

# Sgoil Araich

## Bun Sgoil Ghàidhlig Ghlaschu

**Glasgow Gaelic Primary School Nursery Class  
2024-2025**

### Handbook

Bun Sgoil Ghàidhlig Ghlaschu  
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Glaschu  
G3 7HP  
fòn: 0141 276 8500

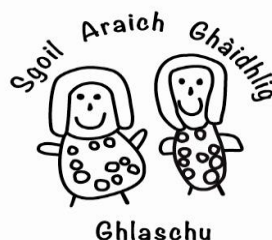
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Làrach Lìn/Website: [www.glasgowgaelic.glasgow.sch.uk](http://www.glasgowgaelic.glasgow.sch.uk)

**Care insecotrate Registration Number:**

CS2006123569



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### Ar Leirsinn! Our Vision

Glasgow Gaelic Primary School and Nursery Class is a nurturing and thriving community centred in the Gaelic language and culture. All children attain and achieve their potential, are proud ambassadors of the Gaelic language and are empowered to actively and responsibly improve the world around them.

*S i coimhearsnachd àrach, fàsmhor a tha ann am Bun-sgoil agus Sgoil-Àraich Ghàidhlig Ghlaschu, far a bheil cànan agus cultar na Gàidhlig aig crìdhe gach cùis.*

*Bidh gach sgoilear a' soirbheachadh agus a' coileanadh an cuid comas. Tha na sgoilearan againn nan tosgairean moiteil don chànan Gàidhlig agus tha spionnadh annta diofar posataibh, gnìomhach a thoirt air an t-saoghal timcheall orra.*

### Ar Luachan! Our Values

Our values are very important to us. They represent the core beliefs that we share, and guide our behaviour and relationships.

*Tha luachan air leth cudromach dhuinn leis gum bi iad a' riochdachadh na prìomh phrionnsabalan a tha againn agus a' stiùireadh mhodh agus ar dàimhean.*

- URRAM/RESPECT - *Tha moit agus misneachd againn annainn fhèin.* We have pride and confidence in ourselves. We are respectful of the Gaelic language and strive to promote it at all times. We show consideration for the feelings, views and rights of others. We value and celebrate our differences and appreciate our similarities. We are well-mannered. We respect nature and the environment.
- UALLACH/RESPONSIBILITY - *Bidh sinn a' dèanamh taghaidhean cùramach, freagarrach.* We make responsible choices. We do what is right, even when others are not looking. We are fair and consistent in our words and actions. We take responsibility in promoting and celebrating our Gaelic language. We identify and challenge inequality.
- COIBHNEAS/KINDNESS - *Tha sinn còir, càirdeach agus smaoinichail ris a h-uile duine.* We are kind, friendly and compassionate

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to everyone. We go out of our way to help others. We are grateful and do not take things for granted. We are aware of our own needs and show kindness towards ourselves and others.

- DÌCHEALL/DILIGENCE - *Tha sinn adhartail - bidh sinn ag obair cruaidh agus daonnan a' dèanamh ar dìcheall anns gach nì gus an soirbhich leinn.* We are aspirational, work hard and always try our best to achieve. We are resilient and do not give up when faced with challenges and setbacks. We look positively for solutions.

### Ar n-Amasan|Our Aims

*Tha cànan agus cultar na Gàidhlig aig cridhe ar n-amasan, gus dèanamh cinnteach gu bheil i air a snighe tro gach freumh.*

*At the forefront of all our aims is Gaelic language and culture to ensure it permeates all aspects.*

Buileachadh agus Soirbheachas/Attainment and Achievement - We aim to have the highest expectation of all children and staff and support excellent attainment and achievement for all.

Ceannardas agus Sgioba-stiùiridh /Leadership and Management- We aim to build high-quality leadership across the school community, encouraging reflection and improvement. We will aim to ensure we have a highly-trained staff team and nurture creativity and innovation.

Slàinte agus Sunnd/Health and Wellbeing - We aim to promote good health and well-being for everyone through our whole school nurturing approaches as well as individualised targeted interventions. Robust safeguarding is a priority for all.

