



Belhaven Nursery School

HANDBOOK



Dear Parent or Guardian,

It is with great pleasure that I welcome you to Belhaven Nursery School.

If this is your first experience of nursery education, then I hope that this booklet is a helpful and informative guide to what both you and your child can expect.

I trust it will answer most of your questions, however, please feel free to approach any staff member or myself at any time, if you have any queries or concerns.

Together with the staff, I look forward to a happy and harmonious relationship, in partnership, for the greater good of your child.

Yours,

Diane

Diane Legge
Head of Centre



School Vision

Together we are one team, one family.
Together we can change the future.

Values:

Belonging
Environment
Loving
Happy
Achieving
Vision
Education
Nurturing

Aims:

In our inclusive environment we nurture and love each child while providing a variety of experiences.

We support, model and scaffold the learning, adapting our interactions to meet the individual needs of every child.

School Information

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required.

Contact Details:

Belhaven Nursery School
54 Kelvinside Avenue
Glasgow
G20 6PY
Phone: 0141 946 3169
Email: headteacher@glasgow-pri.glasgow.sch.uk
www.belhaven-nursery.glasgow.sch.uk

Background information:

- Current Roll: 56
- Capacity: 56



Headteacher	Diane Legge	BA, HNC
Team Leader	Kelly Lennox Marie McIntosh	BA, HNC SVQ 4, NNEB
Child Development Officers	Christina McIlhiney Elizabeth Shaw Patricia Morrison Stephanie Moffat Whitney Lawson Georgina Blair Emma Rankin Nusrat Qureshi Courtney Lumsden Lesleyann O'Hara	HNC, PDA HNC NNEB HNC HNC HNC HNC NNEB, PDA HNC HNC
Support for Learning Workers	Kirsty Osse	SVQ 3 (in progress)
Clerical Assistants	Stacey McNeil	
Catering Assistants	Gail Graham Annmarie Blair	
Janitor	Sharon Carroll	



Nursery Capacity & Opening Hours

The nursery is registered to accommodate a maximum of 56 children, aged 3-5 years at any time:

The nursery is open 39 weeks of the year from 8:00am-5.45pm

AM Block 8am- 12.45pm
PM Block 1pm- 5.45pm

Holiday and In-Service Training dates for 2024-25 can be found at <https://www.glasgow.gov.uk/article/4276/School-Term-Dates> and at the end of this handbook.

Admissions

Nursery places are allocated in line with Glasgow City Council's Admissions & Banding policy at local Admissions Panels.

More information on how to apply can be found at

<https://www.gfis.org.uk/InfoPages/View/1>

Children aged 3 and 4 years and eligible 2-year olds are entitled to up to 1140 hours of free Early Learning and Childcare (ELC) per year. If your child attends nursery for more than their entitlement, you are required to pay for additional hours. This is sent in the form of monthly invoices. The charges for Early Years provision will vary according to your individual family circumstances. Your Early Years establishment will clarify the charging rate applicable to you. You will be asked to provide evidence of Income and Address.

More information on childcare charges is available from the nursery office or online at <https://www.gfis.org.uk/InfoPages/View/4>

It is recommended that you list three Glasgow City Council ELC settings on your nursery application. If your first choice of Nursery cannot be given, consideration will be given to your second or third choice. Where a place cannot be offered within any of the three preferred nurseries every effort will be made by the panel to offer an alternative place.



Early Years Charging Rates Session 2025-2026

- | | |
|---|-----------|
| • Non-resident Standard Rate (3yrs to 5yrs)
Hour | £5.50 per |
| • Resident Discounted Rate (3yrs to 5yrs)
Hour | £4.50 per |
| • Resident Reduced Rate
Hour | £1.00 per |
| • Resident Second Child Rate
Hour | £2.20 per |
| • Resident Third Child Rate
Hour | £1.70 per |

HMRC have a Tax-Free Childcare Scheme. Visit www.gov.uk/tax-free-childcare for more information.



Transition to Nursery

Keyworkers will work with parents to ensure children settle into nursery at a pace that meets the child's needs. The settling in process is a gradual one to allow children to build relationships with staff members and to feel safe and secure in their new surroundings. Every child is different, therefore settling in time will differ from child to child. Parents may be requested to spend time in the playroom to help to settle their child.

Children will be invited to play with other children on their first day at nursery and families will be asked to complete any required enrolment forms.

Your child will have their own coat peg with their name on it. We ask that children also bring a bag for their peg, packed with spare items of clothing. A shoe box is also provided for them to keep a change of shoes.

