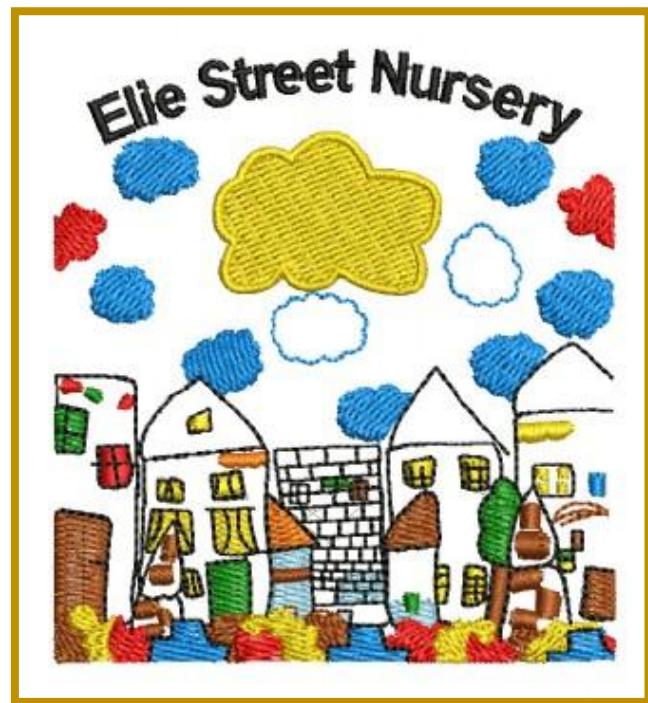




Elie Street Nursery

Handbook 2025 - 2026



30 Havelock Street
Glasgow
G11 5JE

Tel: 0141 334 0250

Email: headteacher@eliestreet-nursery.glasgow.sch.uk

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Welcome to Elie Street Nursery

Dear Parent/Carer,

On behalf of everyone at Elie Street Nursery I would like to extend a warm welcome to you and your child.

We are delighted that you have chosen Elie Street Nursery as your child's early learning and childcare provider, and we look forward to working in partnership with you to provide the best possible care that meets the individual needs of your child.

We look forward to getting to know your family and to working with you in the months ahead to ensure that the early years journey for your child is happy and memorable. We hope that as you come and go each day, you will feel as much a part of the nursery as your child.

The information in this handbook should provide you with everything you need to know to get started however, should you have any questions or require any additional information please do not hesitate to speak to either myself or a member of our team.

Once again, on behalf of our team, welcome to Elie Street Nursery.

Kat Connelly
Head of Nursery

Glasgow City Council Early Learning and Childcare Inclusion Statement

Glasgow City Council is committed to ensuring that all children in our nursery settings receive the support they need to thrive and develop fully. Our approach is built on a foundation of nurture, inclusiveness, and respect, fostering a strong sense of belonging while supporting diverse learning styles and developmental needs.

We are dedicated to equity and individuality, ensuring that every child and family within our nurseries feel valued and supported. Our commitment aligns with the principles of the United Nations Convention on the Rights of the Child (UNCRC), which upholds every child's right to education, fair treatment, and the opportunity to live a full, meaningful, and happy life.

*Handbook revised August 2025

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"Play is the highest level of child development. It is the spontaneous expression of thought and feeling... It promotes enjoyment, satisfaction, serenity and constitutes the source of all that can benefit the child... At this stage play is never trivial; it is serious and deeply significant."

- Froebel (1826)

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Section One: Elie Street Nursery Ethos**Vision**

At Elie Street we strive to nurture an inclusive learning community where children's natural curiosity, emotional well-being, and relationships flourish through play, nature, and strong partnerships with families and the wider community.

Values

- We honour children's natural wonder, offering engaging play that sparks exploration and imagination.
- Our nursery is a nurturing, welcoming space where relationships and emotional safety allow every child flourish.
- We practice kindness, transparency, and respect in every interaction, building trust and lasting relationships with our children and families.
- We foster strong bonds with children and families and view parents as essential collaborators in shaping our learning community.
- We embrace the outdoors as powerful contexts for discovery, curiosity and opportunities for children to develop resilience.

Aims

- Provide joyful, curiosity led learning.
- Promote emotional well-being.
- Foster authentic, respectful relationships.
- Encourage community and parental involvement.
- Respect nature and natural resources.

