GLASGOW CITY COUNCIL: EDUCATION SERVICES

SIGHTHILL NURSERY



SCHOOL HANDBOOK



2025/26

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SECTION 1

Introduction:

Dear Parent/Guardian,

Welcome to Sighthill Nursery!

We are delighted to welcome you and your child to our nursery, located at the heart of the Sighthill area in the north of Glasgow. Our bright, modern building is part of the new Sighthill Community Campus and offers a wide range of excellent facilities, including well-designed outdoor learning spaces.

Our team of fully qualified and experienced staff are here to support you and your child as you settle into nursery life. We are committed to providing a warm, nurturing environment where your child can enjoy a variety of fun and exciting learning experiences.

We hope you find the information in this handbook helpful. If you have any questions, please don't hesitate to speak to a member of our team we're here to help.

Warm regards,

Fíona Crawley

Head of Centre

E-Mail: headteacher@sighthill-nursery.glasgow.sch.uk

Contact information

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nursery.glasgow.sch.uk

Follow us on X @SighthillNS

Sighthill Nursery Staff

Fiona Crawley Head of Centre

Claire Anderson Deputy Head of Centre

Kate LopezChild Development Team Leader **Wendy McCrory**Lead Practitioner Attainment

Amanda Docherty Clerical officer

Alison Eadie – Child Development Officer Briony Farrell – Child Development Officer Candice McInally - Child Development Officer Charley Magee – Child Development Officer

Christine Donnachie – Child Development Officer (Job-share)

Claire Percy – Child Development Officer (Part time AM)

Donna Todd – Child Development Officer (Job-share)

Erin Feng - Child Development Officer

Gemma Geddes – Child Development Officer Heather Hart – Child Development Officer Jackie Morgan – Child Development Officer

Jan Mullan- Child Development Officer

Jodie Graham – Child Development Officer (Maternity leave)
Julie Kennaway – Child Development Officer (Job-share)

Kasia Kuta – Child Development Officer Laura O'Hara – Child Development Officer Natasha McIntosh – Child Development Officer Nisreen Aslam – Child Development Officer Olivia Welsh – Child Development Officer

Steffi Barr – Child Development Officer (Maternity leave) **Susan Calder** – Child Development Officer (Job-share)

Toni Bird – Child Development Officer
Zoe McDonald – Child Development Officer

Charley ReidSupport for Learning WorkerLorraine McCabeSupport for Learning WorkerPakeeza JavedSupport for Learning Worker

Maureen DoyleCaretaker/JanitorSharon ClarkCatering Assistant

We all welcome you to Sighthill Nursery School, and hope that you and your family enjoy your time with us.

Non-denominational.

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

Nursery Provision

The nursery is open from 08:00 to 18:00.

Children's sessions are planned in accordance with staff-to-child ratios and building capacity. Please note that not all staff are always present.

Our team includes employees on both term-time and 52-week contracts, working full-time and part-time hours.

Staff also take annual leave throughout the year.

To ensure appropriate coverage, **staff work** a variety of shifts, including:

• Early shift: 08:00–15:30

Middle shifts: 08:30–16:00, 09:00–16:30, 09:30–17:00

Late shift: 10:00–17:45

The nursery provides places for children aged 0-5 years.

- The nursery is registered for:
 - > 12 children, aged 0-2 years old
 - > 25 children, aged 2-3 years old
 - ➤ 64 children, aged 3-5 years old

We offer nursery places between 8am and 6pm.

- Sessions available include:
 - > Full-day
 - Morning (AM)
 - > Afternoon (PM)
 - Places are offered on either a:
 - > Term-time basis
 - > 52-week basis

Availability depends on **individual circumstances and demand**.

Places are allocated according to Glasgow City Council admission policy. Children are allocated a "special" staff member, known as the **keyworker**. This is the person who will support your child's development when at nursery.

The Head of Centre will be happy to advise you on the City Council's Policy and we would hope to provide your child with a placement appropriate to your needs.

Our Daily Routine

Each playroom follows a slightly different daily routine to suit the age and developmental needs of the children. This includes differences in nappy changing, toileting routines, and rest times. However, the overall structure of the day is generally consistent across the nursery.