Children should wear

Comfortable play clothes which are easily fastened and washed

Slip on or Velcro fastening indoor shoes

Outdoor shoes which are easy for them to put on or take off by themselves

Suitable jackets/ coats for the weather

Please note that we do have wellies and waterproof clothing for outdoor play in wet weather, but you may wish to provide your child with their own.

Parents and Carers will also have the option to purchase nursery uniform with the nursery logo. These can be purchased online, and delivery can be made direct to your own address.



<https://www.schooltrends.co.uk/uniform/BelhavenNurserySchool>

Encourage your child to dress themselves each day as this will develop their independence.

If your child has lost something, please speak to a member of staff who will try and locate missing items. Please label all belongings with your child's name.

Children should not wear

Belts- these can be difficult for children to use the toilet independently

Football colours/ tops etc.

Flip flops

For safety reasons, we ask that your child not wear jewellery. Stud earrings may be worn in pierced ears.

Personal toys should not be brought to nursery as lost or damaged toys can cause great distress. Personal toys can also lead to disputes among children.

Pupil Absence and Attendance

Regular attendance at nursery is important for children's progress. If your child is absent, on holiday or unable to attend please notify the nursery to let us know, either in-person, via e-mail or telephone. If your child is absent and we have not been notified, we may call you to ask why they are absent and when we can expect them to return to nursery. If we cannot contact you, we may call an emergency contact.

Arrival and collection of children

To make the nursery a secure place for children, there are security doors and gates in place. Please ensure all doors and gates are closed as you arrive at and leave the nursery.

Every child must be brought and collected from nursery by a responsible adult (aged 16 or over). Children will not be allowed to leave the nursery with anyone under 16 years of age or anyone assumed to be under the influence of drugs or alcohol. Please let us know who has permission to collect your child and this information will be added to your child's Care Plan. You must inform us if you want someone not listed on the Care Plan to collect your child and provide their details and a password. Staff members may ask them for ID for further identification.



Emergency Contacts

We ask you to provide us with the name, address and telephone number of two emergency contacts. At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

Medical & Healthcare

If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.

Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the nursery office.

Emergencies

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Schools 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 our closure or re-opening by using letters, texts and the local media etc.



Snacks & Lunch

Snacks and lunches are provided by Glasgow City Council's catering services. Children are offered a healthy snack, AM and PM and a two-course lunch. The menus are in line with the NHS 'Setting the Table' (2025) guidance. Menus are displayed on the notice board, please ask if you would like a copy. Please let us know if your child has any dietary restrictions, requirements or food allergies at enrolment. To cater for specific allergies or allergens we require an NHS letter. Please speak to a member of staff for further details.



Toy and Activity Fund

A £5 voluntary donation per week, per family helps the nursery to pay for additional items such as ingredients for playdough, baking, celebration treats and resources. This contribution can be paid weekly, monthly or termly. This money can be transferred to

Belhaven Nursery School Fund Account
Sort code 80-07-36
Account number 00138220.

Alternatively, the contribution can be paid in cash to the office.



Mobile Phones

The use of mobile phones in the nursery is strictly prohibited. Please respect this rule as it ensures the safety of the children.

No photos can be taken unless authorised by a member of the nursery leadership team.



Buggies/ Bikes/ Scooters etc.

Children's buggies and wheeled toys can be stored in the shelter (to the left of the nursery entrance) while your child is at nursery. Please note, that items are left at your own risk and the nursery cannot accept responsibility for any lost, stolen or damaged items stored in this area.



No Smoking

In line with Scottish Government policy, Glasgow City Council has designated all its buildings and grounds no smoking zones.

Outings

At enrolment you will be asked to complete an outings consent form to give permission for your child to participate in local outings within the community. If the outing is out with the local community, we will ask you to complete an additional consent form.



Illness

Belhaven Nursery School adheres to the Health Protection Scotland exclusion criteria for childcare and childminding settings in the Infection Prevention and Control in Childcare Settings (May 2018) <https://www.nhs.uk/guidance/pdf/improving%20practice/2018/05/childcare-infection-control-may-2018.pdf> To help control infection, please call or email the nursery for exclusion advice regarding your child's infection or symptoms. If your child has diarrhoea and/or vomiting they should stay at home for **48 hours** from the last episode.

If your child becomes unwell at nursery we will contact you. Please ensure the nursery has up-to-date contact details for you and your emergency contacts. If the illness or accident is of a serious nature, your child will be taken to the nearest hospital/ accident department and you will be contacted and advised to join the child at hospital. Children who are unwell should be kept at home where they will be more comfortable.



Accidents and Incidents

If your child is hurt in an accident or incident at nursery, staff will follow first aid procedures and offer comfort. Staff will inform you if your child is involved in an accident or incident in nursery. You may be asked to read and sign an accident/incident form when you arrive to collect your child. This will inform you of how the accident happened and what first aid (if any) was administered.



