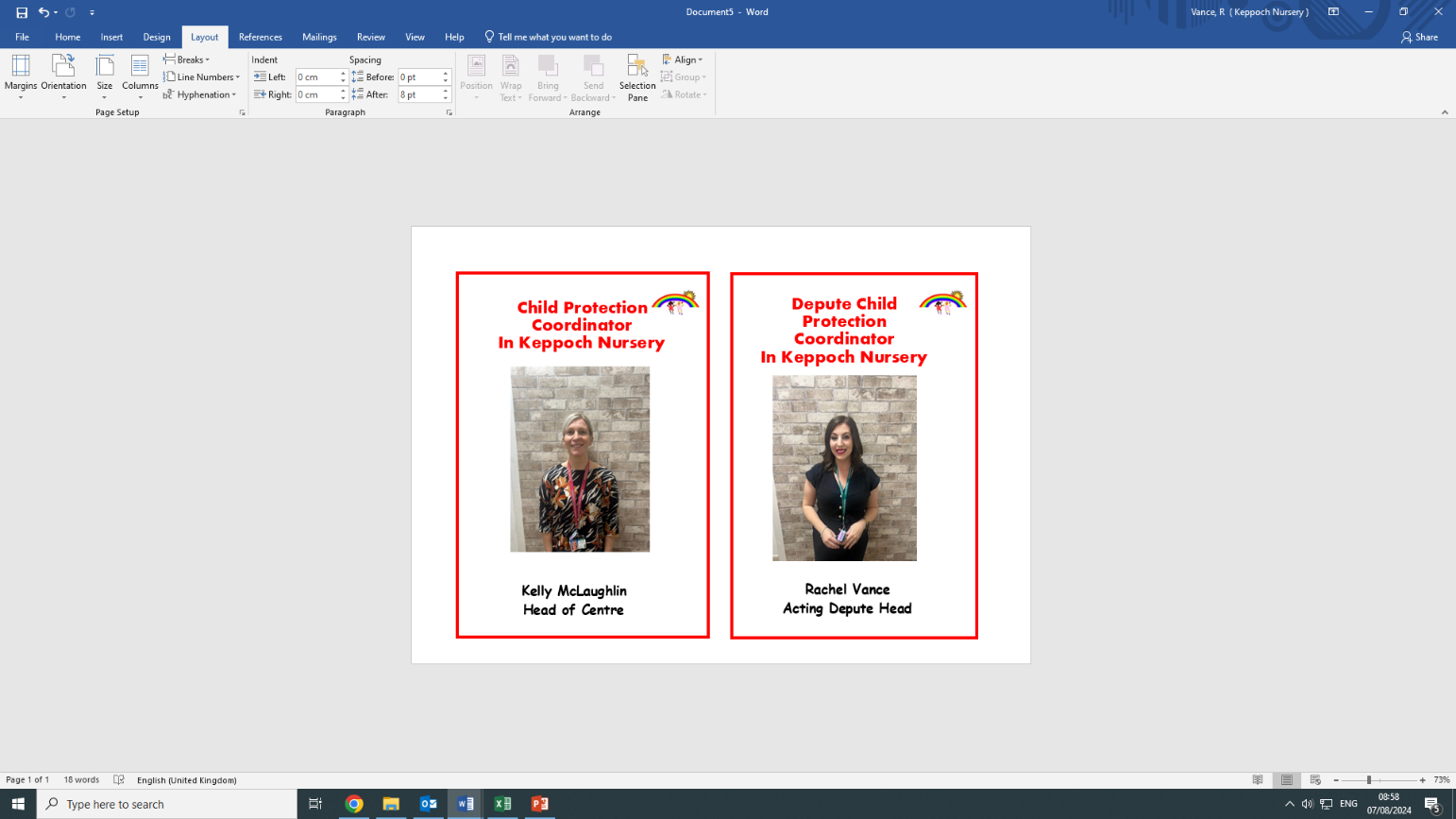
We offer outdoor play to all children every day, in all weathers, so please try to make sure that your child is suitably dressed for the weather conditions.

Child Protection

All establishments and services must take steps to help children protect themselves and ensure that children are safe. In Keppoch Nursery we offer a nurturing and positive learning environment which actively promotes child welfare and safety by:

* Ensuring that children are respected and listed to;
* Ensuring that programmes of health and personal safety are relevant to the curriculum;
* Ensuring that all staff are aware of Glasgow City Council’s Child Protection guidelines and procedures; MC57
* Establishing and maintaining close working relationships with all relevant agencies and professionals to make sure that children are safe and well.