Teagasg agus Ionnsachadh/Learning and Teaching - To deliver high-quality Gaelic-medium teaching and learning through a curriculum that supports the acquisition of skills for learning, life and work, including digital literacy.

Teaghlaichean agus Coimhearsnachd/Families and Communities - We aim to engage, collaborate and support parents and carers in their

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children's learning and school life, and build strong home-school partnerships. We also aim to work collaboratively with our school partners to enhance opportunities for our school community.

### **Fiosrachadh na Sgoil Araich|Nursery Information**

The Glasgow Gaelic Nursery Class is a non-denominational nursery which opened in August 2006 on the campus of the Glasgow Gaelic 3-18 establishment. The nursery has its own separate entrance from the school. Within the Nursery area there are two rooms, a reception area and an outdoor play area. Nursery education for 3-5 year olds is provided free of charge by the Government. We are part of the Hillhead Learning Community.

### **Luchd Obrach|Staff**

**Ceannard/ Headteacher** - Ms N. MacIntyre

**Iar Cheannard/Depute Headteacher** - Mr W. Murray

**Neach Stiùireadh an Sgioba/ Team Leader** - Christine Bradford

**Oifigearan Leasaiche na Cloinne/Gaelic Child Development Officers**

Annemarie MacKenzie

Shona Campbell

Janet Wilson

Laura Wark

**Rùnaire/Admin Assistant** - Louise Finlayson

**Dorsair/Facility Officer** - Steven Cameron

Alex Lindsay

**Uaireanan Fosglaidh | Hours of opening**

Our nursery is open between the hours of 8.30am and 4pm and we operate term time of the year.

All family's circumstances are different and if you require to discuss the provision on offer please do so.

We can accommodate 35 children, aged 3 to 5 years per session, with a ratio of 1 adult to 8 children. From March 2024, we have been able to offer 1140 hours of funding per year for 24 full day spaces, families can follow this weekly pattern:

4 full days 8.30am-4pm or 5 full days at 9am - 3pm.

Once the 24 full day spaces are filled, we can then offer any remaining morning places (8.30am-11.40am) to families who are able to attend part-time.

Transitions are important in our lives, and we aim to build relationships with you and your child, so they feel safe and secure at points of transition. Routine can help to build stability therefore we ask that you aim to arrive on time for your child's session and collect them on time at the end of their session.

**Làithean Saora 2024-2025 | School Holidays 2024-2025**

Details of holiday dates are available on the Glasgow City Council website:

<https://www.glasgow.gov.uk/article/4276/School-Term-Dates>

We are open throughout the school session with the exception of Bank holidays, Inservice and school term time holidays.

### **Clàrachadh/Enrolment**

All nursery places are allocated in line with the council's admission policy and the nursery staff will be happy to advise you how this policy operates when you apply for a place for your child. A leaflet detailing the council's policy is also available from all establishments. If you want a copy, please ask for one.

An admissions panel meet at regular intervals throughout the year to decide how nursery places will be allocated. The panel consists of W.Murray, Depute Head Teacher, Head teachers of Rowena Nursery School and Lyoncross Nursery School who also offer Gaelic medium early years education. Where applicable, a representative from divisional offices and representatives of other agencies involved in supporting children and their family's e.g. Social Work Department, Health Board may attend.

### **Register of Applicants**

All applications are logged on Glasgow City Council's Nursery Application Management System (NAMS) database and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places. Parents can ask to see their application at any time. If circumstances change which affect the application, you should speak to the Depute Head Teacher. You can choose up to three nurseries, but the application must be submitted to your first-choice nursery. If multiple applications are submitted, it is assumed that the most recent application reflects your preferred option, and any previous applications will be deleted from the system

### **Enrolment Procedures**

Places will be offered to parents as soon as a place becomes available after their child's third birthday. If your application is successful, you will be notified in writing and invited to visit the nursery, along with your child, to meet the staff and children and to complete enrolment documentation prior to the placement starting.

### **An Toiseach|Settling in policy**

On the first day, your child will stay for one hour, and we ask that a responsible adult waits with him/her.

