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Lamlash Nursery Handbook



2025/2026

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

E-mail: Headteacher@lamlash-nursery.glasgow.sch.uk



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Dear Families

Welcome to Lamlash Nursery!

We are so excited to get to know you and your child and become part of your child's early years education. From the very start of your child's time with us we work in partnership with our families to create a fun and responsive environment which encourages your child to reach their full potential.

Children are at the centre of everything we do, and our goal is for your child and family's time in our nursery to be a happy and safe experience filled with many opportunities for us to play, learn and grow together.

This handbook is a reference point for lots of information about Lamlash Nursery, however, please do not hesitate to ask us if you have any further questions.

We hope that the time you and your child spend with us at Lamlash Nursery is happy and fun and we look forward to working in partnership with you to achieve the very best outcomes for your child.

Yours sincerely

Kimberley Johnstone
(Head of Nursery)

If you require this handbook in a different language, please speak to a member of staff.

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Nursery Staff Team

Each and every member of our team is valued, respected and committed to providing an excellent service.

Senior Leadership Team

Kimberley Johnstone

Head of Nursery

Deborah MacInnes

Team Leader

Julie Stewart

Lead Practitioner of Attainment

Lamlash Team

Child Development Officers:

Margaret Perry
Cheryl Thompson
Marie Steven
Danielle Whyte
Megan Hart
Holly Tobin
Robyn Wilson
Iris Moir
Sharon Dunn
Sharon Hewitt

Support for Learning Workers:

Elaine Walker
Emma McAllister

Clerical Assistants:

Karen Doak
Maria Kirk

Cleaner: Margaret Gilmore

Kitchen Staff: Margaret Murphy

Janitor: John Skinner

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Our Nursery Values, Vision & Aims:

"Children are like tiny flowers; they are varied and need care, but each is beautiful alone and glorious when seen in a community of peers"

Friedrich Fröbel

Our Values

L - Love & laughter

A - Achieving our full potential

M - Meaningful relationships

L - Lifelong learning through play

A - Adventures and fun outdoors

S - Sense of belonging

H - Healthy, safe and nurtured within our community

At Lamlash We Aim:

- To provide rich learning experiences that encourages children to become confident individuals, successful learners, responsible citizens and effective contributors.
- To develop creative and responsive approaches which support families' engagement and nursery life.
- To work in effective partnerships among the staff team, parents/carers, other professionals & wider community.
- To create a safe, engaging, indoor & outdoors environments where children can explore, investigate & express their individuality.
- Children's rights and children's voice will underpin all that we do within our diverse and inclusive service.
- To work as a team to get it right for every child!

Services Offered at Lamlash

The capacity of the Establishment agreed by the Care Inspectorate is 40 children in total per session.

40 children 3 - 5 yrs. Ratio - 1 adult to 8 children.

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Social, Moral and Cultural Values

Lamlash Nursery aims to promote equal opportunities for every child, irrespective of gender, ethnic grouping, creed, disability, or social-economic background.

The nursery aims to raise awareness of the importance of relationships with others. We are committed to the promotion of support and mutual respect for all as part of the Health and Wellbeing Curriculum.

Denomination Status

The nursery is non-denominational. We respect and welcome children, parents, and carers of all religions, faith and beliefs.



Nursery Hours

From August 2020 we have been offering all our 3 - 5 children 1140 hours free childcare as a result of The Scottish Government initiative.

If parents/carers require additional childcare out with their entitled hours, please speak to the nursery leadership team for more information.

The nursery provides lunches for all morning and full day children. Afternoon children will not receive a hot lunch but will have an enhanced snack during their session.