Typical Daily Routine:

- Welcome to Nursery Children arrive and sign in with their family member
- Morning Snack
- Morning Welcome Time Group songs, stories, and discussions (e.g. days of the week, weather)
- Free-Flow Play Indoors and outdoors
- 11:00 13:00 Lunch Time Lunch is offered as free flow, allowing flexibility for each child
- ➤ Nap/Rest Time For those who need it
- ➤ 12:30 Home Time For children attending morning-only sessions
- > 13:00 Afternoon Welcome to Nursery Arrival and sign in with family
- Afternoon Snack
- ➤ Afternoon Welcome Time Songs, stories, and group time
- > Free-Flow Play Indoors and outdoors
- ➤ Home Time

We aim to provide a calm and predictable routine that supports children

Emergency closure arrangements

Occasionally there are circumstances which mean the Nursery has to close. This may be due to severe weather, transport problems, water or power failure etc. In this event we will do all we can to keep you informed of details of openings and closures. Local radio and Glasgow City website can also provide information.

www.qlasgow.qov.uk

SECTION 2

Our Ethos and Aspirations:

Sighthill Nursery

Vision, Values and Aims

Vision Statement

We value and respect the children, families and visitors in our nursery.

We promote health, achievement and success in learning

Together we will create opportunities for all children to become successful learners, confident individuals, responsible citizens and effective contributors.

Values

- To provide a safe, caring and stimulating environment to promote achievement, effort and success
- To nurture and support our children and families in a happy, caring nursery free from any prejudice
- Every child as an individual and we treat them with fairness and respect

Aims

- To provide a welcoming environment where everyone feels cared for, valued and respected.
- Create a safe, stimulating, healthy environment where children are happy and eager to learn.
- To promote and encourage the importance of health and wellbeing for all children, staff, families and the community.
- To build and maintain positive partnerships with parents, carers and staff to promote positive behaviour and raise achievement.
- To encourage all stakeholders to contribute to the rich an diverse life of the nursery
- To self evaluate to develop our practice.

Our Daily Challenges

At our nursery, we support children's learning and development by encouraging positive behaviours through our **Five Daily Challenges**. These simple, consistent rules help create a safe, respectful, and nurturing environment where every child can thrive. The challenges are:

- 1. **Listening Ears** We listen carefully to others.
- 2. Choose Play, Put Away We tidy up after ourselves.
- 3. Walking Feet Indoors We move safely inside.
- 4. **Be Kind to Everyone** We show kindness in our words and actions.
- 5. **Gentle Hands** We use our hands in safe, caring ways.

We ask families to support us in reinforcing these daily challenges at home and in conversations with your child. When children see the same values being encouraged both at nursery and at home, they feel more confident, secure, and ready to learn.

School Improvement Plan

Our School Improvement Plan sets out our main targets for the year and helps us make positive changes for children and families.

It is displayed in the main corridor so everyone can see what we're working towards and how we aim to keep improving.

Promoting Positive Behaviour

At Sighthill Nursery, we follow a positive behaviour policy that encourages respect, kindness, and cooperation. The policy is available to all families, and staff are happy to work in partnership with parents to support individual behaviour plans when needed.

SECTION 3

Applying and Enrolling:

Nursery Applications

To apply for a place at the nursery, please provide proof of address and your child's birth certificate.

Applications can be completed by appointment only. Once submitted, your child's name will be added to our applicant register, and you will be offered a place based on availability.

All children aged 3–5 years are entitled to up to 1140 hours per year of funded Early Learning and Childcare (ELC). In Glasgow nurseries, this entitlement begins on the Monday following your child's 3rd birthday.

Some 2-year-olds may also qualify for up to 1140 funded hours, depending on eligibility. Please note that charges may apply for children under 3 years old.

For more information about <u>funded entitlement and nursery charges</u>, please visit: Glasgow Family Information Service – ELC Funding.

Allocation of Nursery Places

All nursery places are allocated in accordance with Glasgow City Council's admissions policy. The Head of Centre will be happy to explain how this policy works when you apply for a place for your child.

