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# Drumchapel Family Learning Centre Handbook 2025-2026



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# Welcome to Drumchapel FLC

Dear Parent/Carer

On behalf of everyone at Drumchapel Family Learning Centre I would like to extend a very warm welcome to you and your child.

Forming a strong home/nursery relationship is key in securing the very best outcomes for your child. We look forward to getting to know you and to working with you in the months ahead to ensure that the nursery journey for your child is happy, memorable and above all productive and successful.

Here at Drumchapel Family Learning Centre families are at the centre of all that we do. We offer a wide range of family activities that I hope will interest you, as well as lots of other events and projects that you can get involved in if you wish. 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 and will hopefully give you a brief flavour of life at our nursery. 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.

Yours sincerely,

*Christine McMahon*

Christine McMahon  
Head of Centre

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## THE VISION, VALUES AND AIMS OF OUR ESTABLISHMENT

### Vision

At Drumchapel Family Learning Centre we are committed to providing high quality learning and teaching experiences, in partnership with families and the wider community. We strive to empower all who are involved within the centre to reach their full potential to be the best they can be.

### Values

- Children's Rights are at the heart of all that we do.
- We value, respect and celebrate diversity.
- The views of children, parents and staff support decision-making and influence all aspects of nursery life.

### Aims

We aim to ensure that Drumchapel Family Learning Centre is a place where:-

- children are nurtured, happy and feel safe; their individual rights are promoted
- affection, love, cuddles and humour occurs daily
- children can laugh and become excited about learning
- suitably stimulating and challenging learning environments allow children to have fun and to achieve
- inclusion is a key principal; respect for others is promoted
- achievements are celebrated
- parental involvement is encouraged
- open communication exists
- staff are professional, helpful and kind, and make families feel welcome; they take time to listen and understand others
- staff are motivated, enthusiastic and work as a team; they are passionate about active learning.

## Meet the Staff Team



### Management Team

<b>Christine McMahon</b> BA Childhood Practice	<b>Head of Centre</b>
<b>Kathleen Diver</b> SNNEB/SVQ 4/BA Childhood Practice	<b>Depute</b>
<b>Sian Connelly</b> HNC/SVQ4	<b>Team Leader</b>

### Child Development Officers

Julie Gordon	HNC
Nicola Murdoch	HNC
Emma McBeth	SVQ 3
Maureen Graham	HNC
Fiona Girvan	HNC
Gill Gibb	HNC
Margaret Carmichael	NC/ ScotVec3
Gina Edmonds	HNC
Claire Hanlon	HNC
Jillian Carmichael	HNC
Sandra McKellar-Buchanan	BA Childhood Practice
Carrie Ann Gallacher	SVQ3
Patrick Clark	SVQ3
Leighanne Carnochan	HNC

### Clerical Support Staff

Fiona MacGregor Clerical Assistant

### Cordia Support Staff

Andy Carruth Janitor  
Susan Ferns Cleaner

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### GENERAL INFORMATION

#### Privacy Statement and Data Protection – Use of Information about Children and Parents/Carers

As a local authority our schools and early years establishments process information about children and young people in order to provide 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. However, you should be aware that 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 may also use any information for research purposes. However, 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 further information please see our full privacy statement at:

<https://www.glasgow.gov.uk/index.aspx?articleid=22066>

#### Starting nursery/Settling in

On the first day your child will be at nursery for no more than 1 hour. Your child's keyworker will work together with you to ensure your child settles in to nursery at a pace that is comfortable for him/her and for you. Every child is different therefore settling in time will differ from child to child. However in all cases the settling in process is a gradual one to allow children to get to know the staff, and to feel safe and secure in their new surroundings.

#### Dropping off and collecting your child

It is expected that a responsible adult will bring and collect your child to and from nursery. In the interests of your child's safety you must tell a member of staff if he/she is to be collected by someone not already known to the nursery. This will avoid situations where the child cannot be allowed to leave with an adult who is a stranger to the staff.

Each playroom has a signing in register. Please make sure your child is always signed in and out by the adult bringing and collecting them.

#### Nursery Fund

There is a weekly donation of £2.00 per child or £3.00 per family. This pays for a variety of 'extras' for the children such as , baking ingredients, sensory activities, party food, and fun days in nursery, fabric and extra resources for specific topic work.

