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# Lamlash Nursery Handbook



## 2024-2025

*"Let's join together today, to create a fabulous tomorrow"*

Lamlash Nursery  
67 Skerryvore Road  
Glasgow City Council  
G33 3LB  
Tel: 0141 774 3541



Lamlash Nursery is a 3-5 years early learning and child care setting where we provide English medium education.

At Lamlash Nursery, we aim to

- be advocates of children and childhood, safeguarding and celebrating the importance of early years as a crucial stage in its own right. **Respecting** children's rights and children's voice which will underpin all that we do within our diverse and inclusive service.
- **Communication** and **Relationships** is key as we strive for excellence when providing a sector leading early learning and childcare environment that meets the holistic needs and aspirations of our very young children, families, community and local and national priorities.
- have the highest expectations for all **individual** children ensuring barriers to the attainment and wellbeing of children are supported fully by a service that understands and promotes equality and equity to narrow the gap of disadvantage.
- develop our **team** ensuring that all educators are well supported, enthusiastic, reflective, and highly motivated with high standards of professionalism and pedagogical understanding underpinning practice.
- involve families in every step of their child's learning journey, genuinely respecting and embracing the skills and attributes of parents and the importance of the home as the first and most important **learning environment**. As such we will embark on a flexible family engagement programme that will be shaped by the needs of Lamlash families.
- provide meaningful learning that is grounded in **nurturing** practice, is developmentally appropriate, differentiated, connected, exciting and relevant to children's own experiences and interests.
- support children to "Be all You can Be" linking Pre-Birth to Three, Realising the Ambition and the 4 capacities of early level **Curriculum** for Excellence.

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# Meet the staff



## Lamlash Team:

Head of Nursery (Acting)

Team Leader

Lead Practitioner of Attainment

10 Child Development Officers

2 Support for Learning Workers

2 Clerical Assistants

Cleaner Janitor & Kitchen Staff



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# Nursery Information



## Admissions:

You are welcome to request an application form at any time during nursery opening hours. Once you have completed this you are required to make an appointment either in person at the nursery office or via the telephone to hand in the application and accompanying paperwork. You can make an application from the child's birth and they will remain on our waiting list until a place becomes available.

You will be notified as soon as a place becomes available with a date to come to the nursery for an enrolment visit. Admission to Lamlash Nursery school is in accordance with Glasgow City Council's Admissions Policy.



## Start Date:

Your child will be invited to the nursery and begin the settling in process. On the first day your child will be introduced to a member of staff, known as their key worker. Your child's "first day" will usually be no longer than one hour. Some children may take longer than others to settle into nursery therefore it is important that during this time there is a familiar person able to wait in nursery. You will also be asked to complete a care plan for your child. This ensures we are able to quickly meet your child's needs.



## Session Times and lunch sittings:

### **Lunches**

At Lamlash we provide all children with a hot two course lunch each day, our lunch time runs from 11:15 to 12:00 for morning sessions and children who attend an afternoon session will be offered lunch at 1.30pm. If you need to collect your child during these times could you please call and let us know. Thank you.

Children will be offered a rolling lunch which ensures that their play and learning is not interrupted too much. The lunch process enables children to develop positive eating habits and build good self-help skills. Staff will have lunch alongside children, role modelling good practice and encouraging children to have lunch each day. We aim to promote a calming, home like, environment that provides children with opportunities for the development of good social interactions.

## Settling Process:

At first, nursery may seem a very big, strange place to your young child. Please be patient and be prepared to stay for your child's first visit. From there the keyworker will discuss a plan to move forward.

Time spent on really settling in, is time well invested for your child's security and confidence. Staff are very experienced in this and will guide you and your child through this process.

## Emergency Contacts:

We ask that you please provide the nursery with the **names, addresses and telephone numbers of two persons for use in the case of emergency**. It is important that the emergency contacts are physically able to come to the nursery on your behalf when needed. You are asked to keep the nursery up to date with any changes in this information - this is very important.

# OFFICIAL General Information



## **Nursery Fund**

We would like to say THANK YOU for your parental contributions to our nursery fund, we appreciate your continued support. Whilst this is a voluntary contribution of £2.50 per week, any contribution is greatly appreciated. We rely heavily on these additional funds to supplement extra resources for the children so your support is very much appreciated. If you would prefer to pay monthly or termly, please have a word with Maria or Karen in the office and this can be arranged.