An Admissions Panel meets **three** times per year in May, September, and January to allocate places. The panel includes:

- > Heads of local Early Years establishments
- ➤ A representative from Early Years Headquarters
- > Other professionals or agencies involved in supporting children and families

This ensures a fair and consistent approach to offering nursery places across the local area.

Emergency contacts

When you enrol your child, you are asked to provide us with your telephone information and the names, addresses and telephone numbers of two contact persons in case of emergency. It is vital that this **information is kept up to date**, as we will need to contact you should your child become ill or upset while at nursery.

Enrolment and Welcome Visit

You are welcome to phone or arrange an appointment to visit the nursery at any time to discuss your placement needs. Once a place becomes available for your child, you will be contacted by letter or telephone.

A visit day will then be arranged for you and your child. During this visit, you will:

- Complete the enrolment forms
- Receive your child's start date
- Be given a tour of the nursery
- Meet your child's key worker

Enrolment is an important step in helping us care for your child safely and confidently. We will collect key details such as medical conditions, allergies, emergency contacts, and your child's GP and dentist.

We also request permissions for outings, medication, and other aspects of nursery life. This helps us to provide the best possible care in a safe and nurturing environment.

SECTION 4

Transitions and Community:

Transitions at Nursery

Children at our nursery will experience a variety of transitions during their time with us. These include settling into nursery, as well as moving between different playrooms as they grow and develop.

For some, this may involve transitioning from the Baby Room to the 2–3 Room, and then from the 2–3 Room to the 3–5 Room.

Within the 3–5 Room, there are three distinct playrooms that children will move through every 6 weeks or on a termly basis. These playrooms are:

- ➤ Room 3 Creative Arts Room
- ➤ Room 4 Numeracy and Sciences Room
- ➤ Room 5 Literacy and Sensory Room

Each area has been carefully designed and resourced to support the *Curriculum for Excellence*, ensuring experiences are meaningful and developmentally appropriate. Your child's key worker and key group will move with them through these playrooms, providing consistency and supporting strong, nurturing relationships.

Our Connection with Sighthill Community Campus & St Martin's Primary

We're proudly part of Sighthill Community Campus, and our attachment school is St Martin's Primary this strong link makes it easier for children to transition smoothly. We benefit from using campus facilities like the library, gym hall, and primary school playground. We also regularly involve St Martin's children as helpers in our nursery, supporting reading sessions or assisting with events.

We enjoy many opportunities to collaborate with the school throughout the year, sharing spaces, activities, and community events.

Learning Community

Our Learning Community, we are proud to be part of a vibrant campus community, which we share with St Martin's Primary School and Glasgow Life.

In addition, we are part of the St Roch's Learning Community, which includes St Roch's Secondary School, local primary schools, and other early years establishments in the area.

Together, we work in partnership to enhance learning experiences and create improved opportunities for all children and families within our community and beyond.

SECTION 5

Settling In and Daily Routines:

Settling In

Every child is unique, and we understand that starting nursery is a big transition.

On the first day, your child will attend for one hour, with you staying to support them as they become familiar with their new surroundings. Settling-in patterns can vary and may take one to two weeks or longer, depending on your child's individual needs. You'll have the chance to discuss this with your child's key worker, and together we will gradually increase their time at nursery at a pace that's right for them.

Taking a gentle, supportive approach helps children feel safe, secure, and confident as they build trust in their new environment and relationships.

Cloakroom Pegs

Each child will have their own peg with their name on it, where they can hang their coat. Their shoes can be placed in the designated cubby. An extra change of clothes can be kept in the bags provided.

Important Safety Note:

Please ensure that bags do not contain any medicine or food items. This is crucial to prevent potential allergic reactions, which can be life-threatening. For safety reasons, we do not allow food or medication in children's bags.

Drop-Off and Collection Procedures

Please bring your child to their playroom door for both drop-off and collection.

Kindly ensure the **door is closed securely behind you**, as open doors pose a safety risk and children may attempt to leave unsupervised.

Always inform a member of staff when you enter or leave the playroom so we can update your child's attendance on the register.

At times, the children may be outside in the garden. If this is the case, please wait at the garden door and speak to a staff member, who will bring your child to you.