OFFICIAL**OFFICIAL****Section Two - General Information**

Meet the Staff Team at Elie Street Nursery	
Management Team (various shift patterns)	
Kat Connelly (PgCert Inclusive Education / BA Childhood Practice / HNC and NC Early Learning and Childcare) / Nurture Certified)	Head of Nursery
Nicola McCoy (BA Childhood Practice / HNC and NC Early Education and Childcare)	Team Leader
Pamela Lambe (BA Childhood Practice / HNC and NC Early Education and Childcare)	Team Leader
Child Development Officers (various shift patterns)	
Sharon McArthur (SVQ Children's Care Learning and Development)	Mon, Tues, Wed (alt.)
Beccie Wells (HNC and NC Early Education and Childcare)	Mon, Tues, Wed (alt.)
Paula McFadden (HNC and NC Childhood Education)	Wed (alt.), Thurs, Fri
Nicola Ferguson (HNC and NC Early Education and Childcare)	Wed (alt.), Thurs, Fri
Tricia McKinlay (NNEB Early Education and Childcare)	
Lorraine McMenemy (BA Childhood Practice Study / SVQ Children's Care Learning and Development)	
Lauren Smart (BA Childhood Practice Study / HNC and NC Childhood Practice)	
Amanda Hannah (BA Childhood Practice Study / HNC and NC Early Learning and Childcare)	
Fran Arbol (BA Primary Teaching / HNC Childhood Practice)	
Vacancy	
Support For Learning Workers	
Sarah Chapman (HNC and NC Early Education and Childcare)	Mon - Fri 10am - 2pm
Vacancy	
Clerical Support Staff	
Chelsea Logan	Mon - Fri 8.30am - 4.30pm
Cordia Support Staff	
Gary - Janitor / Lorraine - Facility Staff / Kenny - Facility Staff	
Kim - Catering Assistant / Claire - Catering Assistant / Vacancy - Catering Assistant	
Training Placements	
<p>We often offer training placements to Child Care and Education students. You will be notified as they join our team throughout the year. Students work directly with children and are supervised by staff at all times. We also support local Health Centres by accommodating student nurses within the nursery, providing better understanding of child development across services. We are also pleased to support local schools in their 'work experience programme' for young people.</p>	

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Nursery Capacity and Operating Hours

The nursery is registered to accommodate a maximum of 56 children at any time from the age of 3 to 5 years:

The nursery is open 38 weeks of the year from 8.00am - 6.00pm and operates a **term time** model. Holiday and Inservice dates for **2025 - 2026** can be found below. Please note on Inservice days our staff are upskilling their practice by undertaking various forms of continuous professional development.

Details of Holidays and In-Service Days - 2025/26	
Children Attending Term-Time Sessions (38 Weeks)	
In service	Tuesday 12 th and Wednesday 13 th August 2025
Return date for children	Thursday 14 th August 2025
September weekend	Friday 26 th September and Monday 29 th September 2025
In service	Friday 10 th October 2025
October week	Monday 13 th - Friday 17 th October 2025
Christmas and New Year	Monday 22 nd December 2025 - Friday 2 nd January 2025
Return date for children	Monday 5 th January 2026
Mid-term holiday	Monday 16 th and Tuesday 17 th February 2026
In service	Wednesday 18 th February 2026
Spring break	Monday 6 th April - Friday 17 th April 2026
May day	Monday 4 th May 2026
In service	Thursday 7 th May 2026 (subject to change)
May weekend	Friday 22 nd and Monday 25 th May 2026
Summer break	Thursday 25 th June 2025 (children finish up on this day and return on Friday 14 th August)

Admissions

All children are admitted to Glasgow City Council nurseries in accordance with GCC's Admissions Charging and Banding Policy for Early Years. All placements are allocated by contract through the Local Area Admissions Panel on behalf of Glasgow City Council and are based on the needs of the child and their family. The Panel consists of representatives from:

- Surrounding Nurseries
- Local Health Centres
- GCC HQ

The Admissions panel meet three times per year to allocate nursery places. Further information can be found on the GCC website: <https://www.glasgow.gov.uk>

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OFFICIAL**OFFICIAL****Register of Applications**

Children's names will be accepted for the register of applications from age 2yrs for our 3-5 room. Parents seeking a nursery place for their child are welcome to contact us by telephone/email to discuss nursery provision. Visiting us will be determined by current guidance and any visits will be pre-arranged. Let us know at any time if your circumstances change and we will update your information. If provision of place becomes available for your child, we will contact you to discuss arrangements for admission.

