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Maryhill Park



Nursery School

Parent and Carer Handbook

2025-2026

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Maryhill Park Nursery

Dear Parents and Carers,

Welcome to our nursery! We are delighted to have you, and your child join our vibrant and nurturing community. At the heart of everything we do is a commitment to creating a safe, stimulating and inclusive environment where every child can thrive.

We believe that strong partnerships between parents, carers, and our staff are essential for your child's success. Together, we can provide rich opportunities for learning, exploration, and growth.

Our nursery celebrates diversity and encourages children to learn from one another, fostering respect, curiosity, and confidence.

We invite you to be actively involved in your child's journey—whether through sharing ideas, participating in events, or simply keeping in touch with us. Your insights and support help us create the best possible experiences for every child.

Thank you for trusting us with this important stage of your child's development. We look forward to working closely with you and watching your child flourish.

Warm regards,

Nadia Mathieson
Head of Nursery

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Maryhill Park Nursery Vision, Values and Aims

At Maryhill Park Nursery School, our **vision** is to provide an inclusive, welcoming, and nurturing environment where every child feels safe, valued, and supported to reach their full potential.

We are driven by the following **values**:

- ❖ Respect – valuing every child, family, and member of our community.
- ❖ Kindness – promoting empathy and care in all interactions.
- ❖ Creativity & Adventure – inspiring curiosity, imagination, and a sense of exploration through play and outdoor learning.
- ❖ Inclusion – ensuring equity and access for all learners.
- ❖ Empathy – understanding and supporting the needs of children and families.
- ❖ Knowledge – committing to continuous professional learning to provide high-quality, play-based learning opportunities for every child.

As a committed and hardworking team our **aims** are to:

- ❖ Build strong partnerships with parents and carers based on trust, communication, and shared responsibility for children's learning.
- ❖ Create a safe, nurturing environment where children feel secure, happy, and confident.
- ❖ Promote active engagement with the local community through trips, outdoor learning, and collaborative projects.
- ❖ Support holistic development by providing rich, stimulating experiences indoors and outdoors.

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- ❖ Celebrate diversity and inclusion, ensuring every child and family feels respected and valued.
- ❖ Prepare children for transitions by fostering independence, resilience, and readiness for the next stage of learning.

Nursery Information

Our nursery operates on a term time basis in line with Glasgow City Council Schools. Details of nursery closure dates for the 2025/26 academic year are noted below.

August

- Tuesday, 12 August 2025 (Return date for Teachers & In-Service Day)
- Wednesday, 13 August 2025 (In-Service Day)
- Thursday, 14 August 2025 (Return date for Pupils)

September

- Friday, 26 September and Monday, 29 September 2025 (September weekend holiday)

October

- Friday, 10 October 2025 (In-Service Day)
- Monday, 13 to Friday, 17 October 2025 (October Week)

December - Christmas and New Year

- Schools close at 2.30 pm on Friday, 19 December 2025
- Monday, 22 December 2025 - Friday, 2 January 2026 (Christmas holidays)

January

- Schools return on Monday, 5 January 2026

February mid-term break

- Monday, 16 February 2026
- Tuesday, 17 February 2026
- Wednesday, 18 February 2026 (In-service day)

April - Spring Holiday (Easter)

- Schools close at 2.30 pm on Thursday, 2 April 2026
- Friday, 3 April 2026 (Good Friday)
- Monday, 6 April - Friday, 17 April 2026 (Spring Break)
- Schools return on Monday, 20 April 2026

May

- Monday, 4 May 2026 (May Holiday)
- Thursday, 7 May 2026 (In-service day to coincide with Scottish Parliamentary election, but may be subject to change)
- Friday, 22 May 2026 and Monday, 25 May 2026 (May Weekend)

June

- Schools Close at 1.00 pm on Thursday, 25 June 2026

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Nursery Information

Address	Maryhill Park Nursery School 81 Kilmun Street, Glasgow G20 OEL
Telephone Number	0141 946 7752
e-mail:	headteacher@maryhillpark-nursery.glasgow.sch.uk
X:	MaryhillParkNursery@ParkMaryhill
Age Range	3 – 5 years
Current Role	The nursery is registered for 56 children in the morning and 56 children in the afternoon.
Status	The nursery is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.
Learning Community	Maryhill Park Nursery is part of the John Paul Learning Community.