Collection by Another Adult

If someone different is collecting your child, they must be over the age of 16. Please inform the nursery in advance and a **password** can be arranged for added safety. Staff will always take extra precautions and may ask for identification or confirmation, even if the person is known to you, to ensure your child's safety.

Late Collection

If you are **running late**, please contact the nursery as soon as possible to let us know. Lateness can impact the smooth running of the nursery, including:

- Disruption to staff breaks and shift patterns
- > Effects on staff-to-child ratios
- > Capacity and planning for other families

Your child's session time is fixed, as we aim to is not collected on time and we have not heard from you, we will begin contacting you and your emergency contacts. If no response is received and the child remains uncollected, we may be required to contact Social Services as part of our safeguarding procedures.

SECTION 6

<u>Dressing for Play and Weather:</u>

Outdoor Play and Weather Preparation

We promote outdoor play every day. Living in Scotland means children need to be dressed appropriately for all weather conditions.

Summer/ Spring:

Please provide sun cream (before child's session at home), a sun hat, and sunglasses (if needed).

Winter/ Autumn:

Children should have a warm coat, cosy hat, and optionally gloves and a scarf.

Clothing and Footwear

- Children will get dirty, wet, and messy during play, so please avoid dressing them in expensive clothes or shoes.
- Dress your child in comfortable, easy-to-manage clothing (no belts, dungarees, or stiff buttons) to support independent toileting.
- A full change of clothes should always be kept in the nursery in case of mess or accidents.
- If your child is toilet training, please bring plenty of spare clothes, including underwear.
- Children need soft indoor shoes for comfort and safety.
- For outdoor play, outdoor shoes are required preferably wellington boots.

Labelling Clothing and Safety

- Each child has a named peg for coats and shoes. Please ensure all items of clothing and footwear are clearly labelled with your child's name and initials.
- For safety reasons, children should not wear jewellery, especially looped earrings. Please speak to staff if you're unsure.

SECTION 7

Family Support and Communication:

Family Helpers

We welcome parent helpers in our nursery and truly value your support. If you have a special skill to share such as storytelling, music, art, or something from your cultural background we would love to hear from you! Please speak to a member of staff if you're interested in getting involved.

Parent Involvement and Support

Parents are welcome to visit the playroom at any time.

A Parents' Room is available in the main entrance corridor for use during settling-in periods and for meetings.

Parents' Committee

Join our Parents' Committee to help shape nursery events and activities, raise funds for the nursery, and share your views about your child's learning journey. It's a great way to stay connected and support our nursery community.

Nursery Information and Communication

Important nursery information, including upcoming events and support for parents, is displayed in the **main corridor**, on the **whiteboard** at the main entrance, and shared in our termly **newsletter**. Newsletters are available both digitally on Seesaw and as a paper copy in the main entrance.

We also provide regular updates throughout the year on **Seesaw**, so please check in often to stay informed.

You can contact the nursery team directly through Seesaw Messenger or get in touch with the Head of Centre if you have any questions or concerns.

Events and Newsletters

- A termly newsletter is provided with information about all upcoming events.
- We offer a wide variety of events throughout the year, including:
 - Events just for the children
 - Events for you and your child to enjoy together
 - Events for the whole family
- During these events, children may:
 - Be offered special snacks, which may occasionally include items containing sugar
 - > Be invited to dress in themed or cultural clothing
 - > Enjoy activities such as Glitter Tattoos, hair braiding, and face painting

Annual and Cultural Celebrations Include:

- Halloween Dress-up day
- > Diwali
- > St. Andrew's Day
- Christmas Sing-along
- Christmas Parties
- Robert Burns Day
- Scottish Ceilidh
- > Lunar New Year Dragon Parade
- World Book Day Dress as a favourite book character
- Holi Festival
- Easter
- ➤ Eid
- > Photographer
- > Sports Day
- Nursery Graduation For children transitioning to school
- End of Term Parties
- Fundraising Events and Fayres

We also celebrate a range of cultural and non-cultural days throughout the year to promote inclusion and diversity.

If you have any cultural events or traditions you would like to share with us, please feel free to get in touch. We welcome your ideas and involvement!