Morning Session - 8.00 am - 12.45 pm

Afternoon Session - 1.00 pm - 5.45 pm

Full day - 8.00 am - 5.45 pm

It is important that children are collected and vacate the building on or before 12.45 pm/5.45 pm as staff are involved in preparing the playrooms for the following sessions. Please contact the nursery if for any reason you are running late. The building will be locked at 6 pm

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Enrolment

All nursery places are allocated in line with *Glasgow City Council's Admission and Charging Policy for Early Years*. Nursery staff will be happy to advise you how this policy operates when you apply for a place for your child. A leaflet detailing the Council's policy is also available from all establishments. If you wish a copy, please ask for one. When you are enquiring about making an application for your child to start nursery, we will make an appointment for you to come in, we will also advise you of what documentation is required for the application process. Places are allocated by a local admissions panel. When a place becomes available you will receive a letter from the Head of Nursery detailing an induction and start date/time.

Charging Policy

These charges apply to paid places and additional hours

From the new term beginning August 2021 Glasgow has revised the prices of its Nursery Fees.

Non-resident Rate

£5.50 per hour - For people living out with Glasgow.
If college/university are paying childcare charges.

Resident Discounted Rate

£4.50 per hour - For all Glasgow residents (children 3-5 years).

Residents Reduced Rate: £1

Resident Second Child Hourly Rate: £2.20

Resident Third Child Hourly Rate: £1.70

If you have another child already attending nursery.



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Settling into Nursery

The nursery operates a key worker system. Your child's key worker is simply your child's special person whom they can relate to along with all other staff. Your child's key worker will assist you in settling your child, progress meetings and other times you feel you wish to speak to them.

Please spend time exploring the environment with your child on their 1st day and help them become familiar with the toilets and play areas. Children usually settle very quickly; however, all children are different. This may take a few days or up to a couple of weeks for some. It is important for you to spend time to settle them and to ensure they feel safe and secure in our environment as leaving your parent/carer for the first time can be a daunting experience. Your child's key worker will discuss what time to bring and collect your child and whether you can leave or are required to stay. Getting it right at this stage builds their confidence.

Your child's first visit is normally around 1 hour long depending on each individual child. Your child's time will be extended on an individual basis and as the weeks go on. Your child's key worker will keep you informed of these changes. It is important for parents/cares to remember that although people have busy lives and commitments, it is important that your child is happy, content and settled before you can leave the building.



Arriving at & Leaving Nursery

There is limited parking within the school. The school gates are closed between 8.45 am - 9.15 am & 2.45 pm - 3.15 pm. Please remember only park in a parking bay, do not park at the turning point. It is a very busy car park and road. Please mind your speed.

We would encourage children where possible to walk, cycle or scoot to and from nursery as much as possible to promote physical fitness, community awareness & general health & wellbeing for them and their family.

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Children cannot be collected by anyone under 16 years old and that person must always be a responsible adult who can competently care for your child once they leave nursery. We may refuse to let a child leave with someone if they are under 16, or with an adult we deem them to be irresponsible.

Communication

We communicate with our parents in a variety of ways, digitally, in print and in person. We would always prefer to speak with our families face to face as they relationships we have with you are very important to us.



When this isn't possible, we will use Groupcall to send you text messages and emails and Seesaw to notify you of learning or play announcements.

If at any point you want to speak to your child's key worker or a member of the nursery leadership team, that will always be accommodated at a mutually suitable time.

Children Absences

Parents are requested to ensure that their child attends as regularly as possible, to get the most from their time at nursery. Although nursery is not statutory education, we have obligations through child protection procedures to check on absences. Please inform the nursery if your child is unwell to allow us to record the absence and the reason why. If we have not been informed, a member of staff will contact the primary carer by telephone.

Should your child seem unwell, please do not bring him/her until completely recovered. Please keep in touch with the nursery during an absence, as we do like to know how they are. Should a child be absent for 4 consecutive weeks without any contact, then we will send you a letter. If there is no response, it will be assumed that the place is no longer required, and the place will be assigned to another child through the admissions panel.

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Medical Information

Many children will at some time require medication whilst attending the nursery. Whilst it is not our policy to care for sick children, we recognise that some children require medicating, to allow them to complete a course of antibiotics or for long term health reasons such as asthma.