#### Nursery Capacity and Opening Hours

The nursery is registered to accommodate a maximum of 56 children at any time from the age of 6 weeks to 5 years:

<u>Baby Room</u>	maximum of 6 children
<u>2-3 Playroom</u>	maximum of 17 children
<u>3-5 Playroom</u>	maximum of 31 children

The nursery is open 50 weeks of the year from 8.00am – 6.00pm. Holiday dates for 2023-2024 can be found in Appendix 1 of this handbook.

#### Admissions & Early Years Charges

Heads of nurseries within the Drumchapel area along with representatives from GCC HQ, Social Work and the Health Visiting team form an Admission Panel which meets a minimum of 3 times a year to allocate nursery places.

Nursery places are allocated in line with Glasgow City Council's Admissions and Banding policy. An information leaflet on this together with details of childcare charges is displayed in reception area and a copy can be provided on request.

Alternatively visit Glasgow City Council website for further information <https://www.glasgow.gov.uk>

#### What help is available in meeting the costs of my child's nursery fees?

A range of supports are in place to help parents in meeting the cost of childcare. These include tax credits (dependent on your income), and a new HMRC Tax Free Childcare Scheme – where the government will pay £2 for every £8 you pay for childcare, up to a maximum of £2,000 annually. For more information on help with paying for childcare, please look online on the Glasgow Family Information Service – [www.gfis.org.uk](http://www.gfis.org.uk) – or call us on 0141 287 7350.

#### Arrears

Where a parent/carer is 4 weeks in arrears of payment, a review of the hours allocated will take place. This will, unless in exceptional circumstances, result in hours being reduced to the part-time entitlement for eligible 3 and 4 year olds.

### 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, 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. There are a variety of ways you may be informed including; letters, notices in the local community, Glasgow's website, Twitter, the press and through the local radio and news channels.

### Emergency Contacts

Parents whose children are in the nursery must provide us with the names, addresses and telephone numbers of two emergency contact persons. Please keep the nursery up-to-date about any changes to this information. Please update us with new mobile numbers for all contact information.

### Attendance

Regular attendance is very important for children's progress and continuity. If your child is unable to attend nursery for any reason you should inform us of this either in person or by phone or email. It is our policy to contact parents when a child is absent and we have not been notified as to the reason why. A call may be made to emergency contacts if we are unable to contact a parent.

### Outings and Consent Forms



When outings or excursions are planned you will be issued with a consent form by your child's key worker. Completion of this form gives your permission for your child's participation. When you come to enrol your child you will be asked to sign a local consent form which enables staff to take the children to places of interest, parks, local shops, etc, (where no transport is involved). Your consent means also that your child can be part of spontaneous activities out-with the centre but within the locality. Please note children cannot take part in outings without prior consent and completion of their forms by their parent/guardian.

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### Advice on Clothing



Play clothes, not best clothes! Play and learning at nursery can be a very messy business so please dress your child in play clothes and not their best outfits. We do have protective aprons and we do try to make sure that children put these on before joining messy play activities but accidents happen! Wellies & Waterproofs for winter months please as we are outdoors most days and there are lots of muddy puddles to explore!

The following forms of dress are not permitted in Glasgow City Council educational establishments:

- clothing that could potentially encourage factions (such as football colours)
- clothing that could cause offence (such as anti-religious symbolism or political slogans);
- clothing which carries advertising, particularly for alcohol or tobacco
- items that may cause health and safety difficulties, such as loose fitting clothing, hooped earrings

Glasgow City Council is concerned at the level of claims being received regarding 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 the nursery. 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. Please remember to mark your child's name on all clothing and footwear to prevent confusion as many children wear the same or similar items.

### No Smoking Policy



Glasgow City Council in line with Government policy has designated all its buildings no smoking areas. Parents/Carers who are settling children may smoke out with the school's perimeter. Staff will advise.

### Mobile Phone Usage



The use of mobile phones within the nursery is strictly prohibited. Please respect this rule as it ensures the safety of the children. NO PICTURES SHOULD BE TAKEN IN NURSERY UNLESS AUTHORISED BY A MEMBER OF NURSERY MANAGEMENT TEAM.

### SECURITY

The centre operates a security entry system. Please press the call button to gain entry. Always close the door firmly behind you and do not let any adults who are not in your company enter as you come in or leave, as they may not be known to staff and therefore require to be met at the door. Whoever brings or collects a child from the Centre must sign them in and out (a procedure which will be explained during the settling in period).