We take our lead from the child so after discussion with your child, yourself and your child's key worker, your child's time at nursery is gradually extended until he or she is ready for a full session.

### **A' fagail/togail na Cloinne|Arrival and collection of children**

It is expected that a responsible adult (over 16 years) will bring a child to and from nursery. Children must be signed in on arrival at nursery and also signed out when picked up. Children should be escorted into a playroom at the start of the session and collected from a playroom at the end.

In the interests of safety, you must inform a member of staff if your child is to be collected by someone not known to us. If an unexpected situation arises and you have to make emergency arrangements, please telephone the nursery to advise who is collecting. You will also be asked to provide a password which you give to both us and the person collecting your child. This avoids difficult situations, as we will not allow a child to leave with anyone who is not known to the staff.



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Please inform a staff member if you wish to collect your child earlier than the finishing time of the session.

We ask that parents/carers ensure they are on time to collect their child at the end of each session.

### **Frithealadh!Attendance**

Learning a second language is not easy. The more exposure a child has to Gaelic the quicker the language acquisition. Therefore, attendance on a regular basis is crucial. Please telephone if your child is unable to attend for any reason.

### **Fiosrachadh ann an Èiginn!Emergency Contacts**

Parents whose children are in the nursery are asked to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of an emergency.

PLEASE NOTE - WE MUST HAVE A RELIABLE CONTACT NUMBER AT ALL TIMES. IT IS VITAL THAT YOU INFORM US OF ANY CHANGES IN CONTACT NUMBERS.

### **Bochdainn!Illness**

Parents must inform nursery staff if your child has mumps, measles, chicken pox etc. and keep your child at home until the infection has passed.

If your child has sickness and diarrhoea they should not return to the nursery until symptoms have been clear for a full 48 hours.



### Ìocshlainte|Medication

If your child needs medication during his/her time at nursery you should discuss his/her requirements with the Depute Head.

Prescribed drugs will be given at the discretion Depute Head and you are required to fill in a form which authorises nursery staff to administer the drugs to your child. The Team Leader will give you the necessary form to complete.

You should note that we can only administer prescribed medication.

If your child suffers from asthma, you must tell the head of the nursery if there are any activities or specific circumstances which are likely to bring on an attack. If your child suffers from epileptic attacks, you must tell the Depute Head what emergency treatment to give.

If your child has any known allergies, it is vital that you inform the Depute Head Teacher of the details along with the appropriate medical advice immediately.

### Mu dh' fhàsas do phàisde bochd|If your child becomes ill

The establishment would welcome a telephone call if your child is not able to attend nursery on a particular day.

If your child becomes ill at nursery, you will be contacted by telephone immediately. Please ensure that the nursery has an up-to-date contact number.

### Tubaistean beaga|Minor accidents

If you child has a little accident, a bump or fall you will be informed when you collect your child. If we are concerned in any way you will be informed immediately. The nursery keeps an accident record and an incident record which you will be requested to countersign in the event of either taking place.

**Na bi a' smocadh!|No Smoking**

Smoking is not permitted within the nursery building and grounds. This is a Glasgow City Council policy.

**Airgead!|Nursery Fund**

Each nursery year we ask parents/career if they can contribute to this fund per term. The nursery fund contribution allows us to purchase additional day -to-day resources to enhance the experiences and opportunities for our children attending the nursery, which we cannot access from the Council budget.

The contribution of **£10 per term** to the nursery fund enables us to meet these expenses without engaging in constant fund-raising activities and ensures that everyone is paying the same realistic amount per term.

**Biadh Fallain!|Promotion of Healthy Eating**

We are a health promoting nursery and we work in partnership with the school and the local Health Promotion Officer to promote the positive health and wellbeing of the children and their families. We offer the children a daily snack which consists of milk or water, fruit and savoury snacks. In our nursery we aim to create a fun, social snack whereby children are able to develop independence and support one another.

**Cuairtean a-mach & Cead!|Excursions and Consent Forms**

Staff will inform parents of any planned trips and they may also request helpers for the day. A yearly consent forms will be issued at the start of the school year for trips and these must be completed by parents in order to allow your child to participate. A

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message will then be sent nearer the time to advise when your child is going on a trip.