If a member of staff has any concerns over the welfare or safety of any child or young person they must immediately report these concerns to Kelly (Head of Nursery) or in her absence Rachel (Depute Head). The Head of Nursery (or Depute Head) will use their professional judgement to decide if they feel that there are concerns regarding the care or safety of the child or young person, then advise Social Work Services of these concerns.

If you are worried or know of a child who could be at risk of abuse or neglect please speak to our Child Protection Co-ordinator (Kelly).

Here are contact numbers for the local community:

Social Care Direct

0141 287 0555

Saracen Police Station

01786 289070

Medication

If your child requires any medication while at nursery you should discuss this with Kelly or Rachel. We are only able to administer medication that is prescribed to a child, with the child’s details clearly labelled on the medication. To allow us to administer the medication you will need to complete a medication form.

Should your child have a medical condition that requires treatment and monitoring such as Asthma or Epilepsy please notify Kelly or Rachel so that we can discuss your child’s care plan. It is essential that you keep us up to date with any changes in your child’s health.

Minor Accidents

The nursery has six qualified First Aiders. Minor accidents are dealt with immediately and recorded in Accident Book, and you will always be informed and asked to sign the book when you collect your child. If the accident is of a more serious nature, we will contact you immediately and if it is required we will take your child to The Royal Hospital for Children, Glasgow.

If your child has a head injury while at nursery (no matter how serious it may seem), we will contact you to let you know that we will monitor your child closely and you can choose to come to collect your child.

Children’s Birthdays

To celebrate children’s birthdays, we will provide a card and a present to children, we will also provide a plain sponge cake all their friends will sing “Happy Birthday”. Parents and carers are asked not to send in birthday cakes or sweets.

Nursery Toy Fund

We collect a voluntary Toy Fund contribution which is £1.00 per week for each child; this is collected by some children and a member of staff on a Monday and a Wednesday. The Toy Fund contributions are something that we really do depend on, we use it to pay for new resources for the children, baking and malleable materials, children’s birthday presents and children’s birthday cakes.

On the Toy Fund wall display we share how much money we have collected and how we have spent it. Please remember that this is your money, so feel free to suggest any ideas on how you would like to see us spending it.

Primary School Enrolment

Children normally enrol at Primary School in November before their August start date and this is completed online by children’s parents or carers. Leading up to the enrolment date enrolment dates are displayed throughout the nursery. If you require information regarding school enrolment, placing requests, free school meals, or application for early school entry, please see Ashley (at the front desk) or Kelly.

Curriculum

Our staff plan for and promote children’s skills and learning through using “A Curriculum for Excellence”. Curriculum for Excellence is a curriculum for children and young people aged 3-18 years, it encourages children to learn through actively engaging in experiences and participating in real life experiences. At nursery we aim to promote exciting learning experiences which develop children’s self-esteem, helps them to build on existing skills and to learn new skills. We encourage children to learn by exploring, experimenting and taking appropriate risks.

This curriculum focusses on all of the main aspects of your child’s development.

• Numeracy and Maths

• Literacy and English

• Health and Wellbeing

• Expressive Arts

• Religious and Moral Education

• Technologies

• Science and Social Studies

Equality Outcomes

The UK Government's [Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/contents) replaced the existing equality legislation and consolidates anti-discrimination laws into a single Act. It simplifies the law and removes inconsistencies making it easier for people to understand and comply with. The Equality Act 2010 is law and applies to everyone, both in the public and private sector.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child has the right to be happy and secure at nursery.

Comments and Complaints

If you have a comment or complaint please feel free to talk to Kelly or Rachel about this at any time. If you feel that Kelly does not resolve the issue to your satisfaction, you should contact our Glasgow City Council customer Liaison Unit who will:

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

Here are some contact details which you may find useful:

Douglas Hutchison (Executive Director of Education)

Glasgow City Council

City Chambers East

40 John Street

Glasgow

G1 1HL

0141 287 2000

Local Councillor:-

Councillor Fiona Higgins (Canal)

Lord Provost Jacqueline McLaren (Canal)

Councillor Robert Mooney (Canal)

Although information in this handbook is correct at 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.