Birthday Celebrations at Nursery

To support healthy eating and keep all children safe, we no longer accept cakes, sweets, or other food from home for birthdays. Instead, we celebrate in a fun, inclusive, and allergy-aware way.

Your child will enjoy:

- A special birthday song with their group
- > A pretend cake and candles to "blow out"
- A birthday book and small gift (like bubbles) to take home

Families are welcome to get involved by sharing a story, photo, or special item just speak to staff in advance.

Thank you for helping us create safe, happy celebrations for everyone!

SECTION 8

Mealtimes:

Meals and Snacks

Children are offered healthy, carefully selected snacks in the morning and afternoon.

- At lunchtime, children receive a two-course meal, which includes:
 - Starter and main course, or
 - Main course and dessert
- There are always two main course options available.
- Sandwiches and fruit are also available on request.
- Milk and water are provided during mealtimes.

Menu Information

- The menu follows a three-week rotation.
- It is displayed in the main corridor of the nursery.
- Please speak to the Head of Centre for more details.

Promoting Independence

We encourage children to be independent during mealtimes by supporting them to:

- Choose their food
- Serve themselves
- > Feed themselves
- Clear away their dishes

Our practice follows the Scottish Government's Setting the Table guidance.

Allergies and Dietary Needs

- Please let us know if your child has any allergies or dietary restrictions.
- We are committed to respecting the needs of your family.

SECTION 9

Medical Procedures and Attendance:

Unwell Children and Nursery Attendance

To help maintain a healthy and safe environment for all children and staff, we kindly ask families to monitor their child for any signs of illness and to **keep them at home if they appear unwell.**

Common symptoms to watch out for include:

- Fever
- Persistent cough
- Runny or blocked nose
- Sore throat
- Vomiting or diarrhoea
- Rash or other unexplained skin conditions
- Unusual tiredness or lethargy

In the case of **sickness or diarrhoea**, children must be kept at home for <u>48 hours</u> after the last episode to help prevent the spread of infection.

Bringing an unwell child to nursery not only affects their own recovery but also increases the risk of spreading illness to others. Some children and staff may be more vulnerable to infections, and outbreaks can lead to higher staff absences, which may impact the level of care we can provide.

We understand that arranging alternative childcare can be difficult but keeping sick children at home helps protect the wellbeing of the entire nursery community.

Please remember to **call the nursery** if your child is **unable to attend**. This allows us to monitor for any patterns of illness and alert other families if necessary.

If Your Child Becomes Unwell at Nursery

Should your child become unwell during the day, we will contact you as soon as possible. If we are unable to reach you, we will call the emergency contact listed on your child's file. Please ensure your contact details are always up to date.

In the case of a life-threatening emergency or serious injury, and with your permission, we will contact emergency services and call an ambulance immediately.

Administration of Medication

If your child requires medication during their time at nursery, please speak with the Head of Nursery to discuss their needs. Medication will only be administered at the discretion of the Head, and only prescribed medication will be considered.

To proceed, you must complete a <u>medication consent form</u>, which authorises nursery staff to administer the medication to your child. Please call ahead to arrange a time to complete this paperwork, medication will not be given until all necessary documentation is in place.

In some cases, staff may choose not to administer medication. This is their right, and decisions will be based on the safety, complexity, or appropriateness of the request. Thank you for your understanding and cooperation in ensuring the wellbeing and safety of all children in our care.

Medical Conditions and Allergies

During enrolment, you will be asked to provide information about any medical conditions, allergies, or specific health needs your child may have.

If there are any **changes to your child's medical information** at any time, you must inform us immediately. This allows us to update their medical care plan and ensure we continue to meet their individual health and safety needs.

Accident and Incident Procedures

If your child has a minor accident while at nursery, you will be informed when you arrive to collect them. All incidents are recorded in our **accident book**, and you will be asked to sign the entry.

In the case of a **bump to the head**, you will receive a phone call before collection to inform you of the incident. Additionally, you will be given a head injury letter outlining signs of concussion to be aware of at home. This is part of our standard procedure and is not intended to cause alarm, but to ensure your child's wellbeing is monitored appropriately.