Staff will undertake risk assessments prior to going on a trip. Please note that we only take a small group at any one time. The ratio is 1 adult to 2 children.

### **Aodach Freagarrach/Èideadh|Suitable clothing / Uniform**

Please ensure your child has a spare change of clothing which can be kept in a bag on their peg in case of any accidents:

- underwear
- t-shirt/top
- Spare socks.

Please keep your child's bag on the appropriate pegs at the reception area. The nursery has a bank of clothes which can be used in an emergency. Please return these to the nursery washed in order that they are available for other children in required.

Parents have the option of purchasing a nursery polo shirt/sweater but this is not compulsory.

Please also make sure that your child has suitable clothing in case outdoor play or a trip is planned. We use the outdoor area on a daily basis so all weather conditions must be considered. Children do not need to change shoes when attending nursery.

### **Coin|Dogs**

Dogs are not allowed on school premises. They should not be left unattended or tied to the school railings. A barking dog left tied to the railings can be intimidating for small children.

### Sgrùdadh|Inspections

As an Early Learning and Childcare provider, we are registered under the Care Inspectorate. Our service is inspected against a range of Health & Care standards, and during these inspections the views of children, parents and staff are sought.

### Sàbhailteas aig an doras|Door Safety

The doors at the entrance to the Nursery are on security entry. In order to enter the building, you must press the buzzer and wait for a member of staff to let you in. Please be vigilant and make sure that no other children enter or exit the building with you.

### Cothroman na Fèinne agus Cur Sòisealta|Equal Opportunities and Social Inclusion

Our nursery is committed to Glasgow City Council's aims of the promotion of social justice and equal opportunity for all their establishments.

**Every child is important and will be accepted and integrated as they are!**

The Education Authority requires every school to produce its own Race Equality Policy to comply with the Race Relations (Amendment) Act 2000.

A copy of the policy is held in the nursery.

### Riatanas Barrachd Taic|Additional Support Needs

If you have any concerns about your child, please do not hesitate in approaching a member of the nursery staff. Staff are always willing to help and will be very supportive.

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With your consent the nursery staff team will be able to access various agencies to help deal with specific concerns, e.g. Speech and Language Therapist, Education Psychologist, Health Visitor.

Once a support system has been established to help your child meet their needs, we can arrange meetings to discuss progress and keep parents regularly informed and work together to meet the needs of your child.

### **Sàbhailteachd Chloinne|Poileasaidh Dìon Chloinne** **Child Safety|Child Protection Policy**

Like all educational establishment the Glasgow Gaelic Nursery will try to ensure that the welfare of the child is at the heart of our nursery. We will work hard to creating a safe nursery environment and will regularly review resources etc.

Health and Safety has a very important part in our curriculum and together we will ensure children are very aware of the nursery rules etc. and safe behaviour etc.

Staff will be familiar with the Child Protection guidelines and will ensure all children are respected and listened to. Staff are familiar with the procedures in relation to Child Protection issues and will report any concerns immediately to the Head Teacher. The Head Teacher will then deal with the matter always being professional and contact the necessary agencies.

Copies of our Child Protection procedures are displayed at the reception area on the parent information board.



## **Curraicealum an Sgoil Araich|Nursery Curriculum**

### **We aim to:-**

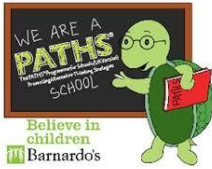
- value all children as they learn through play.
- encourage the children to develop independence and access the resources in all areas of the nursery.
- help the children become confident, young enthusiastic learners who have a high level of self-esteem too.
- work alongside children in their play and model and facilitate their learning.

### **We will help children learn through: -**

- providing praise and consistent support and encouragement.
- undertaking valuable consultations with the children to help extend their learning.
- encouraging them to develop social skills and establish good friendships in the nursery.
- providing a wide variety of learning opportunities through which they can extend their imaginations as well as gaining responsibility for their own learning.

