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Cranstonhill Nursery School Handbook

2021-2022

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Dear Parent/Guardian,

Welcome to Cranstonhill Nursery School. We present our handbook to give you some basic information about the nursery. We hope you will find it useful, but it cannot show the whole picture. We would welcome further enquiries and the opportunity to show you our nursery.

The nursery opened in 1970. Within the building the environment is bright, warm and welcoming. As Head of the Nursery, I have responsibility for the nursery, its staff and children. We have a 2-3 room called the 'Bumble Bees' 🐝 and a 3-5 room called the 'Butterflies' 🦋. During the last few years, the surrounding area of Anderston has undergone huge change and regeneration. We have worked closely with the companies involved and have been given a new garden at the entrance to the nursery. This area is used to promote the children's learning. We have also been working extensively in the Outdoor space at the back of the nursery. We are hoping to make even more improvements in the coming year and welcome your support.

Our Vision Statement:

We at Cranstonhill Nursery School offer a warm welcome to everyone to our happy and caring nursery environment. We aim to build strong, open and trusting relationships with everyone in our community. Also, in our nursery we celebrate individuality, cultural diversity and treat everyone with respect and equality.

Every child at Cranstonhill Nursery School will be supported in their learning journey through fun, play and active learning. The staff in our nursery follows Glasgow City Council Policies and Guidelines and local and national documents to ensure that children receive the highest quality care and education. In our Nursery School the staff look forward to welcoming you and working with you in a parent/staff partnership to giving your child the best start in their educational journey. Therefore staff, are dedicated to regularly updating their development to ensure that we can deliver for your child's individual needs and the needs for all.

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In this nursery, the staff team are committed to giving each individual child the best start for their educational and life journey. We are a very nurturing nursery and this ethos shows throughout our building, in the actions of the whole staff team. The children also have a strong voice in our Nursery and are very much involved with their own individual learning.

Kind regards

Kay Groves
Head of Cranstonhill Nursery

We have a register of applications and places within the nursery are allocated in accordance with GCC admissions and charging policy.

Denominational status: Non-denominational
We respect and welcome children and parents of all faiths and beliefs.

Names and job titles of our staff members

<u>STAFF</u>	<u>JOB TITLE</u>
MRS Kay Groves	Head of Nursery
Ms Angela Lynch	Team leader
Ms Sharon King	Acting team leader
Nikki Coll	JS Child Development Officer
Kirsty Middleton	JS Child Development Officer
Suzanne Semple	Child Development Officer
Fiona Higgins	Child Development Officer
Ikra Ziarat	Child Development Officer
Elizabeth Flannagan	Child Development Officer
Simon Borland	Child Development Officer
Stacy Gold	Child Development Officer
Maria Christie	Child Development Officer
Amanda Brown	JS Child Development Officer
Tahira Chatterjee	Child Development Officer
Aimee Wright	Child Development Officer

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Clare Duncan
Lynn Monaghan

Child Development Officer
Child Development Officer

Ana Peiroten
Malika Colligan
Sariha Zafar

SFLW
SFLW
SFLW

Iain McDevitt

Clerical Officer

Thomas Clarke
Michelle Kernan

Janitor/Cleaning Supervisor
Cleaner

Kirsty MacFarlane
Jenna Ferguson

Catering Assistant
Catering Assistant

Hours of opening

Full Time place is from 8.00am to 6pm

Morning place is from 8am - 1pm

Afternoon place is from 1pm to 6pm

Flexible arrangements will be agreed with the Head of Nursery to suit Parents' needs.

The School Year - School Holidays 2021 - 2022

Cranstonhill Nursery School School Holidays 2021 – 2022

Return date for teachers	Thursday- 12 th August 2021
Return date for pupils	Monday 16 th August 2021
September weekend	Friday 24 September 2021 + Monday 27th September 2021
October break	Monday 11th to Friday 15th October 2021 inclusive
Christmas/New Year 2022 Return to School	Wednesday 22 December 2021 to Tuesday 4 th January 2022 Wednesday 5 th January 2022
Second Mid-Term	Monday 14th + Tuesday 15 th February 2022
Good Friday Spring Holiday (Easter)	Friday 1st April to Tuesday 19th April 2022 Good Friday 15 April 2022 Easter Monday 18 April 2022
May Day	Monday 2nd May 2022