All staff are trained in paediatric first aid. **Fiona Crawley** is the nursery's designated **First Aider.**

Due to the age and stage of development of many of our children, minor **accidents can be common**. As children grow, they are developing both gross and fine motor skills, which can sometimes lead to *trips*, *bumps*, *or falls*.

Children are also learning how to express themselves emotionally and socially. At times, this may include behaviours such as *hitting, throwing toys, or biting*.

These behaviours are <u>a form of communication</u> and part of early development. Our team understands this and will work closely with you to support your child in learning more positive ways to express their needs and feelings.

The health, safety, and emotional wellbeing of your child are extremely important to us. All nursery environments, routines, and activities are carefully **risk assessed** to provide a safe, nurturing space for all children.

SECTION 10

Our Approach to Learning and Care:

Nursery Care Plans

We create a legal Nursery Care Plan for each child, ensuring a safe, nurturing environment tailored to their needs. Your attendance at scheduled meetings is essential to keep these plans accurate and effective.

Why They Matter:

- Personalized Support: Captures your child's routines, interests, and preferences to make them feel comfortable and secure
- Health & Safety: Records vital information like allergies and medical needs to ensure your child's well-being.
- Developmental Progress: Tracks milestones and interests, guiding learning tailored to your child's strengths.
- Strong Partnership: Promotes open communication between nursery and home, benefiting your child
- Flexible & Responsive: Updated regularly to reflect your child's evolving needs and interests

The Nursery Curriculum

Staff observe children at play, capturing learning through photos and comments. These are shared with families via each child's personal profile on Seesaw.

Our children from birth to 3 ages follow 'Realising the Ambition' it explores the range of interactions, experiences and spaces we need to provide for babies and you children to help them learn and grow.

The aspects of development have been organised into the following themes:

- Wellbeing (Including Self, Social, emotional and communication)
- Movement and Coordination
- Confidence, Creativity and Curiously
- Literacy learning
- Numeracy and Mathematical learning

Curriculum for Excellence at Sighthill

At Sighthill Nursery, we follow the Curriculum for Excellence (CfE), supporting both preschool children (ages 3–5) and anti-preschool children (under 3). Learning is play-based, child-led, and responsive to each child's stage of development.

To support and track progress, we use:

- CIRCLE (Child Inclusion Research into Curriculum, Learning and Education) for inclusive practice
- CfE Pre-Early Level Foundation Milestones for children working below early level
- CfE Early Level Trackers for preschool learners

We deliver the Curriculum for Excellence as required by the Scottish Executive for children from the age of 3 years. This curriculum provides a broad general education with opportunities for personalisation and choice in learning. Learning programmes include the following aspects of the Curriculum for Excellence.

- Health and Wellbeing
- Literacy and English
- Numeracy and Mathematics
- Expressive Arts
- Technologies
- Social Studies
- Sciences
- Religious and Moral

Other Learning programmes we use:

- Early Words Together
- Talk for Writing
- Phonological Awareness
- Lending Library
- Home link activities
- Book Bua
- Glasgow Counts
- Outdoor Learning
- ECO Schools
- Sustainability
- PATHs
- Yoga & Mindfulness
- Makaton

Support for Pupils

If your child has Additional Support Needs (ASN), we create a Wellbeing Assessment Plan (WAP) and, if needed, a Risk Assessment. These identify any barriers to learning or wellbeing and set clear goals.

We tailor and regularly review support to meet your child's needs, ensuring safe and effective care that follows best practice for ASN children.

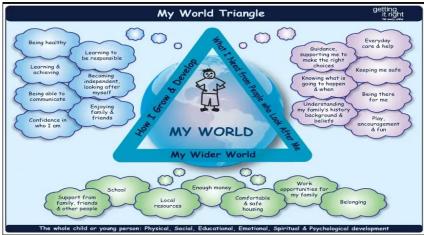
G.I.R.F.E.C.

In Sighthill Nursery School, we are **G**etting **I**t **R**ight For Every **C**hild when we improve the outcomes and wellbeing for all our children.

We ensure this is happening when we work in a consistent way with all partner agencies.

Children in Sighthill Nursery will become: Nurtured, Responsible, Achieving, Active, Included, Respected, Healthy and Safe.