When registering an application, **please bring your child/children**, along to register with the following information:

- Child's full birth Certificate (Original) (Compulsory)
- Current Council Tax Letter (Compulsory)
- Confirmation of Benefits (If applicable) (Compulsory)
- Universal Credit Conformation (If applicable) (Compulsory)
- Confirmation of Employment (If applicable) (Compulsory)
- Confirmation of participation in further education (if applicable) (Compulsory)

Charges

Charges for nursery provision vary according to family circumstances and some families may be exempt from charges or entitled to a reduced charging rate. The Head and Team Leader(s) of Nursery can provide more information on the criteria for exemption or reduction. Charges will be payable 4 weekly in advance. Charges will be applied for any additional hours of childcare allocated out-with free entitlement, whether they are used.

Charging Rates 2025/26

Free entitlement for children will commence: Monday after their 3rd birthday.

The following charges apply out with entitled hours:

- 3-5 years: Standard rate - (non-Glasgow resident) - £5.50 per hour
- 3-5 years: Discounted rate - (Glasgow resident) - £4.50 per hour

For more information on Childcare Entitlement please access the following web address: <https://www.gfis.org.uk/>

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Attendance

Children are expected to attend during the sessions as arranged with parents/guardians/carers. If, however, your child is unwell, or absent for any reason, we would be grateful if you could call the nursery to let us know please. We may contact you to confirm your child is safe and well, and the date of expected return to nursery.

Attendance at nursery is not compulsory, however, the Head of Nursery is responsible for managing provision therefore allocated places and waiting lists are regularly reviewed to ensure we meets the needs of all service users efficiently.

Arrival and Collection of Children

A responsible adult must bring and collect your child to and from nursery. In the event you are unable to do so yourself, it is important that you inform a member of the management team or your child's key worker if there are changes to agreed arrangements. Parent/carers are asked to provide a password during their enrolment, and this must be provided by the person collecting your child. Your child **CANNOT** leave with an adult who is not known to the staff unless above procedures have been agreed with the parent/carer. Short notice arrangements made by telephone may be verified by management who will call the parent/carer on the telephone number stored on file.

We kindly ask all families to keep to their allocated drop-off and collection times. This isn't just to help the day run smoothly it's also an important part of meeting Care Inspectorate guidance. By following the agreed times, we can make sure we have the right number of staff available to safely care for all children and meet the required staff-child ratios and helps our team plan the day effectively.

We understand that on the odd occasion things don't always go to plan, and if you are running late, please let us know as soon as possible so we can make the necessary arrangements.

Thank you for your support in helping us maintain a safe, happy, and well-organised environment for all children.

Security and Mobile Phones

The nursery has a secure door entry system for added security. Please press the 'admin' buzzer to enter the nursery and a member of staff on reception will let you in. Whenever you enter / leave the building ensure that all doors are secured/closed. There may be busier times you have to wait to be let in, please be patient with us - we will do our best to let you enter asap.

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In the interests of Child Protection, we insist that no mobile phones are used inside the Nursery.

Fire Register

On arrival Chelsea our clerical will take a register of each child at reception. Staff within the playroom will also take a register upon entry to playroom. We check these throughout the day to ensure safety. Our fire alarm is tested every Friday. Please don't be alarmed when you hear it ring.

Excursions/Outings and Consent Forms

You will be asked to complete consent forms to give permission for your child's participation of outings at enrolment. Please note children cannot take part in outings without parent or carer permission. Risk assessments are in place prior to outing. A member of staff will inform you in advance of any outings or excursions however on occasion there may be spontaneous trips in line with children's interests and in the moment learning opportunities.

Suitable Clothing and Footwear

"Children learn by doing and doing can be noisy, untidy, messy and unpredictable"
While we do our best to protect children's clothing by encouraging children to wear aprons and outdoor suits, we will not restrict their play if they do not want to wear them. It is for this reason that you are prepared at times for your child to come home covered in their day's 'play'. This may involve their clothing looking a bit 'mucky' from time to time, so we advise you to dress your child in suitable clothing that you don't mind getting dirty.

We advise indoor/outdoor clothing and footwear appropriate for the weather (wellies and coats/wetsuits can be provided by the nursery). Clean indoor shoes reduce spread of infection as children often use floor space to play and learn however, this is optional.

In the event your child requires their clothing to be changed, please provide spare clothes, pants and socks etc. to be kept in your child's nursery bag.

Inappropriate Clothing/Footwear/Accessories

Items of clothing which are deemed inappropriate within our establishment are those which:

- Potentially encourage faction (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, opened toed shoes/sandals).

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- Carry advertising, particularly for alcohol or tobacco.
- Could be used to inflict damage to other children or be used by others to do so.

