

Fasque Family Centre Handbook 2022/2023



Headteacher@fasque-nursery.glasgow.sch.uk

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0141 944 0566

Registration No: cs2003014827



Dear Parent,

On behalf of all the Staff, I warmly welcome you and your child to **Fasque Family Centre**.

"The right of all young children to high quality relationships, environments and services which offer a holistic approach to meeting their needs. Such needs should be interpreted broadly and encompass play, learning, social relationships and emotional and physical wellbeing."

Scottish Government, 2009.

Giving children the best start in their journey through education and onto lifelong learning is of the greatest importance to us. Whether your child begins their learning journey with us in the Iona & Jura playrooms (0-2 years), Skye and Arran playrooms (2-3 years) or Tiree playroom (3-5years) we will support you and your child as you take your first steps in this exciting journey.

If this is your first experience of a nursery, then I hope that this Handbook will be a useful guide to what takes place in our nursery.

We operate an open-door policy therefore please do not hesitate to come and see me or any of the team, we will be more than happy to have a chat or discussion with you.

I hope that you and your family will be able to participate in and enjoy your child's time at **Fasque Family Centre** and we hope that your child's time spent here is a happy one.

Yours sincerely

Mary McGinley

Mary McGinley
HEAD OF CENTRE

VISION STATEMENT

At Fasque Family Centre we are committed to providing the highest quality education and child care services for children and their families in a safe, secure, inclusive and attractive environment.

We will work in partnership with parents/carers, children and the wider community to ensure maximum opportunities for participation and decision making at all levels where all individual contributions are valued.

We will encourage and enable all children to reach their full potential through promoting thoughtful planned learning and teaching opportunities which provides for the needs of all children and celebrates their achievements.

We will continue to develop facilities which are responsive to changing community needs and educational priorities.

Meet the Fasque Family Centre Team

Senior Management Team:

Mary McGinley - Head of Centre

Maureen Scanlin – Team Leader

Child Development officers

Iona/Jura (0-2years playrooms)

Annie McCarl

Jade Mallinson

Emma Pollock

Jennifer Glen/Sharon Kane – job share posts

Clerical Staff:

Claire Wallace

David Fallen

Skye/Arran 2 – 3 years playrooms

Samantha Paul

Paula Duff

Lisa Richards/Angela Anderson job share

Angela Tedford

Catering Assistants:

Donna McIntyre

Lorraine McTaggart

Janitorial Staff:

Ann McFadyen

Cleaning Staff:

Donna Forrester

Carol Benson

Hours of opening:

The nursery is open from 8:00 am to 6.00pm.

We are open 50 weeks of the year

We are closed for all Scottish Public Holidays and in between Christmas and New Year.

There are five In-Service days to support staff development. A full list of the years public holidays and In-Service Days is available at the back of the handbook.



Hours/days of attendance:

We offer morning, afternoon and full day extended hours sessions.

All nursery placements are delivered in line with Glasgow City Council Area Admissions and Charging Policy and by the arrangement of the Head of Centre.

Admissions and Charging Policy

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As with all Glasgow City Council Nurseries, applications for nursery places received are input into the Nursery Application Management System (NAMS) database.

All nursery places are allocated in line with the Council's Admissions and Charging Policy and the nursery staff will be happy to advise you how this policy operates when you apply for a place for your child.

Please note that the length of time a child's name has been on the register will not affect the child's priority for admission. Early Years Admissions and Charging Policy Guidelines are available from the Office.

A register of all applicants will be kept by the Head of Centre and the information contained in the application will be considered by the Admissions Panel to assist in the allocation of places.

Allocation of Places:

All nursery places are allocated in line with Glasgow City Council's admissions and charging policy and the nursery staff will be happy to advise you how this policy operates when you apply for a place for your child.

An area admissions panel decides how nursery places will be allocated.

Settling children into Nursery:

You and your child will be invited to the nursery to begin settling in. On the first day your child will be introduced to a member of staff, known as their key worker, to offer a sense of security for your child. Should you have any concerns or wish to discuss any matters regarding your child, your child's key worker is the first point of contact. It may take a few days to settle your child but the key worker will work with you and your child to help make the process a positive one.



