Beechwood Nursery School Handbook

Session 2026/27

c/o Aultmore Park Primary
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Welcome to Beechwood Nursery School

Dear Parent/Carer,

I would like to welcome you and your child to Beechwood Nursery School. This handbook contains a range of information that you might find helpful.

We hope your child will be happy with us and will respond to the many opportunities for learning which we offer in the centre.

We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

We have divided the handbook into sections for easy reference. Please see the contents page for more information.

We look forward to working with you and your child.

Kind Regards

Nadeen Stewart

Head of Nursery

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Our Vision, Values and Aims

Our nursery **Vision**, **Values** and **Aims** were created in consultation with staff, children and families.

Positive, caring relationships based on trust and respect, are at the heart of what we do.

We have a clear vision of what we want to achieve at Beechwood Nursery

Our Aims

- To provide a safe, happy, supportive and loving environment for all children.
- To promote quality experiences indoors/outdoors and in the local community.
- To provide a stimulating and challenging range of activities that will engage children and develop their confidence and curiosity.
- To support every child to reach their potential.

How do we know if we are achieving our aims?

We will measure and evaluate the progress we are making to achieve the key outcomes through:

- Collegiate discussions and self-evaluation, planning meetings and reviews of children's Learning Journals.
- Regular consultation with staff, children and parents/carers.
- Reviewing progress with staff at team meetings or as part of an in-service day.
- Formal and informal playroom observations with an agreed focus and feedback.
- The monitoring of staff planning, learners progress and views with verbal and written feedback.

General Information

Names and Job Titles of our Staff Members

Nadeen Stewart	Head of Nursery
Janet Aitken	Team Leader (Job Share)
Jacqueline McDougall	Team Leader (Job Share)
Kelly White	Team Leader (Full time)
Lee Heighway	Clerical Assistant
Claire Hinshelwood	Child Development Officer (Job Share)
Linda Wilson	Child Development Officer
Lorraine Haig	Child Development Officer
Sasha Stevenson	Child Development Officer
Elizabeth Reid	Child Development Officer
Margaret Mary Quinn	Child Development Officer
Shelley Docherty	Child Development Officer
Polyxeni Rodoopulou	Child Development Officer
Amber Malyn	Child Development Officer
Darcy Naismith	Child Development Officer
Sara McCann	Child Development Officer
Sharon Quate	Child Development Officer
Heather Graham	Child Development Officer
Erin Mosson	Child Development Officer
Sara McLeod	Support for Learning Worker
Cara McLaughlin	Support for Learning Worker
Donna Dalling	Janitor

In addition to the above members of the team, the nursery often accommodates students from school, college and/or university.

Times of Opening

Currently the nursery is open from 8.00am until 6.00pm, Monday to Friday, 50 weeks of the year, with the exception of public holidays and in-service training days. Each child's times of attendance vary within these hours and are allocated on the basis of need.

Age Range of Children

The nursery has provision for: 48 children from 3-5 years
10 children from 2-3 years

Keyworker System

Each child has their own allocated member of staff within their playroom. That member of staff will be the primary point of contact within the nursery and will take a particular interest in the child's needs, personal care, wellbeing and development, working with the family to ensure that the maximum benefit is gained from attending nursery.

Register of Applicants

A register of applicants will be kept by the Head of Nursery. Each application will be prioritised for admission in accordance with Glasgow City Council policy, considering each family's circumstances. Parents/Carers may ask to see their application at any time and any changes of circumstances that may affect the application must be notified to the Head of Nursery.

Enrolment

When a place becomes available for a child, we will contact the family regarding the enrolment procedures. The family will be invited along to the nursery to meet the staff, complete paperwork and begin the process of settling the child into the nursery.

Condition of Placement

Parents/carers will be required to complete a Condition of Placement Form for their child. All places allocated will be subject to a six-monthly review at which the Head of Nursery will have the right to modify the placement offered or charges levied. This review will consider any changes in circumstance. Any changes agreed at this review will be implemented in the following school term. Should family circumstances change within the six-month period you should notify the Head of Nursery in writing giving a four-week period of notice.

Settling In

On the first day a child attends nursery they will be welcomed by the Keyworker and parents/carers will be asked to stay with the child to complete the enrolment paperwork. The child will have the opportunity to play and familiarise themselves with the new surroundings and faces. As the days pass parents/carers will have the opportunity to leave their child in the care of their Keyworker for increasingly longer periods of time and the child's hours of attendance will lengthen. There is no set formula or time span for this as all children react differently to separating from their parents/carers.

Emergency Contacts

Parents/carers will be asked to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in the case of emergency. Parents/carers should bring those persons to the centre to be introduced to the staff at the earliest opportunity and keep staff up to date as to changes to their details.