Emergency Contacts

Parent/carers are required to provide two emergency contacts for your child. Please ensure contact details are up to date. If your emergency contact details change throughout the year, please let a member of the management know immediately. A responsible adult/emergency contact should be available when your child is at nursery.

Emergency Closure Information

We make every effort to maintain a full educational service, however 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 and re-opening. We shall keep you informed by using group call, letters, digital announcements, press and on local radio.

Snacks/Lunch and the Promotion of Healthy Eating

Children are offered a snack mid-morning or mid-afternoon usually consisting of toast/biscuit/yoghurt/fresh fruit/vegetables and a choice of milk or water. Fresh drinking water is available to children throughout the day. Lunch is supplied by Cordia and is Governed by Healthy Eating guidelines and in line with individual dietary requirements. Within Elie Street Nursery, the children are offered a two-course lunch. They have the choice of two hot lunch options or sandwiches. On alternative days along with a main course the children will also be offered soup or a dessert. Water and milk is available to drink at lunch.

Toothbrushing

Effective tooth brushing is an integral part of health promotion. Regular tooth brushing with appropriate fluoride toothpaste is highly effective in preventing dental decay. All children will be encouraged to participate in a tooth brushing programme, however if you wish to opt out, please let us know in writing. Staff can also advise on toothbrushing routines to promote oral healthcare at home.

Settling In

There is a Key Worker system in place and all children are allocated a Key Worker at nursery. When the parent/carer and child are introduced into the playroom, it is the Key Worker who will welcome them initially, and they will complete the first transition record from home to nursery via the child's Care Plan. Over the next few days, the time the child spends in the playroom will be increased at their own pace to

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help them cope when the parent leaves. There is no set time on how long this process takes as every child has individual needs and every child is different.

Birthdays

Birthdays are special occasion, and we want to make your child feel special on their birthday. We will provide a card, certificate and a book for their birthday, friends will celebrate by singing "Happy Birthday". Parents are asked not to send in birthday cakes from home as we are unable to share them with the children due to allergies and healthy eating guidelines however, if you want to you can provide some of your child's favourite fruit (optional).

Insurance

Please do not allow your child to bring valuable items to nursery, as the Authority has no insurance to cover the loss of personal items.

Section Three: Medical Information

Medication

- If your child requires medication during their time at nursery you should discuss their requirements with a member of the Management Team.
- Prescribed medication will be given at the discretion of the Head of the Nursery. You will need to fill in a form which authorises nursery staff to administer any medication to your child.
- The nursery will provide you with the necessary form(s) to complete.
- We require ALL medication to be prescribed and provided to us with clear labelling and dosage requirements.
- If your child suffers from asthma, you must inform the nursery if there are any activities of specific circumstances which are likely to bring on an attack.
- If your child suffers from epileptic attacks or seizures, you must inform the nursery what emergency treatment to give.
- Any known condition must be disclosed to staff before admission and as soon as possible if a condition occurs after admission.

If Your Child Becomes Ill

- If your child takes ill or an accident occurs at nursery, we make every effort to get in touch with parents or emergency contacts as soon as possible. Therefore, it is important that we have **correct and up to date** information regarding emergency contacts.
- We understand that sometimes it may not always be convenient to have your child picked up when they are unwell or showing continuous upset/distress however, please note our staff team are well skilled professionals with your

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child's care and welfare at heart and we will only contact you or an emergency contact to pick up when using our professional judgement to assess the situation tells us that this would be in your child's best interest.

- If it appears your child requires emergency treatment, they will be taken to the nearest hospital (Queen Elizabeth University Hospital) and you will be contacted immediately.
- **Diarrhoea/Sickness:** Should your child become unwell with vomiting and/or diarrhoea, they must remain at home for **48 hours** from the last bout of diarrhoea and/or sickness, to reduce the spread of infection.

Minor Accidents/Incidents

- While looking after your child and keeping them safe is our highest priority at nursery there may be occasions while playing that they experience a minor accident. For example, a child may be running and having fun outside and trip over etc. Our staff team will provide reassurance, nurture and first aid to any child who has an accident while in our care. If your child receives a bump to their head while playing, we will always contact you right away to let you know and we will continue to monitor their injury to ensure they are ok. Minor accidents and incidents will either be recorded in our Accident or Incident book and given to you to read over and sign.
- Parents are asked to inform us **immediately** of changes to addresses, telephone numbers, emergency contacts and medical conditions as we are required to keep accurate records to provide the best care for your child in an emergency.