### PRAM SHED



For your convenience there is a pram shed located at the front entrance. You are welcome to leave your pram here whilst your child is in nursery. Prams are left at your own risk; the nursery can accept no responsibility for lost or stolen prams from this area.

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### SNACKS AND PROMOTION OF HEALTHY EATING



#### Lunches

Lunches are brought to the nursery from Blairdardie Primary School kitchen. Every day the children have two choices of main meals. The children have healthy choices such as fish, baked potatoes, pasta and rice dishes. If your child has lunch you will be provided with a meal plan to ensure you know what your child is offered for lunch. During enrolment a member of the management team will take a note of any dietary requirements.

#### Snacks

During the morning and afternoon sessions the children are offered a drink of milk or water, a selection of fruit/cereal and sometimes a slice of toast or a sandwich. The nursery operates a healthy eating policy. We supply fruit to encourage the children to eat the recommended five fruit or vegetable portions a day.



#### Birthdays

When your child has a birthday, he/she will celebrate this with the other children in their key group.

The nursery will supply a small cake on the day.



#### Dental Health

Drumchapel Family Learning Centre is a SMILE nursery which means we follow the NHS Oral Health Team Smile Nursery Programme. Good Oral health is regularly promoted within the nursery through daily toothbrushing and through oral health events throughout the year. Our aims are:-

- To promote daily tooth brushing using a fluoride toothpaste.
- To reduce the intake of sugary foods
- To promote a healthy nutritious diet that includes healthy snacks and drinks.
- To promote early registration with a family dentist.

#### Breast Feeding Friendly Establishment

All staff have completed training and our nursery is recognised as a breast feeding friendly establishment. We strive to make our nursery a welcoming and comfortable environment for both baby and mum to breastfeed. Please feel free to breastfeed your baby here.



### MEDICAL INFORMATION/CHILD SAFETY & PROTECTION

#### If Your Child is Unwell

**Children who are unwell should be kept at home where they are more comfortable. To help control infection, please call the nursery for further advice regarding your child's symptoms before bringing them into nursery.**

It is important full details of your child's medical history is provided when completing admission forms. This ensures that staff are prepared as possible for any health emergency that may arise.

#### Minor Accidents and Upsets

If your child gets injured out with nursery time, please inform your key worker and likewise staff will inform you if any injury occurs during the nursery session. A member of the staff group will ask you to read and sign an incident form or the accident book (depending on the type of injury). This will inform you of how the accident happened and what treatment (if any) was administered. Staff provide first aid according to Glasgow City Council Guidelines.

#### If your child becomes ill at nursery

If your child becomes ill at nursery every attempt will be made to contact you. Please make sure the nursery is informed of any change in circumstances, in particular the telephone number of the person who is the emergency contact. **Do not bring your child to nursery if they are ill as infection is easily passed from one child to another.** The nursery adheres to the Guidance on Infection Control for Children in Schools and Pre-5 Establishments drawn up by Greater Glasgow Health Board. If your child has stitches/glue treatment we would ask that you seek medical advice to determine if they are fit to return to nursery. If your child is prescribed antibiotics, they need to be taking them for **48 hours** before they return to nursery. If your child has diarrhoea or vomiting, we ask you to keep them at home for at least **48 hours**.

#### Accidents of a more serious nature

An accident of a more serious nature will involve your child being taken to hospital by staff. At the same time you would be contacted and asked to meet your child and key worker at the hospital. All such instances are recorded and a report forwarded to Glasgow City Council and our regulatory body the Care Inspectorate. Please do not be alarmed, there are few such instances.



## OFFICIAL

### Medication



If your child is in need of medication during nursery hours, you should discuss his/her requirements with your key worker. You will need to fill in a form that authorises nursery staff to administer the medication to your child. Staff will only administer medicines that have been prescribed by a Medical Professional. All medicines should have the appropriate label and administering instructions on the original packaging.

If your child suffers from asthma you must inform a member of the management team if there are any activities or specific circumstances that are likely to bring on an attack. Please ensure that you leave an inhaler at nursery in case of an attack.

If your child suffers from epileptic attacks you must inform a member of the management team what emergency treatment should be administered.

### Vision Screening



The government has recommended that all children should have their sight checked prior to starting school. Screening will take place within the Centre. You will be notified of the date and time of the screening, if you consent to your child taking part.