Arrival and Collection of Children

It is expected that a responsible adult, aged 16 years or over, will always bring and collect the child. If parents/carers or the person expected to collect the child have been delayed, they should make every effort to let us know. Children cannot be allowed to leave with any person who is a stranger to the staff under any circumstances. In an emergency parents/carer can set a password and give it to the appointed adult collecting the child, as well as passing this on to staff. In the event that no-one arrives to collect the child staff will try to get in touch with the parents/carers and then the emergency contacts. If no-one can be contacted and the child is still in nursery when it is due to close, staff will contact Social Care Connect so that the child can continue to be cared for until parents/carers are located.

Security

The centre operates a security entry system. Please press the call button and ring the bell 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 may require to be met at the door. Whoever brings or collects a child from the centre must sign them in and out.

Attendance

Due to pressure on places, we cannot hold a place open for a child who does not use it. Parents/carers should inform staff if they no longer require a place and if a child is off for more than a couple of days due to illness or holidays. When a child has been absent with no communication or contact, on day two staff will try to get in touch with a parent/carer by telephone or letter.

Suitable Clothing

Children have fun doing messy work and although we encourage them to wear aprons, clothes are often affected so children should not come to nursery in their best outfits. A change of clothing can be kept in each child's bag on their peg (several changes may be required during toilet training). Children will not be excluded from participating in activities on any grounds other than medical or religious ones, as we are bound to provide every child with a broad and balanced curriculum. Soft shoes are best worn in nursery to avoid accidental injury and aid physical play; these will need to be provided by the parent/carer. Additionally, parents/carers should provide outdoor clothing suitable for the weather and outdoor play or in the event a trip is planned.

Please note: Due to health and safety reasons children should not wear jewellery of any type to nursery.

Outings and Consent

When trips are planned parents/carers will be informed in advance. No child can be included in trips without a Consent Form having been completed.

Insurance

Children are insured whilst on a nursery trip for which your consent has been obtained, however, Glasgow City Council will accept no responsibility for loss of or damage to clothing or personal belongings either within the nursery or out with.

Emergency Closure Arrangements

On occasion it may be necessary to close the building at short notice. This could be due to power failure or severe weather conditions, etc. If this happens, we will do our best to let parents/carers know what's happening. We may keep in touch by telephone, letter, social media and Learning Journals. Remuneration of charges will be decided at a later date by Customer Business Services (CBS).

Meals, Snacks and Healthy Eating

Meals and snacks are supplied by Glasgow City Council. Menus are based on low salt, low sugar and low-fat foods, which reflect a balanced diet. If a child has specific dietary requirement, staff need this in writing from a dietician or a child's doctor. If this is a religious choice, parents/carers should notify a member of staff who will liaise with Glasgow City Council to provide an alternative food choice.

Healthy Snacks Policy

Beechwood Nursery School is a 'Smile Too' nursery.

Our aims:

- ✓ To reduce the intake of sugary foods.
- ✓ To promote regular teeth cleaning with a fluoride toothpaste.
- ✓ To promote a healthy nutritious diet.
- ✓ To promote fruit and vegetables as a snack food.
- ✓ To give children milk or water as drinks at the nursery.
- ✓ To promote early registration with a family dentist.
- ✓ To reduce children's tooth decay.

Fundraising

Some things are not provided for by our Council funding. For example: Christmas presents, outings and trips. For this reason, we ask parents/carers to contribute to our toy fund, currently £2 a week. It is also sometimes necessary to fundraise for specific purposes. We may ask parents/carers to participate in sponsored activities from time to time.

Provision of Toiletries/Personal Care Items

Our budget doesn't extend to providing these items for children; therefore parents/carers must ensure their child has their own nappies/wipes/creams as required.

Smoking Policy

Please note that, in accordance with the law, smoking and/or vaping is not permitted within the building or anywhere else within the boundary of the building.

Charges

When a child is allocated a nursery placement there may be charges apply. In line with Glasgow City Council policies parents/carers will be asked to verify their circumstances i.e. proof of employment, benefits, address etc. Any charges will be applied according to individual family circumstances. In order that we provide adequate nursery provision to meet requirements, parents/carers may be asked for this information every six months. Please note failure to provide this documentation could result in a review of the offer of the nursery placement.

The current charges are detailed below:

- Non-Glasgow resident standard rate £5.50 per hour
- Glasgow resident discounted rate £4.50 per hour
- Glasgow resident reduced rate £1.00 per hour
- Glasgow resident second child rate £2.20 per hour
- Glasgow resident third child rate £1.70 per hour

All charges, including those for meals are subject to review and any changes will be notified to parents/carers by the Head of Nursery.