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May Weekend	Friday 27th May 2022 Thursday- 2 nd June 2022
Schools Close	Friday 24 th June at 1 pm 2022

In-Service Days

Thursday 12th August and Friday 13th AUGUST 2021 – In Service days for staff

Friday 8th October 2021 – In Service day

Wednesday 16th February 2022 – In Service day

Thursday 5th May 2022 – In Service day

Extra Day

Friday 3rd June 2022 - Queens Jubilee



What children need to do and bring to Nursery:

- When you bring your child to the Nursery, we would ask that your child take off their outdoor clothing and change into their indoor shoes. This helps with their independence skills.
- Please clearly label all items of clothing and shoes. It helps us greatly.
- Your child will be given their own peg with their name and photograph on it. There will also be a shoe bag for shoes and letters and information to take home will be kept there from time to time. Please check their bags or named envelopes on cloakroom walls.
- Please always ensure that your child has a spare set of clothes in the nursery at all times. This ensures we do not have to disturb you if any spills or accidents happen.
- Please sign your child in at the fire register in the front hall and then pass your child onto staff at cloakroom doors. If your child is in the 3-5's room, they will then sign or mark that they are in on the room group registers when they reach the playroom, which again supports their independence and starts to let them identify their own names. In the 2-3 room, Staff will be there to welcome you and support you and you and your child to their nursery day.

When your child starts Nursery, you are welcome to stay with them as long as they need you. Staff will fully support you in the settling in programme we have for new children and parents. Be assured we will be with you every step of the way. In general, we allow two weeks to settle the children but this may take longer depending on the individual child. Please be guided by the staff in this matter. This may also be affected by any Covid restrictions that are in place.

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Age range of children in the establishment

Children's ages range from 2 to 5 years.

Number of children at each daily session and patterns of attendance

Our registration with Care Inspectorate is for 65 children (50, 3s to 5s and 15 under 3s) attending at any one session. Some children are allocated a fulltime place, that match the needs of your family and other children are allocated a part time place that match the needs of your child.

Nursery Places

Applications for places must be made on the standard form available from the school office or the Glasgow City Council website. Any parent wishing to enrol a child for nursery should make an appointment with Head of Nursery, Mrs Kay Groves, bringing with them their child, a birth certificate and proof of address. Places are allocated according to Glasgow City Council's Admissions Policy. An 'Admissions Panel' of local professionals, who work within Early Years, then discuss each application and make the decisions of any places offered. Children who are unable to attain a place for their child in Cranstonhill Nursery School may be offered a place, if available in other local nurseries.

Primary School Enrolment

Information regarding Registration of Infant Beginners is available in November in the news media and through information posters with the nursery. Generally, children who reach the age of 4 years before the end of February will begin in August of that year. Parents must register their child in a school in their area but have the choice to request their child be enrolled in a school out with the area. They will be given Placing Request forms at registration at their local school, which they must send to their respective Education Authority.

The Authority will notify parents of the outcome of placing requests in due course once the registrations are complete.

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Transition Process

Important information is transferred from nurseries to schools during the transition process. It is critical that the move from nursery to school is as smooth a process as possible.

In nursery we:

- We ensure that an effective liaison programme is established within associated primary schools.
- Provide associated primary schools with appropriate information to ensure an effective transition.
- A Transition Calendar is made every year which begins at the start of the August term and continues through to the following June.
- Staff, work very closely with children throughout the year to ensure they have the skill and ability to go to school.

The curriculum in primary schools will aim to build on what your child has learned at nursery. Play will still be an important element in Primary 1, but approaches to learning will gradually change. Information about your child will be passed on to your child's primary school via liaison meetings with staff, transition records and Personal Learning Plan information.

Additional Support Needs/Accessibility Strategy

This establishment has a duty to ensure that all our children have equal access to the curriculum, and that they be supported as appropriate to their individual needs. This covers not only the content of planned activities and teaching strategies but also minor adaptations to the physical environment of our buildings to address the needs of children with physical or sensory impairments. We also need to ensure that parents and carers who have Additional needs 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

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people who have a hearing impairment; agreeing a phone contact system to provide direct feedback to parents and carers.