## **Administration of medication:**

It is very important that full details of your child's medical and allergy history are provided when completing admission forms and that any new information is communicated promptly to the Nursery. Children cannot be given medicine in nursery unless by prior agreement in writing and medication forms have been completed. All medication administered in nursery must have a pharmacy label printed. On-going medication must be replaced when required as per use by date. The nursery will not administer the first dosage of any medicine. The child should not attend nursery within 24 hours of receiving their first dosage of any new medication. All medications will be reviewed every 28 days and we ask that you notify the nursery of any changes.



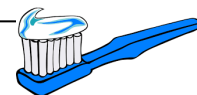
## **Clothing:**

We are an indoor/outdoor nursery and children will have the opportunity to play outdoors all day, every day and in all weathers if they wish. We have outdoor suits to keep children warm and dry but we ask you to provide wellington boots. Please ensure a change of clothing is kept in nursery with your child's name clearly marked. As well as outdoor play, children enjoy messy activities, so please do not wear 'good' clothes to nursery. We will always try to make sure that they wear aprons or overalls, but accidents do happen so please dress your child in suitable clothing. Remember the children have to go to the toilet by themselves and braces, belts, etc, are difficult for them to unfasten and refasten. If you have any questions regarding clothing, please contact the nursery.

## **Health Promoting Nursery:**

A healthy snack is provided daily. Please inform us of any medical or dietary needs. Children must not bring their own food / sweets to nursery. Some children have allergies and may become ill if given food by other children, this includes having food items in your child's bag on their peg in the cloakroom.

## **Toothbrushing:**



All children at Lamlash, with parental consent, participate in our tooth brushing programme. Children are closely supervised whilst toothbrushing.

We also participate in 'child smile programme' and children may receive fluoride varnishing when attending nursery.

## **Attendance:**

Regular attendance is very important. If your child is going to be absent please telephone the nursery to let us know the reason. Children should not attend nursery if they are unwell in any obvious way including diarrhoea, fever, coughing spells and untreated infections of the skin. Mild or convalescing infection can still pose as an infectious risk. You are required to phone the nursery on day 1 of any absence whether it is planned or unplanned. If your child is off for two consecutive days without notifying us we will aim to contact you about this.



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**Nursery Year**

All term time children will be off when the schools are off, these dates are below. All children will be off public holidays and in-service days; these dates are highlighted in **bold**.

**School Term Dates 2024-2025**

**August**

- **Monday, 12 August 2024** (Return date for Teachers & In-Service Day)
- **Tuesday, 13 August 2024** (In-Service Day)
- Wednesday, 14 August 2024 (Return date for Pupils)

**September**

- **Friday, 27 September and Monday, 30 September 2024** (September weekend holiday)

**October**

- **Friday, 11 October 2024** (In-Service Day)
- Monday, 14 to Friday, 18 October 2024 (October Week)

**December - Christmas and New Year**

- **Schools close at 2.30 pm on Friday, 20 December 2024**
- **Monday, 23 December 2024 - Friday, 3 January 2025** (Christmas holidays)

**January**

- Schools return on Monday, 6 January 2025

**February mid-term break**

- Monday, 17 February 2025
- Tuesday, 18 February 2025
- **Wednesday, 19 February 2025** (In-service day)

**April - Spring Holiday (Easter)**

- Schools close at 2.30 pm on Friday, 4 April 2025
- **Good Friday 18 April 2025**
- **Easter Monday 21 April 2025**
- Monday, 7 April – Monday, 21 April 2025 (Spring Break)
- Schools return on Tuesday, 22 April 2025

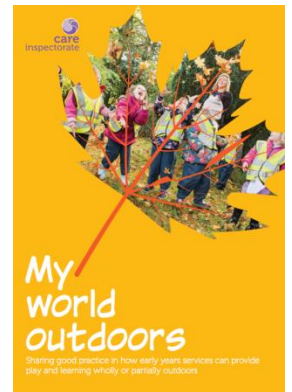
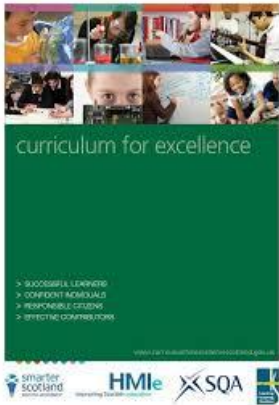
**May**

- **Monday, 5 May 2025 (May Holiday)**
- **Thursday, 22 May 2025 (In-service day)**
- **Friday, 23 May 2025 and Monday, 26 May 2025** (May Weekend)

**June**

- Schools Close at 1.00 pm on Wednesday 25 June 2025.
- **Monday, 14 July 2025- Glasgow fair holiday**

# Learning at Lamlash



Staff in Lamlash Nursery follow guidelines and learning outcomes using the national document “a Curriculum for Excellence”. Staff provide learning opportunities daily, based on your child’s needs and interests.