Charges are paid directly to Glasgow City Council and in advance. Parents/carers will be provided with an Early Years Admissions and Charges booklet, outlining how the charges are calculated.

Medical Information

Medication

If a child requires medication during their time at nursery this must be arranged in advance and the relevant forms completed. Note that only prescribed medication can be given, from the container with the prescription label on it. If a child has a specific health need, then parents/carers will be asked to fill in a Health Care Plan specific to the child's needs.

Please note: Whilst every effort will be made to administer medicines to a child, this will be at the Head of Nursery's discretion.

If a Child Becomes Ill at Nursery

Staff welcome a call from parents/carers if their child is unable to come to nursery due to illness. Should a child become ill whilst at the nursery staff would follow The National Services Scotland (NHS) Exclusion Criteria for day care and child-minding settings. In the first instance, we will try to contact the parent/carer before telephoning one of the child's emergency contacts.

If the illness seems serious, medical advice will be sought without delay, as parents/carers would have previously been asked on the enrolment forms if they consent to emergency medical/dental treatment. If the nursery staff take a child for treatment, staff will continue trying to contact parents/carers or an emergency contact until one of them are reached.

Minor Accidents and Upsets

Occasional bumps and bruises are inevitable when children play together anywhere. Should a child sustain an injury in nursery then this will be recorded on an accident form. The parent/carer will be required to sign the accident form on collection. If a child has an injury/bump above the neck this is classed as a head injury and staff will contact parents/carers to make them aware of the accident in line with our policy.

Curriculum

Curricular Aims

Staff seek to:

- ☆ Develop self-esteem in every child.
- ☆ Empower each child with the attitudes, skills and understanding necessary to promote effective learning.
- ☆ Foster achievement.
- ☆ Encourage the development of positive interpersonal relationships.

How we promote learning

At Beechwood Nursery School, we adopt a holistic approach to our Early Year's Education, responding to each child's individual needs and values, and learning from home. All children and young people in Scotland have a right to an education. Glasgow City Council's 'Every Child is Included and Supported' guidelines state that all children will be supported in mainstream establishments. A variety of strategies and techniques which are bespoke to the children's individual needs will be developed and implemented, as per the guidance. We promote learning through a balanced curriculum to suit all stages of development. Our curriculum is informed and guided by national and local guidance; The Curriculum for Excellence, Realising the Ambition, Nurturing my Potential and Getting it Right for Every Child.
Our planning model is led by consultations from children, families and staff to support children's developmental needs and interests.

"In understanding each child as an individual, by being responsive to their interests and knowing how they learn, we can turn our curriculum aims and practice into a unique and meaningful curriculum experience for the children we have in our setting" (Realising the Ambition, 2020)

Curriculum for Excellence

The Curriculum for Excellence (CfE) places learners at the heart of education. The aspiration of Curriculum for Excellence is for children to develop their capabilities within the four capacities: Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. Children are offered a wide range of learning experiences across the eight curricular areas; Expressive Arts, Health & Wellbeing, Languages, Mathematics, Religious and mora education, science, social studies and technologies.

Find out more: https://education.gov.scot/curriculum-for-excellence/

Realising the Ambition

Realising the Ambition (RtA): This national practice guidance for early years in Scotland underpins how we plan, care and evaluate to support your child's individual needs. Realising the Ambition explores the range of interactions, experiences and spaces we need to provide for babies and young children to help them to learn and grow.

Find out more: https://education.gov.scot/resources/realising-the-ambition/

Nurturing My Potential

The Glasgow Council Practice Framework 'Nurturing My Potential' is a resource designed to support practitioners working with young children, specifically in their first 1000 days of life. It focuses on creating nurturing and responsive learning environments that promote optimal development in babies and toddlers. This framework emphasises the importance of strong relationships, understanding individual needs, and providing stimulating and challenging experiences to foster curiosity and a sense of wonder. The framework aims to provide information and knowledge to support quality learning and development during a child's first 3 years and supports Realising the Ambition.

GIRFEC

Getting it right for every child (known as GIRFEC) is the national approach intended to make sure that all the people who support your child work together seamlessly to give you and your child the right help at the right time. GIRFEC focuses on eight areas of wellbeing that are important for your child to grow and develop to reach their full potential. These are:

- ☆ Safe
- ☆ Healthy
- ☆ Achieving
- ☆ Nurtured
- ☆ Active
- ☆ Respected
- ☆ Responsible
- ☆ Included.

Find out more: https://education.gov.scot/parentzone/my-child/what-is-my-child-entitled-to/getting-itright-for-every-child/

Assessment

Each child is respected and recognised as an individual. As every child is unique in their prior experience, knowledge and personality, staff observe each child in order to get to know their abilities and characters in depth and to provide us with enough knowledge to tailor the curriculum to their needs and interests. Progress will be recorded, and this will be discussed with the parent/carer during GIRFEC/Transition report meetings that take place twice a year.