We want our children to have the best start in life and be ready to succeed.

SECTION 11

General Information:

Seesaw

Seesaw is a secure online platform we use to share updates, photos, and your child's learning journey, helping you stay connected with their day at nursery. There is an annual fee of £15 for access to Seesaw.

Excursions and Consent Forms

As part of being in the vibrant Sighthill community, we regularly take local walks with the children to nearby places such as shops, parks, and other community spaces. These short outings may take place during your child's normal nursery session. For longer trips that require public transport, you will always be informed in advance, and further details will be shared with you beforehand. If the children will be away for an extended period, snacks and packed lunches will be provided by the nursery. When your child starts nursery, you will be asked to complete a general consent form covering local outings and visits. This helps us ensure your child can safely take part in these valuable learning experiences.

Toy Fund contribution

We kindly ask for a weekly donation of £2.50 to our school fund. This helps cover the cost of parties, trips, baking ingredients, play dough, and other extra resources that enrich your child's experience.

Child smile.

We work closely with Oral health teams to promote healthy eating and good dental health. There are a wide range of activities throughout the year and information can be found on the Health notice board in the hallway.

Students

Throughout the year, we welcome students from high schools, colleges, and universities into our nursery. These students may be with us for short or extended placements as part of their training.

Having students in the nursery is a positive experience for your child they bring fresh ideas, enthusiasm, and often work closely with staff to support learning and play. All students are always supervised while working with the children.

Enrolling in Primary 1

After you register your child (in November or January), local primary schools arrange transition visits and will contact you directly. Ask nursery staff if you need help. We offer joint visits with local schools to support your child's move.

You can request a place at a different school, including religious or language schools, but places aren't guaranteed. Children needing extra support have a special transition process. For specialist school requests, talk to the head teacher. Decisions are made by the Area Inclusion Group

SECTION 12 Key Policies and Essential Information:

Child Welfare and Safety

All Early Learning and Childcare services follow the Council's equal opportunities principles. We are committed to being anti-racist, anti-sexist, and multicultural, respecting the rights of all adults to work or care for children. We also ensure our provision meets the needs of children with additional learning needs. These values guide how we admit children and shape our nursery curriculum.

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 in appropriate 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 personal safety 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 personal safety 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. Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the head of Establishment or the person deputising for the head of establishment. She/he after judging that there may be grounds for concern regarding the welfare or safety of any child must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances.

Child Protection co-ordinator: Wendy MCcory

Fire Safety and Evacuation Procedures

The nursery holds regular fire drills to ensure that all children, staff, and visitors are familiar with our evacuation procedures.

Please take a moment to read all fire notices displayed throughout the building and be aware of the nearest exit signs.

In the event of a fire, follow the exit signs and leave the building promptly. Our muster point is located through the nursery garden and beside the grey fencing.

Mobile Phones

To help keep all children safe, please keep phones on silent or switched off while in the nursery, especially during drop-off, pick-up, and events.

Do not use smartphones with cameras to protect children's privacy.

General Data Protection Regulation (GDPR) 2018

Information on children and young people, parents and carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the General Data Protection Regulations 2018 and may only be disclosed in accordance with the codes of practice. For further information please contact the establishment.

Dealing with Racial Harassment

The race relations act 1976 makes it unlawful to discriminate against someone because of his/her colour, race, and 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 has the right to be happy and secure in the school.

The Freedom of Information (Scotland) Act 2002

The freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities including: The Scottish Government and its agencies; Scottish Parliament; local authorities, NHS Scotland; Universities and further education colleges; and the police. Public authorities have to allow access to the following information:

- The provision, cost and standard of its service;
- Factual information or decision-making;
- The reasons for decision made by it. The legal right of access includes all types of "recorded" information of any data held by the Scottish public authorities. From 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

Further information is provided on the Glasgow City Council website: www.glasgow.gov.uk/en/yourcouncil/freedomofinformation Internet facilities are provided to all Glasgow City Council Public Libraries and Learning Centres.