We aim to work closely with you to provide exciting and innovative home to nursery learning opportunities. Your child will be able to take home and look after our “Travelling Ted” whilst documenting all the fun adventures both you and your child have. We also ask you to participate in a range of fun experiences.



# Partnership with Parents

## Sharing and documenting Children's Learning

At Lamlash we currently use the Seesaw app. Seesaw app enables staff to record and celebrate children's learning and development. Seesaw online is an interactive tool where parents will be sent a link to access from their own devices at home, Parents will be able to view their child's learning and leave comments. This tool enables the nursery to send messages and quick alerts to keep everyone up to date with relevant information too.



We have regular contact with parents. We host two parents' evenings a year to keep you informed of your child's progress and next steps for learning. We aim to provide an inclusive environment and provide early intervention for those children who require additional support.



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### We are on FACEBOOK

This is a closed Facebook page for our staff and our parents.



If you do not want your child to be included on our page please let a member of staff know at your induction meeting.

# Useful Information and Contacts

## SUGGESTIONS AND COMPLAINTS

We are committed to maintaining and improving our service. If you have any suggestions to make about the service, please contact the Head of Centre in the first instance. Similarly, if you have a complaint about any aspect of the service, you should contact the Head of Centre. If you feel your complaint has not been dealt with satisfactorily, please contact

Customer Liaison Unit  
Education Services  
Glasgow City Council  
City Chambers East  
John Street  
Merchant City  
Glasgow  
G1 1HL

The Scottish Care Commission regulate all Care Services under the Regulations of Care (Scotland) Act 2001.

You can contact them at:

Scottish Care Commission  
Central West Region  
4<sup>th</sup> Floor  
1 Smithhill Street  
Paisley PA1 1EB

Telephone: 0141 843 4230  
Fax: 0141 843 4289

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### Jewellery

Please note that the wearing of jewellery in nursery is not permitted. Young children participate in active play and jewellery including earrings can catch and pull on clothing etc causing injury.

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### Students

We are a training facility for students from colleges and universities throughout Glasgow and the surrounding area. All students have their PVG checks in place before they can come into nursery and begin to work with the children. We will introduce them to you when possible and on occasion you will be asked to allow your child to participate in a project.

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## **CHILD WELFARE AND SAFETY**

Should any member of staff have concerns regarding the welfare or safety of any child, they must report these concerns to the **Head of Establishment** or the **person deputising for the Head of Establishment**. In line with Glasgow City Council management circular 57, after judging that there may be grounds for concern regarding the welfare or safety of any child, this must be passed to Social Care Direct and the appropriate paperwork completed.



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

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child. Educational establishments must create and maintain a positive ethos and climate, which actively promotes child welfare and a safe environment by:

- ensuring that children are respected and listened to.
- ensuring that programmes of health, wellbeing and personal safety are central to the

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curriculum.

- ensuring that staff are aware of child protection issues and procedures.
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.



### FIRST AID

Children can have minor accidents whilst in nursery. We have staff working daily in the nursery who can administer basic first aid if required. If your child has a minor accident when in nursery this will be treated accordingly and you will be asked to sign an accident form on your arrival to collect your child. If your child sustains a more serious injury then you will be called to come and collect your child. Please inform the nursery if your child has had a visible injury whilst at home. Please ensure your contact details are up to date.

### Bullying

Glasgow City Council have an anti-bullying policy in place and staff in Lamlash Nursery ensure that this is adhered to.

Lamlash Nursery aims to provide an equal opportunities environment for all.



### Back-Packs and Bags

We have canvas bags on your child's peg in our cloak room areas to store your child's spare clothing, please keep it replenished with clothing should nursery staff use it. We understand that your child may like to bring his/her backpack or bag to nursery however we are unable to store these due to space. If your child wishes to bring their bag you will be asked to transfer the contents to your child's nursery canvas bag and take the back-pack home with you.

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