If your child needs medication during his/her time at nursery, you should discuss his/her requirements with management. A member of staff will only administer drugs which are prescribed by a doctor and the child's name is clearly printed on the medication. You will also need to fill a consent form, which authorises a member of staff to administer the drugs to your child. A member of management will give you the necessary forms to complete. All medical issues should be discussed with a member of management to ensure we are able to meet your child's health needs. Please also ensure this information is included on their enrolment form and care plan.



If Your Child Becomes Ill

Please contact the nursery if your child is not able to attend on a particular day. If your child has vomiting or diarrhoea, they must not return to nursery until they have been clear for 48 hours. For any other illness please contact the nursery.

If your child becomes ill while at nursery, you the parent/carer will be contacted by telephone. (Please note that the nursery number may show up as withheld or unknown).



Please ensure that all contact numbers are updated regularly. We require at least 2 emergency contact numbers for your child.

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Minor Accidents and Incidents

We must emphasise that every precaution is taken to avoid accidents within the nursery. If any accidents occur, staff will complete an Accident Report Form if first aid has been administered, which will then be discussed with you when you collect your child. If your child has a head bump or been bitten, our policy is to give you a courtesy call or, if a more serious accident should occur, every effort will be made to contact the parent and any further assistance required will be offered. If a parent cannot be contacted, arrangements will be made to seek medical advice for the child.

Lamlash Lunch Bunch

All children in nursery are provided with a snack in the morning and afternoon and all 1400 eligible children receive lunch or enhanced snack. Menus will be shared on our online Seesaw platform.



Our dining experiences are a calm, child-led enjoyable experience. We aim to provide a social experience in our "Lunch Bunch" area whilst the child is encouraged to service their own food, pour their milk/water, clear away their dishes, taste new foods and enjoy their snack and lunch.

We work with our colleagues in CRM to ensure all food safety & hygiene regulations are adhered to and ensure the voice of the children stay front centre of any changes & improvements we make.

Please note that no food can be brought from home.

Family Engagement

We encourage parents and carers to be involved in many ways and contribute to the life of the nursery. Throughout the year we invite you to parents' meetings, nursery shows and to take part in fundraising events. We also are delighted to have parents involved monthly within the nursery life, participate in stay and play sessions, storytelling sessions, forest school and play along maths. If you have a skill or a hobby and would like to be involved, please speak to a member of staff. We also have a variety of nursery to home learning links, such as our lending library which are available to borrow weekly.



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Outdoor Learning

At Lamlash Nursery we place high importance on the benefits of outdoor play and spend extended periods of time exploring our garden, our very own forest and our community. Spending time outdoors has many benefits, and we aim to encourage all our children to take part and experience these wonderful opportunities.

Benefits of Outdoor Play

- Encourages an Active Lifestyle
- Appreciation of Nature and the Environment
- Develops Social Skills
- Encourages Independence
- Understanding and gain the ability to manage own risks
- Enhance gross motor skills
- Develop their curiosity and imagination skills

Clothing & Suncream

Please also ensure that your child has suitable outdoor clothing appropriate for all weather conditions. No need to supply your own wellington boots or puddle suit - We have it covered!



On Sunny day, please ensure sun cream is applied to your child before they come to nursery. The nursery staff will reapply during the day as needed. Please also provide a sun hat for your child on sunny or hot days.

Play & Tracking Learning

Children's learning and development is continually assessed by their key worker in collaboration with all staff. The children will have opportunities to engage in a large variety of play and learning experiences. Our indoor and outdoor environments are divided into areas that support different types of play.

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Play is child led in line with children's interests, need and seasonal & culture calendars. Learning is tracked using Curriculum for Excellence and supported by other documents that enable Practitioners to create meaningful experiences and provocations that help children learn and develop.