Staff are fully briefed on issues relating to Additional Support Needs and appropriate arrangements are, made to meet those needs, including links with the Educational Psychologist, Speech and Language Therapists and Social Work (e.g. Disability Awareness Pack/Supporting Inclusion Documentation).

Triple P

At Cranstonhill we pride ourselves on supporting our parents in the best way we can, that is why amongst other things we offer the Triple P program. Triple P is a program set up to enhance the knowledge, skills, and confidence of parents and provide them with new skills to manage a range of behaviours. The Triple P co-ordinator will work in partnership with individual parents to support and guide them helping them develop an understanding of some of the behaviours they may be experiencing with their child. Parents will be guided and supported step by step through the program.

Nurture Ethos in our nursery

It is so important for us to get it right for every child and at Cranstonhill we are dedicated to giving every child the best possible start in life and guide them through their own personal journey to develop and learn. Nurture gives your child the opportunity to take part in small group experiences of up to four children and learn over time the social skills they need throughout the rest of their life. The staff will have observed children at play and will plan individual targets for your child to achieve. We aim to develop your child's confidence and raise their self-esteem by forming positive relationships with trust and by respecting the rights of every child.

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We also offer the PATHS programme in the Nursery, which helps the children to cope with their emotions and offers strategies to build on their emotional wellbeing.

The Curriculum

Curriculum for Excellence is the basis for our planning, teaching and assessment. It enables staff to plan with the children, experiences which promote effective learning through purposeful play which meets the needs of the individual child.

Cranstonhill Nursery School adheres to the 'Curriculum for Excellence 3-18' Outcomes and Guidelines and 'Pre-Birth to 3' curriculum. We also follow any new and updated documents and follow all initiatives and policies to enable your child to attainment. For example, Realising the Ambition is a document we are looking at now to expand and enhance our practice.

We focus on Literacy, Numeracy and Health and Wellbeing and have groups of staff working to raise attainment in these subjects. We also focus on Transition and Sustainability.

We also include all other aspects of the curriculum in our daily work with your children.

The experiences and outcomes we offer children are from the 3-18 Curriculum and are based on:

HEALTH AND WELL BEING
LITERACY AND LANGUAGE
NUMERACY AND MATHEMATICS
TECHNOLOGIES
SOCIAL SUBJECTS
SCIENCE

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EXPRESSIVE ARTS RELIGIOUS AND MORAL EDUCATION

From the Pre-Birth to 3 Curriculum, the experiences we offer are based on:

Communication
Curiosity
Emotional Well-being and Social Competence
Movement and Co-ordination
Outdoor Learning

We are now exploring and using the document - Realising the Ambition: Being Me. The National practice guidance for Early Years in Scotland.

We offer children **Active Learning** experiences by:

- Providing a safe and stimulating environment in which children feel happy and secure.
- Providing opportunities to engage the children's interest and imagination.
- Encouraging positive attitudes.
- Extending the children's abilities to communicate their thoughts, feelings and ideas in a variety of ways.
- Encouraging the children to reach their full potential.

To meet these aims, the nursery has its own Improvement Plan and the nursery staff's current priorities for improvement are:

1. The Curriculum with particular focus on Literacy and English and Numeracy and Mathematics.
2. Raising the Attainment - Language and Communication Accreditation
3. Recovery, Resilience and Reconnection.
4. Sustainability linked to the COP 26 Summit in Glasgow in November 2021.

We will also be looking to make improvements in other areas of the nursery as the year progresses and welcome any suggestions as to what you feel needs improved and ways in which we can best approach this.

The CURRICULUM for EXCELLENCE supports and develops learning so that all children will become:

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**CONFIDENT INDIVIDUALS
RESPONSIBLE CITIZENS**

**SUCCESSFUL LEARNERS
EFFECTIVE CONTRIBUTORS**

We will continue to develop new and creative approaches to promote effective learning for all users of our service. We will actively engage all parents, children and staff in contributing to learning for life. The above-named capacities will be our standard for achievement for all children at this Nursery.

Assessment and Reporting of Children's Progress

Assessment is part of the planning of the pupil experience process. The assessment of children's progress is continuous and the children are part of the assessment process in terms of self and peer assessment. Any concerns of staff about specific children will be discussed with parents. Children who have emotional, physical or cognitive difficulties will be referred for further assessment by other professionals. Parents will always be kept informed and encouraged to be involved in their child's progress. The Head of the Nursery is available at any time. We have an open-door policy and the Head meets with parents for a multitude of reasons and is available to parents at any time.