Attendance:

Regular attendance is very important, if your child is going to be absent please call or email the nursery to let us know the reason. Children should not attend nursery if they are unwell in any obvious way including, fever, diarrhoea, coughing spells and untreated infections of the skin.

Arrival and collection of children:

It is expected that a responsible adult over the age of 16 will bring child to and from the nursery.

In the interests of your child's safety you should make a point of telling the head of establishment if he or she is to be collected by someone not known to the nursery staff.

This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.

Emergency closure arrangements:

The Nursery will be opened on the times already outlined, but on some occasions and circumstances, emergencies arise which mean the Centre has to close.

Centre's may be affected, for example, by severe weather, transport problems, power failures or difficulties with fuel supplies. If this happens, we will do all we can to let you know about the details of closure and re-opening. (Parents will not be charged if there is a disruption to the service, this is deducted automatically when calculating fees).

We will keep in touch by Group call, telephone, Facebook or GCC twitter page.

Nursery Fund:

We ask that you donate £2 each week to the nursery fund. This is used to pay for food, baking ingredient's, special treats, equipment, books etc. You will receive a small brown envelope with your child's name on it.



There are regular fundraising events, which are enjoyable as well as useful. Participation is always voluntary and the events are varied to suit people in different circumstances. Funds are used for outings and celebrations as well as for extras, which add to the richness of experiences for the children and making the environment attractive.



Snacks and the Promotion of Healthy Eating:

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A light snack is provided daily. Please inform us of any medical or dietary needs. Children must not bring their own food / sweets to nursery. Some children have allergies and may become ill if given food by other children. A copy of the lunch menu can be found on our Facebook page.

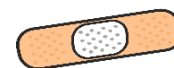


Tooth Brushing:

All children in Fasque with parental consent, participate in the Childsmile tooth brushing programme. Children are closely supervised whilst participating in this programme.

Accidents:

Care is taken to provide a safe environment for all our children during their time with us. Occasionally accidents do happen and no matter how insignificant they are deemed, parents are alerted to the incident and you will be asked to sign an accident form, which can be copied for you on request.



Insurance:

Sometimes children like to bring something special or new toys to nursery for their friends to see. However, parents should ensure that valuable items are not left at Nursery, particularly as Glasgow City Council has no insurance to cover loss of such personal items. Claims submitted are likely to be met only where the authority can be shown to have been negligent.

Clothing:

Children enjoy messy activities, so please do not wear 'good' clothes to nursery. We will always try to make sure that they wear aprons or overalls, but accidents do happen so please dress your child in suitable clothing. Remember the 3 to 5 years children have to go to the toilet themselves, we encourage independence skills and braces, belts, etc are difficult for them to unfasten and refasten. No jewellery should be worn to nursery.



Excursions and consent forms:

When outings or excursions for children are planned, the Head of establishment, Team Leader or a member of staff will advise you in advance. You will be asked to complete consent forms, which give your permission for your child's participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/guardian.

Transport:

Transport is not normally provided for children attending Early Years establishments. The Council may, however, provide transport to and from nursery for children with special circumstances who may require travelling some distance to take up their placement. A few establishments have their own transport but this is exceptional and generally parents should make their own travel arrangements.

Emergency Contacts:

We ask that you provide us with two emergency contacts. Please ensure telephone contact numbers are updated regularly with the office staff

It is very important that you inform the nursery immediately of any changes.

No smoking policy:

In accordance with Glasgow City Council, there is strictly **NO SMOKING** allowed in the building or immediately outside.



Data Protection Act 1998:

Information on children and young people, parents/carers is stored in a child's file and on a computer system and may be used for teaching, registration, assessment and other administrative duties.

The information is protected by GDPR-general data protection regulation and the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information, please contact the establishment.

Dealing with Racial Harassment:

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The Race Relations Act of 1976 makes it unlawful to discriminate against someone because of his/her colour, race, nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination.