### **Assessment involves: -**

- Informing the children of what they are learning and how to check for success.
- Encouraging the children to take responsibility for their own learning.
- Staff continually assess the children's progress and uses these assessments to inform future planning.
- Staff sharing information with parents regularly informally regarding children's progress.
- Meetings being arranged with parents throughout the year.
- Using the children's ideas and learning and taking this forward.



### Dè bhitheas sinn a'deanamh? | What do we do in the nursery?

Our nursery class curriculum is child-led and based on 'Curriculum for Excellence'. Our aim is to enable all young children to become successful learners, confident individuals, responsible citizens and effective contributors.

- **Successful learners** with enthusiasm and motivation for learning and openness to new ideas and determined to reach high standards of achievement;
- **Confident individuals** with physical, mental and emotional wellbeing and self-respect and ambition;
- **Responsible citizens** with respect for others and a commitment to participate responsibly in political, economic, social and cultural life whilst developing a knowledge of the world and Scotland's place in it;
- **Effective contributors** with resilience and self-reliance, who can communicate, work in partnership and apply critical thinking, solve problems and be enterprising and creative.



The guidance is structured under eight curriculum areas;

- Gàidhlig and Literacy
- Mathematics
- Expressive Arts
- Health and Wellbeing
- Religious and Moral Education
- Sciences
- Social studies
- Technologies

**Ag obair comhla ri Pàrantan agus An Coimhearsnachd**  
**Working with Parents and The Wider Community**

We aim to:-

- work collaboratively with parents
- value parents as the child's prime educator
- develop positive relationships with parents and keep them regularly informed.
- support parents to learn Gaelic
- facilitate parents' skills and talents in the nursery

During the first term we organise an information evening for parents/carers. This gives an opportunity to find out more about our nursery and how parents and carers can support their child at home. Parents will have the opportunity to take part in our Stay and Play sessions.

The school has a well- established Parent Council and parents from the nursery class, primary and secondary sectors are all encouraged to be actively involved. Information on meetings will be given out during the session and minutes are displayed in the foyer at the main entrance of the school.

### **Ceangailean leis a'Bhunscoil/Links with the Primary School**

We have regular liaisons and visits to the school which we are part of. Informal visits to the school office and primary area will allow the children to become familiar with the school setting. The children also attend weekly assemblies with the P1-3 stages and whole school assemblies.

We have established a transition programme with the primary school with a variety of events to help the pre-school children become familiar with the primary school setting.

### **Iomraidhean & Gearainnean** **Suggestions and Complaints**

We are always working to provide the best Gaelic nursery education for your child. If you have any suggestions to make about the service, we provide please contact any of the nursery staff and/or William Murray (Depute Head Teacher).

If you have a complaint about the service, you should contact the Depute Head Teacher or the Head Teacher who will aim to deal with your complaint as soon as possible.

If you feel your complaint has not been dealt with satisfactorily, please contact Glasgow City Council's Customer Liaison unit who will:

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

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Customer Liaison Unit [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)

Or contact

Education Services  
Glasgow City Council  
City Chambers East  
40 John Street  
Glasgow  
4230  
G1 1 JL

Care Inspectorate  
4th Floor  
1 Smithhill Street  
Paisley PA1 1EB  
Phone: 0141 843

E-mail [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)

Tel: 0141 287 5384

You have the right to contact any of the above in the first instance.

**Useful addresses**

You may wish to be aware of the following names, addresses and telephone numbers:

Douglas Hutchison, Executive Director of Education

Phone: 0141-287 5758

Heather Douglas, Principal Officer, Early Years

Phone: 0141-287 4493

Email: [heather.douglas@education.glasgow.gov.uk](mailto:heather.douglas@education.glasgow.gov.uk)

Early Years Team (Charging)

Phone: 0141-276 2323 Option 1 Option 1

Email: [CBSEarlyYears@ced.glasgow.gov.uk](mailto:CBSEarlyYears@ced.glasgow.gov.uk)

Please note:

Although the information in this handbook is correct at the time of processing, there could be changes affecting any of the matters within it, whether before or during the child's placement. You will be informed of any changes to important information.

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