Allergies

Often children come to nursery with various allergies. They can also develop allergies as they go through life. Please ensure that you make your child's keyworker aware of any allergies and any medication that is required should any adverse reactions occur. Due to the risk to children/staff with allergies we are a **nut free nursery**. We limit risk further by not allowing food/snacks/drinks from home to enter the playroom. Thank you for understanding.

Vision Screening

The government has recommended that all children should have their sight checked to detect poor vision before they start school. Periodically an orthoptist will be available in Elie Street Nursery to carry out the screening in your child's preschool year. You will be notified of the date and time of the screening.

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Section Four: Curriculum / Ethos / Environments

Curriculum for Excellence

Curriculum for Excellence is our national Curriculum in Scotland that supports children and young people from 3 - 18. It places learners at the heart of education. At its centre are four fundamental capacities. They reflect and recognise the lifelong nature of education and learning. The four capacities are aimed at providing opportunities to develop the knowledge, skills and attributes needed for learners to flourish in the world around them. These capacities help children in our 3 - 5 room to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors



Scan for more information

Realising the Ambition: Being Me

- Realising the Ambition is our national practice guidance document designed to guide and support practitioners who work with babies and children in early learning and childcare and beyond into the early years of primary school in Scotland.
- The guidance builds upon the principles of previous documents 'Pre-Birth to Three' and 'Building the Ambition' and focuses on the importance of interactions, experiences, and spaces that we provide for babies and young children to help them learn and develop.
- The key messages are that we consider each child as an individual - 'Being Me'. All children are individuals, and we must consider their life stories from their earliest days to understand the various factors and influences that shape who they are, their unique development and how we can best support.



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Milestones

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- The Milestones Document has been designed to support a learner-centred approach to progression which celebrates the diverse ways in which children with complex additional support needs learn. The milestones help practitioners track their progress and use a consistency of 'language' when reporting progress.
- Milestones are intended to support practitioners to track the progression of learners. They are not intended to provide an alternative curriculum for children and young people with complex additional support needs.



Scan for more information

Nurture / Trauma Informed Practice

Nurture and trauma-informed approaches have a positive impact on attainment and social and emotional development. At the heart of nurture and being trauma-informed is a focus on wellbeing and relationships and a drive to support children, many of whom come from areas of disadvantage and require additional support. In our nursery we foster a nurturing ethos and follow the 'Six Principles of Nurture'. These principles are:

- Learning is understood developmentally
- The environment offers a safe base
- Nurture is important for the development of wellbeing
- Language is a vital means of communication
- All behaviour is communication
- Transitions are important in children's lives



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Froebelian Approach

Friedrich Froebel (1782 - 1852) was the inventor of kindergartens and a pioneer of early childhood education and care. Froebel's work and writing changed the way we think about and value early childhood. Froebel's ideas were considered revolutionary in the 1850s, but the principles of his work have since become part of modern, mainstream early years educational practice. We are currently very early on in our Froebel journey in the nursery and are working hard to improve our ELC environments to better embed Froebelian Principles.



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Froebelian Principles:

- Unity and connectedness
- Autonomous learners
- The value of childhood in its own right
- Relationships matter
- Creativity and the power of symbols

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<ul style="list-style-type: none">• The central importance of play• Engaging with nature• Knowledgeable, nurturing educators	
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Assessment and School Transition

Assessment is ongoing throughout the year. Each member of staff observes children, tracking developments to ensure that they are making progress. Through observation and discussion of each child's strengths and areas for development we plan more effectively for individual next steps. Your child's keyworker will keep you informed of your child's progress on a regular basis. Please note we value parent's comments and are pleased to discuss any queries you may have.

A school transition record based on outcomes and progress at nursery is completed for each child attending a Glasgow City Council nursery. You will receive a copy of this record and will have the opportunity to add your own comments before it is forwarded to your child's primary school.

How Good is Our Early Learning and Childcare?

How Good is Our Early Learning and Childcare? (HGIOELC?) is a key framework we use to reflect on and continuously improve our ELC provision. The framework includes a range of quality indicators that are designed to support us to look closely at different aspects of our practice. By taking time to reflect, we can understand and celebrate what we do well, and what we need to do to improve our practice to best meet the needs of all children and families.



Scan for more information

Additional Support Needs

We have a duty to ensure that all our children have equal access to the curriculum, supported as appropriate to their specific individual needs. This involves us as practitioners using inclusive practices to provide children with access to planned learning experiences and adapting our teaching strategies to better accommodate all children. This includes us providing minor adaptations to the physical environment of our buildings to address the needs of children with physical or sensory impairments. We will 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, provision of an interpreter for people who have a

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hearing impairment or English as an additional language and adapting our systems of communication at times to meet the diverse needs of parents and carers.