In 1999, the guidelines 'Dealing with Racial Harassment' were issued to assist all teaching staff in dealing with such incidents.

The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child in Glasgow has the right to be happy and secure at establishment.

Dealing with Violence and Aggression towards Staff:

Glasgow City Council has a zero- tolerance policy towards violence and aggression within their Centre. We welcome your support in ensuring our environment is safe and respectful.

Medication:

It is very important that a full detail of your child's medical history is provided when completing admission forms and that any new information is communicated promptly to the child's key worker or the office.

Children cannot be given medicine in nursery unless by prior agreement in writing and medication forms have been completed. All medication must have pharmacy labels on with the child's name and first dose has been given by the parent\carer. On-going medication must be replaced when required as per used by date. All long-term medications will be reviewed termly and short-term medication is reviewed on a daily basis by the team leader and you will be asked to sign every review regardless of any changes.



Illness:

Children **should not attend nursery if they are unwell** in any obvious way including diarrhoea, fever, coughing spells, and untreated infections of the skin. Mild or convalescing infection can still pose an infectious risk.



Visit to the Establishment by Medical Staff:

The nursery has regular visits from NHS Staff i.e. Vision Screening and Oral Health Team. Staff will inform parents when these visits will take place. Health Visitors for individual children may also visit to see the children in consultation with parents at all times.

Other partners:

If your child has been diagnosed with additional support needs or is in the process of being assessed, other professionals involved in their care may visit to assist in identifying barriers to learning, parents will be involved in this collaborative agency working.

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 full 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. We use the protective messaging programme to ensure children use the appropriate language when talking about their body parts and to ensure children are aware of how to protect themselves from harm. As with other areas of the curriculum, the nursery will keep you updated of any changes.



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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.
- The team leader Maureen Scanlin is the Child Protection Coordinator
- Ensuring that all 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 Child Protection Coordinator or the Head of Centre, after judging that there may be grounds for concern regarding the welfare or safety of any child they 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.

The Curriculum



The Aims of our curriculum:

Our aim is to cultivate children's natural learning processes through the provision of planned learning experiences and in providing resources that promote curiosity, exploration and enhance key aspects of children's learning and development

How we promote learning:

We promote learning by encouraging children's self-esteem and providing opportunities for active learning through play. Some experiences are structured in accordance with the child's interests and learning styles and age and stage of development.

We will achieve this by:

- Using responsive care and nurturing approaches to promote individual children's self-esteem and to build trusting relationships that enable children to develop confidence in their abilities
- Encouraging discrimination in the use of hearing, sight, smell, taste, touch and movement for physical development and movement
- Encouraging an awareness of self and others and of rules and relationships to promote positive behaviour to enhance health and wellbeing
- Encouraging imagination and an ability to express and develop ideas and feelings in a variety of ways including talking, drawing, painting, movement and gesture and music for communication and language; aesthetic development; creativity and imagination
- Offering opportunities to understand the environment and to help develop a sense of curiosity for knowledge and understanding of the world
- Promoting literacy by the use of books and stories, development of listening skills, exposure to print and opportunities to experiment with writing
- Promoting an understanding of mathematical concepts and skills through the exploration and experimentation of numbers, patterns, sequences and sorting
- In doing so this will allow our children to become successful learners, confident individuals, responsible citizens and effective learners.

Assessment:

Assessment is carried out on a continuous basis by:

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- Discussion with parents
- Informal and formal observations
- Gathering evidence of children's achievements in the form of notes, photographs, examples of children's work and sometimes by video
- Discussion at staff planning meetings

Assessment is used for:

- Sharing information with parents
- In planning for individual children and groups
- Compiling evidence about each child's progress
- Compiling a Transition Report for each child to be given to parents and to go with the child when they move to another room or to Primary

Children under 3 are offered a wide range of learning experiences. These experiences are planned using national guidance in conjunction with Glasgow City Council's Planning for children under 3 years:

Pre-Birth to Three: Positive Outcomes for Scotland's Children and Families:

The rights of the child, relationships, responsive care and respect are the four key principles within the Pre-birth to Three guidance. Each of these principles are interrelated and interdependent:

- Rights of the Child
- Relationships
- Responsive Care
- Respect

Realising
the
ambition



RIGHTS OF THE CHILD:

Every baby and child have the right to thrive, and be nurtured by adults who will promote their learning and development, and general wellbeing, including health, nutrition and safety. Promoting and upholding children's rights, as defined by the United Nation's Convention on the Rights of the Child 1989, must underpin all policy and practice for children.