### Toilet Training



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The nursery does not supply nappies, wipes or cream, therefore we ask that you bring in a sufficient amount to cater for your child's needs. Nappy rash cream is treated the same as medication and should have the pharmacist's label (with your child's name on) and instructions on the packaging. If you want your child to begin toilet training then we ask that you establish this first at home. Your child's key worker will be happy to discuss this matter. If your child has an accident their clothes will be bagged in a nappy sack to be given to you to take home at the end of the day. It is important that you take the soiled clothes away the same day. Please ensure that your child has plenty spare clothes in their bag, especially in the early stages of toilet training.

## CHILD WELFARE AND SAFETY



### Child Safety/Child Protection



Getting it Right for every child (GIRFEC) states that every adult in **Scotland** has a role in ensuring all children live safely and can reach their potential. 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. As with other areas of the curriculum, the nursery will keep you informed of activities within our health and personal safety programme that your child will be involved in.

Educational 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 programmes of health and personal safety are central to the curriculum.
- Ensuring that staff are aware of child protection and safety issues and procedures.
- Establishing and maintaining close working relationships with all other agencies to make sure that 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 Centre or the person deputising for the Head of Centre. He/She, after judging that there may be grounds for concern regarding the welfare or safety of any child, must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances.

If you have any concerns regarding the safety and wellbeing of a child you must share this with a member of staff. When a young child is at risk of harm, abuse or neglect confidentiality is not an option. No single individual can protect children by acting alone. It is the sharing of information, collective thinking and collaborative action that enables decisions to be made in the best interests of children

## OFFICIAL

### POLICIES

#### Non- Denominational Policy of the Centre

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

#### 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 their establishment.

#### 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)

#### Confidentiality

The need for confidentiality is recognised by all staff working within our establishment. Please be reassured that the information you or your child share with us will be treated with respect and handled in a professional manner at all times.

#### Our Equal Opportunities Policy

All pre five services should reflect the council's equal opportunities policies and be antiracist, anti-sexist, and multi-cultural and recognise the rights of both men and women to work or to care for children. Provision should take account of the needs of children with additional support needs or chronic illnesses. These principles are reflected in the criteria used to admit children to nursery and in the curriculum of their establishment.

#### Complaints Procedures

If you are concerned or unhappy with any aspect of the nursery, please feel free to approach a staff member or the Head of Centre and we will try where possible to resolve the issue.

**Appeals** If you feel your complaint has not been satisfactorily resolved with the Head of Centre the issue can be further pursued at a higher level by contacting:-

Jim Wilson

Area Manager—North West

Education Services

City Chambers East

40 John Street, Glasgow G1 1JL

Phone: 0141 287 5758

or

The Customer Liaison Unit can be contacted by telephone or email: Phone: 0141 287 5384

or

Care Inspectorate - SCSWIS Compass House,

11 Riverside Dr, Dundee DD1 4NY

Phone: 0345 600 9527 E-mail:

enquiries@careinspectorate.com

OR

John McGhee—Executive Director of Education

Education Services

City Chambers East

40 John Street, Glasgow G1 1JL

Phone: 0141 287 5758 Fax: 0141 287 3795

An up to date list of Councillors is available from the nursery office.

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### PARTNERSHIPS WITH PARENTS

#### Home & School Partnerships

We strive to work in partnership with parents and carers. We recognise the value of partnership working and seek ways to fully involve you in the education of your child. We have a Twitter page please join and keep up to date!

**Follow us on X (formerly twitter @Drumchapel\_FLC)**

Your Views Matter! Everyone's opinion is valued and we are keen to keep improving our nursery to create the best possible learning environment for all. We are always keen to hear your feedback and will gather your views using a variety of approaches such as questionnaires, our suggestions box and parents' meetings.

#### Family Learning

It is widely recognised that parents working and learning jointly with their children can have a positive impact on the individual child's attainment and learning. At Drumchapel Family Learning Centre we have an extensive programme of family learning activities throughout the year for you and your child to get involved in.

Details, dates and times of activities are sent home termly via the nursery newsletter and can also be found on the nursery noticeboard. Speak to a member of staff if you are interested.

#### Working Together to Promote Positive Behaviour

A calm and harmonious ethos is conducive to positive play experiences for children and supports good levels of learning and engagement. At Drumchapel Family Learning Centre we encourage positive, caring, respectful behaviour. We support children to develop skills that will help them resolve matters of conflict with their peers or adults in a positive manner. Children will benefit if parents and nursery staff work together to promote positive behaviour and to resolve any issues that may arise. We use the Promoting Alternative Thinking Strategies (PATHS) programme to support emotional and social learning within the 3-5 age group.