Barriers to Learning

If your child is experiencing any developmental difficulties i.e. speech, we have various agencies we work in partnership with to support our children and families, this can be discussed during admission and at any time difficulties arise throughout the year. Keyworkers and Management will ensure that parents and carers are fully involved in any discussions at all stages that affect or concern your child receiving support/multi-agency intervention.

Care Plans and Significant Transition

Every child has an Individual Care Plan. Care plans provide an opportunity to share and record significant information allowing skilled staff to meet children's individual needs. This also allows us to consider the importance of transitions. We understand the significance of sensitive transitions in children's lives and take care to support each child.

Working in Partnership

It is completely natural for you as a parent/carer to have anxieties/concerns about your child and their development. No matter how small or insignificant you think they are, please discuss them with your child's Keyworker in the first instance. We are here to help and support you and really believe in partnership working to best meet your child's needs while they are in our care.

Learning Community / Wider Community

The nursery is a part of the Notre Dame Learning Community. The aim of the learning community is to work with parents/carers to support and encourage children to develop their skills and view education as a positive and valuable experience.

Wider Community

We benefit from being part of a vibrant local community. We do try to explore our environment regularly and take advantage of the many excellent resources on our doorstep.

Services within the community

Partick/Hillhead Libraries are an excellent source of up-to-date information on services within the local area.

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Links with Primary school

Liaison is maintained with local schools. The nursery staff will visit primary schools, and Primary One teacher will visit the nursery when planned for to support transitions.

Links with charitable organisations

Throughout the year our enterprise events raise money for various charities. Parents will be informed of any events taking place in the nursery that support our charitable efforts.

Child Protection

All educational establishments and services must take positive steps to help children protect themselves by ensuring health and safety programmes are central within the curriculum, ensuring children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who. In Glasgow City Council we follow the guidelines from **Management Circular 57**.

As with all other areas of the curriculum, you will be kept informed of the health and safety programme within your child's establishment.

Schools, establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- Ensuring children are respected and listened to.
- Ensuring programmes of health and safety are central to the curriculum.
- Ensuring staff are aware of child protection issues and procedures.
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head of Nursery or the Team Leader(s) of the Nursery. There may be grounds for concern regarding the welfare or safety of a child and the Head/Team Leader must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances.

These are the only circumstances under which your child would be discussed with another agency without your prior consent.

Named Person

GIRFEC stands for 'Getting It Right for Every Child'. Part of The Children and Young People Act (Scotland) 2014, it is the Scottish Government-led approach to making sure that our children and young people - and their parents or carers - can get all the

help and support they need from birth right through to age 18 (or beyond if still in school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it.

To provide that support when needed, every child in Scotland has a named individual, the Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents. Please do not hesitate to contact your child's Named Person at any time.

The Named Person for all children from birth till age five, when they start primary school, is the Health Visitor.

Section Five: Parental Partnership

Our Aims

Through partnership with parents/carers and staff we aim to build and maintain positive relationships. By providing a balanced curriculum in a safe, stimulating environment, your child can develop as an individual at their own pace. Through working in partnership with parents/carers, together we are helping your child to learn and develop through a consistent and predictable approach - beneficial for children when developing trust and a sense of safe boundaries.

Working With You

As parents/carers we value your insight, you know your child better than anyone and we want to work alongside you. Sharing knowledge/information with each other only serves to provide the best outcomes for your child. From time to time, we will run various parent groups and invite you to join us for stay and plays, outings and curricular projects. Through positive partnerships between parents/carers and staff we can view your consultation to help us work through the priorities of our nursery's Improvement Plan. This year our three priorities are:

1. Ensuring wellbeing, equality, and inclusion (Nurture/Transitions)
2. Developing creativity and skills for life and learning (Curiosity/Outdoors)
3. Learning, teaching and assessment (Planning)

Promoting Positive Behaviour

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We want to work in partnership with you to promote positive behaviour. It is beneficial to your child that we share supportive strategies to promote positive behaviour with each other so together we can help children develop a sense of self-awareness and develop positive social skills.

We strive to create a nursery where children feel safe and secure to be themselves and are supported by adults to navigate their emotions and feelings safely. We also like to promote an atmosphere where parents are very welcome to approach staff with any problems or suggestions to promote positive behaviour that they find useful at home so we can work in harmony to offer your child support.

This year we are undertaking the Think Equal programme in the nursery to help children develop their social and emotional skills through social stories and activities.