Children are active citizens in the world and, from a very early age, children are finding out about their rights, often through the ways in which others treat them. They are learning to express themselves, and about their interdependence with others, how valued they are, about sharing, making choices, and about their place in the world.

RELATIONSHIPS:

Babies are born already equipped to form relationships. It is a survival mechanism which begins even before birth. Relationships are essential to the new baby's health and wellbeing, and to a large extent will determine the baby's future potential and life chances.

Relationships are built as we get to know, trust and understand one another. For example, good relationships begin between parents and other carers when parents' knowledge, skill and experience are valued and where everyone shares what they know. This could be sharing how babies like to be held when they have their bottles, or about a child's favourite toy, song or game.

RESPONSIVE CARE:

Babies' brains are very busy trying to make sense of the world. Our responses let them know that the significant adults in their lives are consistent and can be trusted to respond to their needs. As a result of responsive care, and lots of physical contact, babies develop trust and are more likely to feel secure within themselves.

Responsive and caring adults are key to children's development.

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It means knowing, accepting and respecting each child as an individual, for example, listening with interest and affection when a child is telling you about something that is important to them, or by talking, singing and smiling at a baby whilst changing its nappy.

RESPECT:

Encouraging self-respect, and respect for others, begins through the kind of experiences and relationships children have with people around them. Children need to have a sense of belonging and feeling of being appreciated and valued, if they are to participate in and contribute to society.

Realising the Ambition: Being Me document:

This document aims to support anyone working with babies and young children across all areas of Scotland.

Outdoor Learning:

We have a great outdoor/garden area at Fasque Family Centre and all the children have the option to be outdoors for a part of their session. Some of our staff team are trained for Ground's for Learning and the Forest Schools programme using the local woods for walks and activities. We are able to provide outdoor suits for all the children to use when the weather is wet so that the children can experience and learn at any time in the outdoor environment either in the nursery outdoor/garden or in the woods.



Inclusion for all children:

Within our centre we aim to provide a curriculum and learning experience to support all children. We believe that all children learn in different ways and may experience a variety of additional support needs at different times in their education. For some children, the support they require will be of a long-term nature, whereas for others, it may only be for a temporary period. Some difficulties are related to specific aspects of learning, e.g. speech and language development.

If your child requires additional support, the nursery staff will monitor his/her progress very carefully and hold regular review meetings involving all interested parties. A support network has been established to provide assistance and advice, involving the senior management team, the nursery team and where appropriate, other agencies, e.g. Psychological Service, Health Visitor, Speech and Language therapist, Physiotherapist, always in full consultation with parents.

Our aim is to work with parents to support children's learning:

This is done by:

- Initial contacts when a child is allocated a place in the Nursery with discussion about the child's achievements, likes and dislikes.
- The settling in process allows familiarisation with the setting and the people involved.
- Regular day-to-day communication between parent and Keyworker is common and where a parent is not able to have regular contact a Diary can be used to go between home and Nursery.
- There are opportunities for individual and small group discussion between staff and parents at events organised for that purpose.
- Individual Planning meetings involving parents and any relevant professionals are arranged for children who need additional support or where a parent has particular concerns for their child or requests additional help.
- There are opportunities for parents to be involved through story- telling, outings and other events.

Working together to promote positive behaviour:

The Staff here at Fasque Family Centre understand that young children can sometimes display difficult behaviours and are learning to manage their emotions. We will work in conjunction with parents to promote

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positive behaviour in accordance with our policy. You as parents and carers can be assured that your child/(ren) will be treated in a caring and sensitive manner at all times.