Annually, staff will arrange appointments for reporting on progress of children to all parents. Detailed assessments and Personal Learning Journeys will be discussed with parents of children about to transfer from nursery to primary in the summer term. The parents of returning children will also have an opportunity to meet with staff to discuss their children's transition.

These meetings also give parents the opportunity to respond and to raise their own points for discussion with the nursery staff. However, parents are encouraged to speak to staff about any concerns or points of interest at any time.

Outdoor Learning

We are very fortunate that, we have plenty of outdoor space for learning in our garden. There are different areas which enable the children to explore nature, grow their own food, explore with natural resources, and make dens even a fire pit to cook on.

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Our theory is that, the children can at all times take learning outdoors with the full support of the staff and with all risk assessments and health and safety checks adhered to.

The children have so much fun as they learn.

We also use local parks and public buildings in the area to further explore learning.

If your child is going out with the nursery with staff, you will be informed and a permission form will be given to you to complete. Staff will be there to explain and support you.

Equal Opportunities and Social Inclusion

The Head of the Nursery is responsible for ensuring that all Council employees are aware of and respect the GCC Policy of equal opportunities for all, irrespective of socio-economic circumstances, educational and physical abilities, sex, race or religion, to participate fully in all aspects of the school's activities.

Within our Personal and Social Development Curriculum, pupils are made aware of the different kinds of discrimination and their effects.

Staff encourage pupils to report any bullying or racist incidents to senior management. All staff is expected to deal with difficult situations positively and fairly with calmness and empathy for all involved.

Equality and fairness

We aim to promote equality of opportunity and good relations in all aspects of the nursery's work with all children, their families and the community.

Confidentiality

Children and parents should feel able to raise with the Nursery, concerns about safety and welfare in the knowledge that these will be dealt with sensitively. Because of this sensitivity, the Nursery will operate on the presumption that anything imparted in confidence will be treated in confidence. This is subject to three qualifications:

Anything imparted "in confidence" to one staff or person approached as an associate of the school will be treated with respect.

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All staff will follow guidelines issued from Glasgow City Council, Management circular 57.

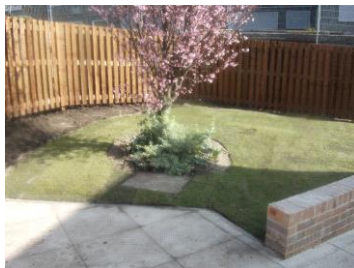
Confidential information will be recorded and reported to any relevant agencies in all matters to do with child protection or life and death situations.

Child Protection

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 and should have in place 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.

Nursery Garden

The Nursery Garden has been developed as part of the school's Eco Green Flag projects. We have worked extensively in partnership with businesses: Tesco and Tesco Bank to develop our gardens and improve the nursery environment. We have also worked with the local councillor and the community, including nearby link nursery and primary schools. We have lots of different areas such as a digging area, planting, play zone, wormery, bird tables, tyres, transient art and a whole lot more. The children will be encouraged to spend time outside every day as part of the curriculum-learning outside.



Our new Entrance Area was constructed in April 2011, by C.C.G.

Suitable clothing

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Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons but accidents happen so please dress your child in suitable clothes. Please, also make sure that your child has suitable outdoor clothing in case outdoor play or a trip is planned. We have outdoor suits for the children, although we would ask that you dress your child in suitable clothing for whatever the weather is that day for example, wellington boots.

Inappropriate Clothing

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

- potentially, encourage friction (such as football colours);
- could cause offence (such as anti-religious symbolism or political slogans);
- could cause health and safety difficulties, such as loose-fitting clothing, dangling earrings and tight necklaces.
- carry advertising, particularly for alcohol or tobacco; and
- could be used to inflict damage on other children or be used by others to do so.

Glasgow City Council is concerned at the level of claims being received regarding the loss of children's' and young peoples' clothing and/or personal belongings. Parents/Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to establishment. Parents/Carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

Toy Fund

We ask that parents make a voluntary donation so that we have money to cover the cost all of the wonderful treats that the children get throughout the year, such as trips out, Christmas, birthdays, Diwali, Eid, Easter and other cultural celebrations. It is very important that we receive this donation, as without it, it would be impossible to organise these activities. We hope that all parents make this donation so that it is fair for everyone. If only some parents pay, then they are effectively subsidising those parents who don't.