#### Working Together to Support Learning

Everything you do with your child at home including the experiences you offer him/her in the local community and beyond contributes to his/her development. As your child's main educator we recognise that nobody knows your child better than you. It makes sense therefore that together we should aim to form a strong partnership working effectively together to support your child's learning at nursery and at home.

There is more information about our curriculum further on in this handbook. In addition we keep parents informed throughout the session with newsletters, learning packs, displays and open events and information sessions.

#### SUPPORT FOR CHILDREN WITH ADDITIONAL NEEDS

We aim to give all the children the opportunity to progress and develop their skills within the nursery. If the nursery identifies areas where a child would benefit from additional support then we will discuss this with the parent and to agree on the best course of action to support the child. If necessary we can help get support from other agencies e.g. speech and language therapist, educational psychologist, etc.

Glasgow City Council has a duty, as outlined in the standards in Scotland's Schools 2000 Act, to ensure that every child achieves their potential. Glasgow's Education Services is committed to the inclusion of all children and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirement in the 2000 Act. It is also part of Glasgow's policy to maintain a range of special educational establishments. This recognises the key role to be played by specialist provisions in addressing severe low incidence disabilities.

The authority recognises that there are a wide range of factors, which may act as a barrier to your child's learning. We are committed to working closely with parents and carers to overcome any barriers to their child's learning. If you have any concerns about your child's development or you are unhappy with the support being given to your child please speak to the Head of Centre who will be happy to meet with you to discuss your concerns.

Any parent/carer seeking further advice regarding this policy should contact the Head of Centre. Further information relating to Additional Support Needs is also available on the Glasgow City Council website – <http://www.glasgow.gov.uk/index.aspx?articleid=8627>

## OFFICIAL

### Parents' Group

We have a Parent's Group who meet regularly to discuss nursery business/issues, and to help staff plan for future events.

The meetings are very informal, so please get involved if you can. Everyone is welcome.

### Fundraising

We organise fund raising events throughout the year, proceeds of which are used to pay for special treats for the children such as Christmas presents, parties and outings. We would be most grateful for your support particularly on the two main sponsored family events which are held in Term 1 and Term 3.

### Stay and Play Sessions

Throughout the year we will offer 'stay and play' sessions. These sessions allow parents to play alongside their child in the playroom. Parents will gain an insight into what a typical nursery day looks like for children and how learning and development is supported within the setting.

### Eco Committee



The nursery is registered with Eco Schools Scotland and we are working hard to gain recognition as an eco-friendly nursery. If you would like to join our Eco Committee please speak to your keyworker.

### Lending Resources for home learning

We have a range of resources that are available for borrowing including books from our Bedtime Stories selection, Rhyme and Literacy bags, and also maths resources from our Play-along-Maths collection. Please ask your keyworker if you would like to borrow resources for home learning.

### Sharing your Skills & Expertise

We are always keen to hear from parents and carers who would like to share their skills and expertise.

Perhaps you can read stories to the children, do some baking or make soup for example, or perhaps you do an exciting job that you could tell the children about.

If you would like to be involved in the nursery please let us know. We are always keen for parents to help.

## PARTNERSHIPS IN THE WIDER COMMUNITY

At Drumchapel Family Learning Centre we actively seek to build relationships with a wide range of partners to enhance our children's learning. Here are some of our partners:-



3D Drumchapel



Forestry Commission



Inspiring Scotland



Triple P

We also work closely with · Health Services · Social Work · Community Education · Psychological Services

We make very good use of the facilities in the local and wider community. The children across all age groups benefit from regular outings to a range of different interesting places such as parks & woodlands, museums, and the local library.

### Links with charitable organisations

Each year we hold events to raise money for various charities. Parents are consulted on which charities will benefit each year.

### Links with Primary Schools, Secondary Schools and Early Years Establishments

The nursery is part of Drumchapel Learning Community which means we have close links with all primary schools in the local area as well as all the pre-5 establishments and also Drumchapel High School. We participate in work experience and community service schemes.

A transition record detailing your child's progress at nursery is completed and forwarded to your child's Primary School prior to him/her starting. You will receive a copy of this record and will have an opportunity to add your own comments before it is forwarded to the school.