Open Door

If you need or would like to speak to the Head of Nursery about anything at all, know that there is an 'open door policy' in operation and you're more than welcome to reach out. The only time the Head's office door will be closed over is if there is a meeting or a confidential discussion taking place via telephone or team's call. You can always request an appointment with the Head, by asking our clerical staff (Chelsea) to slot you in the diary.

Fundraising

We organise fundraising events throughout the year, and we would be very grateful for your ongoing support during these events. Sometimes it may be a sponsored event etc. that allows us to raise funds for treats and special events for the children throughout the year. We will always share with you the amount raised from these events and what the money will be used for. We appreciate any parent/carer who can help us with organising/facilitating these events also.

Toy Fund

We invite parents to contribute £2.50 per week to our toy fund. This enables 'ongoing' celebrations (birthday, Christmas, Easter, local outings etc) to be funded alongside our fundamental daily learning opportunities such as baking experiences.

Section Six: Policies and Other Information

Policies

NON-DENOMINATIONAL POLICY OF THE NURSERY

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

EQUAL OPPORTUNITIES POLICY

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All early year's services reflect the council's equality policies and be anti-racist, anti-sexist, and multi-cultural and recognise the rights of both men and women to work or to care for children. Our provision takes account of the needs of children with disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to the nursery and in the curriculum of all the establishments

ACCESSIBILITY

The 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 activities and teaching strategies but also appropriate adaptations to the physical environment of our building to address the needs of children with physical or sensory impairments. We also need to ensure that parents who have additional needs have equal access to information about their children. This could involve, for example, relocating the venue for parents' meetings to facilitate physical access at parents' evenings or individual interviews; provision of an interpreter for the deaf; agreeing a telephone contact system to provide direct feedback to parents. In compliance with the **Disability Discrimination Act and the Accessibility Strategy**, the Authority will aim to maintain children who present unexpected but significant needs in relation to physical impairment in their local school. Newsletters are available in large print on request. Please let us know if there is anything we can help with.

NO SMOKING/VAPING POLICY

The nursery is a no smoking zone; smoking/vaping is not permitted in the grounds in line with Glasgow City Council policy.

DATA PROTECTION LAW 2018

Information on children and young people, parents and carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Law 2018 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the establishment.

THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities including: The Scottish Government and its agencies; Scottish Parliament; local authorities; NHS Scotland; universities and further education colleges; and the police.

Public authorities have to allow access to the following information:

The provision, cost and standard of its service, factual information or decision-making, the reasons for decisions made by it.

The legal right of access includes all types of "recorded" information of any data held by the Scottish public authorities. From 1st January 2005, any person who

makes a request for information must be provided with it, subject to certain conditions. Further information is provided on the Glasgow City Council web-site: www.glasgow.gov.uk/en/yourcouncil/freedomofinformation

Internet facilities are provided at all Glasgow City Council Public Libraries and Real Learning Centres.

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. 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 at establishment.

ANTI BULLYING

Bullying behaviour will not be tolerated within Glasgow City Council's educational establishments. All children in Glasgow's educational establishments have an entitlement "to work (and play) in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination". (A Standard for Pastoral Care in Glasgow Establishments).

In 2009, Glasgow City Council published its revised Anti-Bullying Policy, incorporating the requirement to record and report all discriminatory behaviours.

Within educational establishments. All establishments are required to review their policy in light of this. Parents and carers have a significant role to play in helping to address this problem. For this reason, any anti-bullying strategy must stress the importance of partnership with the parents and carers of their children.

Suggestions and Complaints

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.

Please contact the Head of the Nursery in the first instance. Similarly, if you have a complaint about any aspect of the service you should also contact the nursery Head.

If you feel your complaint has not been satisfactorily resolved, please contact:

- Customer Liaison Unit - 0141 287 0900
- On-line Form: Complete your feedback at: www.glasgow.gov.uk/ContactUs
- Customer Care Team - 0141 287 0900

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- Chief Executives Office Glasgow City Council G2 9RZ

If dissatisfied with the standard of care offered by these services, then you can complain to the Care Inspectorate as well as making a complaint to us.

- The Care Inspectorate - 0345 600 9527
- Compass House 11 Riverside Drive Dundee DD1 4NY

Useful Numbers

Douglas Hutchison - Executive Director of Education - 0141 287 4551

Catherine Gallagher - Head of Inclusion - 0141 287 4573

Gerry Lyons - Head of Service (N/E) - 0141 287 4086

David McClelland - Head of Resources - 0141 287 4224

Heather Douglas - Early Years' Service Manager - 0141 287 4493

Elizabeth Kerr - Area ELC Manager (N/E) - 0141 287 4453

Disclaimer - Information Provided**PLEASE NOTE**

Although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters dealt with in it, either before your child's placement begins or during their placement. The Head of Nursery will tell you of any important changes to the information.