Your Toy Fund donation can be given at the Admin desk every Monday. Please support the nursery in this.

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Register of applicants

A register of all applicants will be kept by the Head of nursery and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places.

If circumstances change which affect the application you should speak to the head of nursery.

Enrolment procedure

When your child has been allocated a place in the nursery school you will be contacted by the nursery. An appointment will be arranged to enable us to fill in the necessary paperwork and to take a photograph of your child. You and your child will be invited to come for 'Settling Time', when you will have a chance to chat to your child's key worker while your child settles in the playroom. This gives you a chance to get to know us. A date for starting nursery school will be arranged.

Attendance

Pupils usually attend five days per week, Monday to Friday, although these times are flexible to suit the needs of your child. Regular attendance will ensure maximum benefit from nursery education.

Arrival and collection of children

In the interests of your child's safety you should make a point of telling the head or Key worker if he/she is to be collected by someone not known to the head of nursery or staff members. Your child must be collected by a suitable adult (i.e. a person over the age of 16 years of age). **Under no circumstances will your child be allowed to leave with an adult who is unknown to staff.**

Promoting Positive Behaviour

At Cranstonhill, we use a variety of Assessment for Learning strategies to give the children pride in their own achievements. We reward the children with certificates and stickers and use praise and celebration. Our partnership with parents is very positive. The ethos in the nursery is very friendly and inviting and we promote positive behaviour throughout our establishment, treating each other with care and respect; including children, staff parents and the wider community.

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Medical and Health Care

Information should be given on medical and dental inspections and on dental treatment.

There should be indication of the procedures followed if a child takes ill at nursery.

Parents and carers should be made aware of the necessity to inform the nursery of any particular medical requirements and of the arrangements to be made if a child has to be taken home. Parents and carers should ensure that the establishment has a contact number for them in addition to the name and number of an emergency contact.

Information in Emergencies

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather and temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local places of worship and announcements in the press and on local radio. Information will also be posted on line by GCC. We also would use e mail and seesaw app for contact.

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).

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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. Establishments may wish to add reference to relevant legislation as detailed on Page 2 of the authority's Anti-bullying Policy.

Child Protection

All adults employed in Cranstonhill Nursery School will adhere to Glasgow City Council Education Services Policy as drawn up in Management Circular 57:

Management

CIRCULAR No 57

Glasgow City Council
Education Services

CHILD SAFETY /CHILD PROTECTION POLICY
Insert for School Handbooks and Public Display

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programs of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behavior 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 program for 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 that children are respected and listened to
- ensuring that program of health and personal safety are central to the 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

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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. The head, or the person deputizing for the head, after judging that there may be grounds for concern regarding the welfare or safety of any pupil must then immediately advise the duty senior social worker at the local social work services area office of the circumstances.



Dealing with Racial Harassment

The Race Relation Act makes it unlawful to discriminate against someone because of her/his colour, race, and nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination.

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 or young person in Glasgow has the right to be happy and secure at school.

Data Protection Act

Information on children and young people, parents and carers are 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 Act and may only be disclosed in accordance with the Codes of Practice. For further information please contact the school.

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The Freedom of Information (Scotland) Act enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities including: 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. 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 website: www.glasgow.gov.uk/en/yourcouncil/freedomofinformation

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

Comments and Complaints

If you have a comment or complaint please approach the Head of Nursery in the first instance.

If the Head of Nursery does not resolve the issue to your satisfaction, you should contact the Care Inspectorate who will:

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

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Care Inspectorate
Compass House
11 Riverside Drive
Dundee
DD1 4NY
(0845 600 9527)

Important Addresses

Executive Director of Education Services : Mrs Maureen McKenna

Jim Wilson
Head of Service- North West
Education Head Quarters
40 John Street
Glasgow G1 1HL

Local Councillor
Ward 10- Anderson/City
Glasgow City Chambers
George Square
Glasgow#
G2 1DU

Telephone Number: 0141 287 5788

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt within the document -

- (a) Before the commencement or during the course of the school year in question.
- (b) In relation to subsequent school years.

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