## CURRICULUM INFORMATION

### Our Curriculum - Learning through play and active learning

#### What we do:

Children learn best through their play and when they actively experience things for themselves.

In nursery we aim to build on the learning that you have started at home and help children develop the skills and attitudes that they will need in life. We continually build on what they know and use their interests to meet their needs and provide them with challenges through purposeful play, indoor and outdoor.

The nursery day is organised to allow children choice in selecting and planning their own activities. There will be periods of self-selected learning and adult supported learning. The children will have opportunities to take part in planned activities, snack time, and story time every day. Outlined below are some of the ways in which we aim to develop the children's skills and knowledge

The Staff in the Nursery will:

**Connect the learning to what children already know.** If children make connections to something they are already familiar with, they will be confident in demonstrating what they know and are more motivated to take part in the activities.

**Share the learning intention and success criteria.** Sharing the purpose of the experience enables children to be focused and successful in learning through play.

**Make learning active.** We do this by learning through play, real life situations, problem solving approaches, and by encouraging children to work with each other.

**Demonstrate understanding.** Children can show their understanding in different ways, including presenting to others, explaining their learning, debating, making a model or poster, drawing, writing, question and answer opportunities.

**Review and recall learning.** Nursery staff will allow some time to review and assess the learning that has taken place.

#### Curriculum for Excellence

The 3–18 curriculum aims to ensure that all children living in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work. The knowledge, skills and attributes learners will develop will allow them to demonstrate four key capacities – to be:

- successful learners
- confident individuals
- responsible citizens
- effective contributors.

#### Experiences and Outcomes

The experiences and outcomes are set out in lines of development which describe progress in learning, they are organised into eight curriculum areas.

Health and Wellbeing  
Literacy  
Numeracy & Mathematics  
Expressive arts  
Religious and moral education  
Sciences  
Social studies  
Technologies

The nursery will provide you with an information leaflet on Curriculum for Excellence and the following website may be of further interest to you.

<http://www.educationscotland.gov.uk/parentzone/index.asp>

#### Pre-birth to Three Guidelines

When planning experiences for children under three years we follow guidance in the Pre-birth to Three document, created by the Scottish Executive, and Glasgow City Council's Curriculum Guidance for Under Threes

'Pre-birth to Three' describes how babies and young children can best be cared for as they begin to learn about themselves and the world about them.

It shows how this is most successful when adults are aware of the important role of four key features of effective practice. These 4 key features are very closely linked:

- Relationships
- Responsive Care
- Respects
- Rights of the child

The key aspects of GCC's guidelines are:

- Emotional Wellbeing and Social Competence
- Communication and Language
- Curiosity
- Movement and Co-ordination

The nursery will provide you with an information leaflet on Pre-birth to Three and the following website may be of further interest to you

<http://www.ltscotland.org.uk/understandingthecurriculum/learningthroughoutlife/prebirthto3.asp>

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### Learning blocks

Throughout the year there are 6 Learning Blocks. At the start of each Learning Block we provide you with a learning pack that will tell you what your child will be learning about in nursery, and some home learning ideas that you might want to try out with your child to consolidate and build on the learning experiences on offer in nursery.

### Progress meetings

We organise formal parent's meetings twice during the year when we can exchange information about your child's development/progress in Nursery. Parents/Carers are also welcome to discuss their child's progress on an informal basis with staff throughout the year or to request a meeting with the head teacher or child's key worker.

### Assessment

Staff regularly monitor and record children's progress and development in each area of the curriculum. Progress and achievement will be recorded in your child's Learning Journal. Please look and see how well your child is doing. We are very keen to include information about your child's learning and achievements out-with the nursery and will ask you to help with this

Assessment data influences what we do next in our plans for children's learning and influences our improvement agenda.

## QUALITY ASSURANCE/SELF IMPROVEMENT

### School Improvement

An annual report referred to as a "Standards and Quality" report is displayed in the main reception areas for your information.

The summary report is provided for parents/carers and partners at the end of each school year to outline the successes and achievements of the nursery, including details of children's progress in the key curricular areas of literacy, numeracy and health and wellbeing.

The report also outlines the priorities of the nursery for the year ahead.

For year 2022-2023 the priorities for Drumchapel Family Learning Centre are as follows:

1. Ensuring wellbeing, equality and inclusion: Nurturing approaches; Supporting Children, staff and parents.
2. Securing Children's Progress – raise attainment in early numeracy and maths.
3. Supporting children and staff to develop digital skills.

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