Nappies and Toilet Training

If your child wears nappies you will be asked to provide nappies and wipes that will be kept in nursery. Nappy cream is treated the same as medication and should have a pharmacist's label (with your child's name on) and clear administration instructions on the packaging.

If your child is ready to start or has recently started toilet training, then please let their keyworker know so we can support you. Please ensure that your child has plenty spare clothes in their bag, especially in the early stages of toilet training. Soiled clothing will be bagged and stored appropriately until home time.

Medical History

Please provide full details of your child's medical history are when completing admission/ enrolment forms as this enables staff to be as well prepared as possible for any health emergency, which may arise.



Vision Screening

The government has recommended that all children should have an eye checked prior to starting school. NHS Screening takes place annually by within the nursery. You will be notified prior to screening taking place.



Stay and Play

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.

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.

Child Protection

All staff have annual Child Protection training in line with Glasgow City Council policy and procedures and the National Guidance for Child Protection in Scotland (updated 2023).

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.

As with other areas of the curriculum, you will be kept informed of the health and well-being programme for your child's establishment.

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 wellbeing 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.

The name of the Child Protection Coordinator and depute Child Protection Coordinator should be on display in the establishment.

At Belhaven Nursery the safety and wellbeing of our children is paramount. If you have any concerns that a child is being harmed, is at risk of harm or a child discloses anything to you, you need to act.

You can do this by speaking to one of the following people:



Diane Legge
Head Child Protection Officer



Kelly Lennox
Deputy Child Protection Officer



Marie McIntosh
Deputy Child Protection Officer

Safeguarding is Everyone's business. Children are not always heard. Please ensure you pass on any information to the relevant people.

Child Welfare

We 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 all 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.

Should any member of staff have any concerns regarding the welfare or safety of a child the concerns must be reported to the Head of Centre, or persons acting on their behalf. In cases with cause for concern regarding welfare and safety Social Care Direct will be immediately notified of the circumstances.

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.



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.

Information relating to child protection concerns cannot be kept confidential and will be subject to Child Protection policy and procedures.

Communication

At Belhaven Nursery School we use a variety of ways to keep in touch.

Open Door Policy – the senior leadership team are available for all parents and carers at any time providing they are not teaching or in another meeting. Please either pop into the school office or phone for an appointment.

Newsletters – will be sent out on a regular basis to keep parents informed about the work of the nursery.

Letters – further information which requires a response may be sent out in letter form.

Text messaging Eduspot – You may also receive text reminders about events/school closures etc.

Email – e-mails will also be sent on occasion. Please ensure e-mail addresses are updated. If you are not receiving any e-mails, please speak to the clerical staff in the school office.



Primary School Enrolment

Registration for Primary School takes place in the November prior to the year your child is due to start school. Registration takes place online. Full details about the enrolment process and catchment schools can be found at

<https://www.glasgow.gov.uk/P1Enrolment>

Data Protection – use of information about children and parents/carers

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This 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 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, 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 <https://www.glasgow.gov.uk/privacy>

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/search?q=education+privacy+statement>



Comments & Complaints

In Glasgow Nursery Schools we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available :

<https://www.glasgow.gov.uk/complaints>

Customer Care Team
Glasgow City Council
Glasgow G2 9RZ

Tel: 0141 287 0900

OR use the online form www.glasgow.gov.uk/complaints

The above website also includes information on data protection and freedom of information.



Curriculum for Excellence 3-18

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide at Glasgow Primary School we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

Progress in learning is indicated through curriculum levels as detailed below.

Level	Stage
Early	The pre-school years and P1 or later
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & Fourth	S1-S3, but earlier for some

Expressive arts: The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

Health and wellbeing: Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.

Science: Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

Social Studies: Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

Religious and moral education: Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

Languages: Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.

Mathematics: Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

Technologies: The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

Support for Pupils

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website at <https://www.glasgow.gov.uk/asl>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/article/5518/Parental-Involvement>

Nurturing City

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to, and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.



Promoting Positive Behaviour

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Glasgow Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. This is celebrated through Golden Time treats, awards at assemblies and certificates sent home to parents etc.

The highest standards of behaviour are expected of pupils at all times. Where this is not the case, a variety of sanctions are used. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.



Parentzone

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.



Connect

Connect is a national organisation that provides advice and resources for parents and carers. www.connect.scot



Enquire Scotland

Enquire is a national advice service for families with additional support needs. www.enquire.org.uk

Glasgow City Council

Education Services
City Chambers East
40 John Street
Glasgow
G1 1JL

Tel: 0141 287 2000

www.glasgow.gov.uk