Supporting Children Who Require Additional Support for Learning

Parents/carers or a child's Keyworker may highlight that a child requires support in areas that they might find difficult in their development. Staff and parents/carers can work together to support the child's development needs. Occasionally it may be helpful to involve other professionals such as a Speech Therapist or Educational Psychologist, but this would be discussed with parents/carers to obtain consent before a referral could be completed. If parents/carers have any concerns about their child, they can arrange an appointment with their child's Keyworker and the Head of Nursery.

Working Together to Support Learning

As the child's parents/carer are their primary educator and know them best, it is helpful for staff to be made aware of children's preferences, interests and experiences at home so that they can built upon at nursery. Parents/carers will be kept informed (by Learning Journals, newsletter, social media, displays and through conversation) of what their child has been learning. Consistency is the key to effectiveness, especially in matters of behaviour, so staff and parents/carers should work as a team to enable the child to make the most of their time at nursery.

Communicating with Parents/Carers

There are a variety of methods of communication to keep parents/carers up to date with what's happening in the nursery and special events e.g. Learning Journal messages/posts, posters, newsletters, text messaging etc. We also use social media i.e. X (previously Twitter) for which you will be asked to sign a consent form on your child's induction. You can find and follow us on X (previously Twitter) at: @BeechwoodGCC

Please note mobile phones are not allowed within the nursery playrooms!

Other Information

Welfare and Safety for All

Getting it Right for Every Child (GIRFEC) states every adult in Scotland has a role in ensuring all children live safely and can reach their full potential. Nursery staff provide support to children and have a vital role in helping to protect them from harm. Our nursery has a Child Protection Policy and Child Protection Co-ordinator who responds to concerns for children's safety and wellbeing. If parents/carers have any concerns regarding the safety and wellbeing of a child, should share this with the child protection Co-ordinator (Nadeen Stewart-Head of Nursery) or any other member of staff. When a child is at risk of harm, abuse or neglect confidentiality is not an option. If staff suspect that a child needs protection, we are required to inform additional services such as Social Services to assist in the Safety and Welfare of that child. Where appropriate, staff will endeavour to speak with parents/carers prior to liaising with other services.

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. In the absence of the Child Protection Co-ordinator, the depute co-ordinator will resume that role.

Child Protection Co-ordinator	Nadeen Stewart (Head of Nursery)
Depute Child Protection Co-ordinator(s)	Janet Aitken (Team Leader)
	Jacqueline McDougall (Team Leader)
	Kelly White (Team Leader)

Copies of departmental guidelines (Management Circular 57) are available from the Head of Nursery on request.

Transition/Links with Local Primary Schools

Transitions, such as starting nursery or school and moving between rooms within the nursery, are not just physical moves but significant emotional and developmental events. Positive transitions are crucial because they ensure continuity, build strong relationships and belonging, and support children's emotional, social, and cognitive development. Well-planned, positive transitions lay the groundwork for lifelong learning by fostering a sense of safety, respect, and readiness to learn. When transitions are managed thoughtfully, they build a child's confidence and overall emotional well-being. How a child's first transitions are handled can influence their ability to cope with future changes and adapt to new situations.

The nursery has links with Aultmore Park and Our Lady of Peace Primary Schools., As part of the transition to school a teacher may visit the nursery to meet the children, to make the transition from nursery to primary school as smooth as possible. Transition Reports which document children's learning and development are completed by the child's Keyworker and discussed with parents/carers before being passed over to the receiving primary school.

Accessibility Strategy

Standard Statement

The nursery has a duty to ensure that all children have equal access to the curriculum, personalised as appropriate to their individual needs. This covers not only the content of experiences and teaching strategies but also minor adaptations to the physical environment of the building to address the needs of children with physical or sensory impairments. Staff also work to ensure that parents/carers who have a disability have equal access to information about their children. This could involve, for example, provision of an interpreter for the deaf or agreeing a telephone contact system to provide direct feedback to parents/carers.

Suggestions and Complaints

In the first instance speak to the Head of Nursery or in their absence another Manager on duty who will do their best to resolve your issue.

If you feel you have not had your complaint dealt with to your satisfaction, Glasgow City Council has a robust Complaints Procedure dealt with through the Customer Care Team. This can either be done via telephone: 0141 287 0900 or by completing an online form which can be accessed via www.glasgow.gov.uk/ContactUs

In the event that you are still dissatisfied please contact:

Care Inspectorate
4th Floor
1 Smithhill Street
Paisley
PA1 1EB
Telephone: 0141 843 4230