We record all children's learning on Seesaw. A digital app that enables parents/carers to interact with their child's play and leaning in real time as the learning journal is updated by practitioners.

We will have meetings with you twice a year to discuss your child's progress, learning and overall development.



Additional Support for Learning

The nursery has a statutory duty to ensure that all children have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only play, learning and resources, but also the nature of our environment, interactions and experiences.

The nursery team is made up of Child Development Officers, qualified to at least HNC level (although often to degree level), with Support for Learning Workers who supplement the staff team & who can assist children, either individually or in small groups to access the curriculum, learn, grow, and express themselves. The CDOs and SFLWs work in conjunction to meet the needs of our children who require that extra bit of support as they grow.

Excursions, Consent & Emergencies

Any excursions that take place will be planned in advance and involve parental consent. General consent forms are part of the nursery enrolment paperwork. Consent forms for specific trips or events will be given to parents to sign.

We require at least 2 emergency contact numbers for your child in the event of an injury, illness, evacuation or other situation. It is vital that all contact information for parents and emergency contacts is kept up to date.

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Child Welfare & Safety

All staff in the nursery are guided on policy and procedures relating to child safety, protection and welfare by Glasgow City Council. All educational establishments must take positive steps to help children protect themselves by ensuring that health and personal safety are central to the curriculum.

The nursery creates & maintains a positive ethos and climate which actively promotes child welfare and a safe environment by:

- Ensuring that children are respected & listened to.
- Ensuring that staff are aware of child protection issues and procedures.
- Establishing and maintaining close working relationships and arrangements with other agencies to make sure that professionals collaborate effectively in protecting children.

The Head of Nursery (Kimberley Johnstone) is the designated child protection Co-ordinator and will act on all issues that are raised and pass them to other agencies if initial investigation warrants it.

Miscellaneous Information

- There is no smoking allowed anywhere on the premises.
- There are no dogs allowed anywhere on the premises. Guide dogs are permitted.
- Phones cannot be used anywhere inside the nursery. Please finish or hold off making any phone calls until you are outside.
- Please be mindful of voice levels when in the nursery, in particular when in the playrooms.
- In the event of an emergency closure of the nursery, we will communicate with families to inform you. Please therefore ensure any changes in your contact information is passed to the nursery in a timely manner.



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Harassment & Equality

Bullying or intolerant behaviour will not be tolerated within *Glasgow City Council* buildings or workplaces. Discrimination or harassment of any sort that goes against the Equality Act (2010) can be considered a criminal offence and Lamlash Nursery operates a zero-tolerance policy in line with *GCC* guidance and Equality legislation.

Insurance & Liability

The nursery is covered by Employers Liability & Public Liability insurances, which is organised by *Glasgow City Council* in line with their obligations as the legal provider of the service.

All insurance & liability information is displayed in the main foyer of the nursery.

Please note that neither insurance policy covers loss or damage to property so please be mindful of what your child brings to nursery, equally what they wear.

Glasgow City Council nor Lamlash Nursery accept any responsibility for loss or damage of property that is left unattended.

Concerns and Complaints

At Lamlash Nursery we aim to have positive relationships at the heart of everything we do. However, if you have a concern or complaint, please approach the Head of nursery in the first instance. I am always happy to meet in person, or if you would rather discuss it over the phone please do not hesitate to do so.

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Glasgow City Council complaints procedures are available.

<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Customer Care Team

Customer & Business Services

Glasgow City Council

City Chambers

Glasgow G2 1DU

Tel 0141 287 0900

Email: customercare@glasgow.gov.uk

Care Inspectorate Complaints

How to raise a concern or a complaint

For a registered care service, you can choose to contact us directly by either:

Filling in a form online

Calling us directly on 0345 600 9527 (between 9 am - 4 pm Mon - Fri)

Emailing us at concerns@careinspectorate.gov.scot

It is important that you provide us with your contact number. We will not provide your details to the service unless you agree to this.

Click below for the link to the online complaints form.



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