Glasgow City Council - Education Services

Privacy Statement

As the local authority our schools and early years establishments process information about children and young people in order to help administer education and care. In doing so we must comply with the Data Protection Act (1998). This means (amongst other things) that the data held about children and young people must only be used for specific purposes allowed by law. The following information explains the types of data held, why that data is held, and to whom it may be passed on.

Types and use of data

Data held by schools and educational establishments includes contact details, curriculum assessment results, attendance information, characteristics such as ethnic group, additional support needs and any relevant medical information. Our data includes information about individuals for whom it provides services, and the details of services provided. This data helps us:

- support learning and teaching
- monitor and report on progress
- provide appropriate pastoral care
- assess how well the school/establishment and Council are doing as a whole

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- monitor progress and develop good practice in the services received
- carry out specific functions (such as social care)
- to evaluate and develop education policy and strategies

In addition, we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people or where otherwise required by law. We also hold information about parents/carers, emergency contacts etc. that is provided in the annual data check. This allows us to carry out the Council's functions as the education authority and may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this). Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see www.glasgow.gov.uk/privacy.

Data rights and access

As a data subject (or the parent of a data subject), you have certain rights under the Data Protection Act, including a general right to be given access to personal data held by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. If you are a parent of a child younger than 12, you would normally be expected to make a request on their behalf. The Council may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people or where otherwise required by law. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud.

Section Seven: Location and Travel Information

Location / Parking

The Nursery is situated on the same street as Dowanhill Park. There is a regular bus service available on Dumbarton Road and Byres Road. The nursery is also close to Hillhead and Kelvinhall Underground Stations.

There is very limited parking available in the area around the nursery. Please adhere to the parking restrictions at all times. Please be aware that parking is **Pay and Display**.

Please be advised that there is a "School Car Free Zone" in operation from 8.30 - 9.15 am and 2.30 - 3.15 pm. Parents **must not** park or stop to drop off and pick up outside the nursery. If you do so you are putting lives in danger.

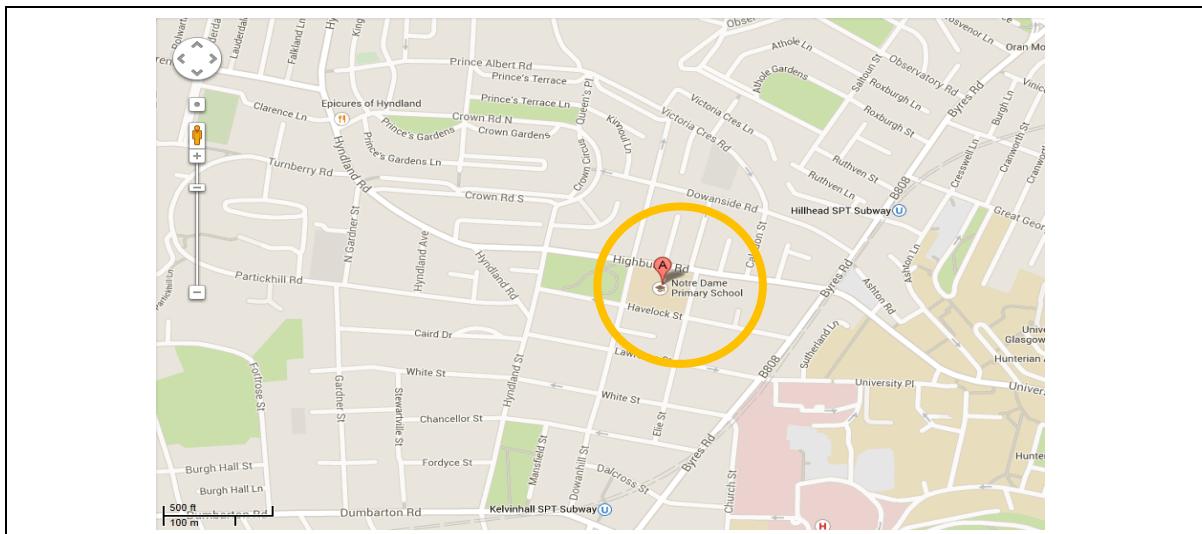
The school car park is for Notre Dame Primary and Elie Street Nursery staff only.

Map

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