Bullying

Bullying behaviour will not be tolerated within Glasgow City Council's education establishments. All children and staff in Glasgow's educational establishments have an entitlement "to work (and play) in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination". (A standard for Pastoral Care in Glasgow Establishments). In 2009, Glasgow City Council published its revised Anti-Bullying Policy, incorporating the requirements to record and report all discriminatory behaviours within educational establishments. All establishments are required to review their policy in light of this. Parents and carers have a significant role to play in helping to address this problem. For this reason any anti-bullying strategy must stress the importance of partnership with the parents and carers of their children.

Accessibility Statement

Sighthill Nursery is located in the North East of Glasgow. The nursery building is fully accessible to all staff, children, parents, and visitors, with ground-level access throughout.

Doors are wide enough to accommodate wheelchairs and prams, and a ramp provides easy entry. A secure door entry system is in place at the parents' entrance, while visitors enter through the main door and are required to sign in. All doors are connected to the alarm system for safety.

<u>Insurance</u>

Please avoid leaving valuable personal items at the nursery, as Glasgow City Council does not provide insurance cover for the loss or damage of personal belongings. We cannot accept responsibility for any such items left on the premises.

No Smoking Policy

Smoking is not allowed on nursery premises at any times.

SECTION 13

Suggestions, Complaints, and Contacts:

Suggestions and Complaints

We are always anxious to maintain and improve our service. If you have any comments or complaints to make about the service please contact the Head Teacher of the establishment in the first instance. If the Head Teacher of Establishment does not resolve the issue to your satisfaction, you should contact our Customer Care Team who will:

Take a totally neutral stance in fully investigating your complaint;

- Acknowledge your complaint within five working days;
- Give a full written response within a further 10 working days, unless another timescale has been agreed.

Contact details for the customer Liaison Unit:

Customer Liaison Unit Education Offices City Chambers East 40 John Street Glasgow G1 1JL

Alternatively Online at: www.glasgow.gov.uk Other Addresses and Contacts.

Other Addresses and Contacts:

Douglas Hutchison – Executive Director of Education Education Services Glasgow City Council City Chambers East 40 John Street Glasgow G1 1JL

douglas.hutchison@glasgow.gov.uk

Contact Address and phone number: Headquarters and Care Inspectorate

City Chambers George Square Glasgow G2 1DU 0141 287 2000 Care Inspectorate Princes
Gate Castle Street
Hamilton
ML3 6B
0345 600 9527

The School Year 2025 - 2026

The dates of school holidays and In-Service training days

Return Date for Teachers	Tuesday, 12 August 2025 (Return date for Teachers & In-Service Day Wednesday, 13 August 2025 (In-Service Day)	
Return Date for Children	Thursday, 14 August 2025 (Return date for Pupils)	
September Weekend Public Holiday	Friday, 26 September and Monday, 29 September 2025 (September weekend holiday)	
First Mid Term	Monday, 13 to Friday, 17 October 2025 (October Week)	
Winter Break (Term Time)	Monday, 22 December 2025 - Friday, 2 January 2026 (Christmas holidays)	
2025 Return to Nursery (Term Time)	Monday, 5 January 2026	
Winter Break (52 week)	Wednesday 24 th December- Friday, 2 January 2026 (Christmas holidays)	
2025 Return to Nursery (52 week)	Monday, 5 January 2026	
Mid Term Break (Term Time)	Monday, 16 February 2026 Tuesday, 17 February 2026	
Spring Break (Term Time)	Monday, 6 April - Friday, 17 April 2026 (Spring Break) Schools return on Monday, 20 April 2026	
Good Friday & Easter Monday Public Holidays	Friday 3 rd April - Monday, 6 April 2026	
May Day Public Holiday	Monday, 4 May 2026 (May Holiday)	
May Weekend	Friday, 22 May 2026 and Monday, 25 May 2026 (May Weekend)	
Schools Close	Thursday, 25 June 2026	
Glasgow Fair Public Holiday	Monday, July 20, 2026	

In Service Days – Schools Closed to Children

Day 1	Friday, 10 October 2025 (In- Service Day)	All establishments
Day 2	Wednesday, 18 February 2026 (In-service day)	
Day 3	Thursday, 7 May 2026 (In-service day to coincide with Scottish Parliamentary election, but may be subject to change)	All establishments