Parental Involvement/HomeLink's:

Any updated information or events will be available for parents through the nursery Facebook page or the group call system. Throughout the year Fasque Family Centre have various programmes running for the 3-5 playroom which include PATHs, Glasgow Counts - maths, Literacy for all and home learning which is sent home for parents to work with their child to support their learning and development. A lending library is also available for all the children to take a book home and return it on a weekly basis. Under 3's also have home link programmes running throughout the year.

Change in Circumstances:

It is helpful if you keep the centre staff informed of anything happening at home that might affect the child's behaviour in nursery e.g. birth of a baby, death of a relative etc. It will help us to understand what is going on and enable us to give suitable support. Anything you tell us is, of course, treated with complete confidentiality.

Links with the local community Nursery/Primary schools:

The centre is part of Drumchapel Learning Community. This consists of all educational establishments within Drumchapel working collectively to improve opportunities for all our children. In our centre we place a great deal of importance in our children having access to the local community. Visits to locations in the local area will be organised and members of the community may be invited into the centre to meet the children.

We have links with our local nursery schools:

Drumchapel Family Learning Centre
Drumchapel Early Years
Cloan
Chesters
Cloverbank

Primary Schools:

St Claire's Primary School
Antonine Primary School
Langfaulds Primary School
Camstradden Primary School
Drummore Primary School

Suggestions and complaints:

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service, please contact the Head of the Establishment in the first instance or the Depute or use the suggestion box at the front entrance. Similarly, if you have a complaint about any aspect of the service you should contact the establishment Head. We aim to resolve any complaints within 20 days. If you feel your complaint has not been satisfactorily resolved with the establishment Head, please contact the Early Years' Service Manager for the North West who is:

Jackie Fulton
Education Services
City Chambers
40 John Street
Glasgow
G1 1JL

Tel No: 0141 287 7449

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Or contact Louise Mayes – customer links officer,
email address: Louise.Mayes@education.glasgow.gov.uk

Or contact: The Care Inspectorate
Compass House
11 Riverside Dr
Dundee
DD1 4NY

Tel No: 0345 600 9527

Email: enquiries@careinspectorate.com

Holiday Dates 2022-2023

August:

- Monday 15th August 2022 (Return date for Teachers & In-Service Day)
- Tuesday 16th August 2022 (In-Service Day)
- Wednesday 17th August 2022 (Return date for Pupils)

September Weekend:

- Friday 23rd September 2022
- Monday 26th September 2022

October:

- Friday 14th October 2022 (In-Service Day)
- Monday 17th to Friday 21st October 2022 (October Week Term-Time children)

December – Christmas/New Year holidays:

- Schools close 2.30pm on Thursday 22nd December 2022 (Term-Time Children finish)
- Friday 23rd December 2022 – Tuesday 3rd January 2023 (Christmas holidays)

January 2022:

- Schools return on Wednesday 4th January 2023 (Term-Time Children return)

February: Mid-term break (Term-Time Children)

- Monday 13th February 2023
- Tuesday 14th February 2023
- Wednesday 15th February 2023 (In-Service Day)

April: Spring Holiday (Easter) (Term-Time Children)

- Schools close at 2.30pm on Friday 31st March 2023
- Good Friday 7th April 2022
- Easter Monday 10th April 2022
- Schools return on Tuesday 17th April 2022

May:

- Monday 1st May 2022 (May Holiday)

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- Thursday 25th May 2022 (In-Service Day)
- Friday 26th May 2022
- Monday 29th May 2022

June:

- Schools close at 1.00pm on Friday 23rd June 2023 (Term-Time Children finish)

July:

- Monday 17th July 2022 (Glasgow Fair)

August:

- Monday 14th August 2023 (Return date for Teachers and In-Service)
- Tuesday 15th August 2023 (In-Service Day)
- Wednesday 17th August 2023 (Return date for all pupils)