Opening Hours

Morning Session	8.00am – 12.45pm
Afternoon Session	1.00pm – 5.45pm
Full Time Session	Agreed on individual basis
Lunch	Children are served lunch in nursery between the hours of 11.30am - 12.30pm

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The Team at Maryhill Park Nursery School

Management Team

Head of Nursery	Nadia Mathieson
Team Leader	Margaret Dorrans
Lead Practitioner of Attainment	Amy Magill
Acting Lead Practitioner of Attainment	Sean Wilson

Child Development Officers

Kareen Balderston
Nicola Cameron – Job Share
Ruth Blair – Job Share
Rebecca Clark
Lorraine Dillon – Job Share
Kerri Crumlish – Job Share
Amanda D’Arcy
Rivinder Kumari
Joanne McMillan
Jessica Woods
Sandra Cooper (11am-2:30pm) – Split post

Support for Learning Workers

Sandra Cooper (8:30am – 11am) – Split post

Jan Lui

Clerical Assistant

Lisa Day

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Janitor

Angela Stuart

Kitchen Staff

Anna Wylie

Lesley Frebers

Enrolment at Maryhill Park Nursery

All nursery places are allocated in line with Glasgow City Council's Admissions and Charging Policy. The Head of nursery will be happy to advise you on how this policy operates when you apply for a place for your child. Copies of the policy are available in the establishment.

If you would like to enrol your child, please contact the nursery to arrange a time when you can visit with your child and complete an application form. You may do this on or any time after your child turns two years of age. Parents and carers may ask to see or update their application form at any time, and we ask you to let us know if you change address or telephone number.

A register of applications is held in the establishment. These will be considered by a local Admission Panel. When your child has been allocated a place, you will be contacted by letter to arrange a visit and to be given a start date.

Our Curriculum

At Maryhill Park Nursery, we follow Scotland's **Curriculum for Excellence (CfE)**, which guides learning for all children and young people aged 3–18. The aim of CfE is simple: to help every child develop the knowledge, skills, and confidence they need to thrive in an ever-changing world.

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In our nursery, this means providing rich, meaningful, play-based experiences that help children grow as:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

We are committed to offering children a broad, well-rounded early education. Through play, exploration, and positive relationships, we support learning across the eight Curriculum for Excellence areas:

Expressive Arts

Children explore music, movement, drama and art to spark creativity, imagination and confidence.

Health and Wellbeing

We help children learn how to look after their physical, emotional and social wellbeing, now and in the future.

Sciences

Through simple experiments and hands-on exploration, children learn about the world around them and how things work.

Social Studies

Children begin to understand their community and wider world by learning about people, places, cultures, and past and present events.

Religious and Moral Education

We introduce children to different world religions and beliefs, helping them understand values such as kindness, respect, and fairness.

Languages (including Early Literacy and English)

Children develop early communication skills—listening, talking, early reading and early writing—which form the foundation for lifelong learning.

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Mathematics (Numeracy)

Through play, children learn to count, sort, measure, solve simple problems and make sense of the numbers and patterns in everyday life.

Technologies

Children explore early digital skills, construction, design and problem-solving through a range of playful experiences.

At Maryhill Park Nursery, we are proud to be an inclusive setting where every child is valued, supported and encouraged to learn at their own pace. We recognise that all children develop differently, and we take time to understand each child's individual strengths, interests and needs. For some children, learning may follow a slightly different path, and where appropriate we use national guidance such as the Milestones for learners with complex additional support needs to help us observe, understand and track progress in a meaningful and supportive way. This guidance helps us identify small but important steps in learning and ensures we celebrate progress in all its forms.

We work closely with families and, when needed, with other professionals to create the right support around each child. By adapting our environment, offering the right level of support and building nurturing relationships, we aim to give every child the opportunity to take part, grow in confidence and experience success in their learning journey.

Planning for and recording children's progress

At Maryhill Park Nursery, we use a 6-week planning cycle to make sure every child experiences meaningful, enjoyable and appropriately challenging learning through play. Our planning process is centred around getting to know each child as an individual, their interests, strengths, and the skills they are developing.

Week 1: Using prior learning and current interests

During the first week of each cycle, practitioners spend time observing

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children as they play, talk, explore and interact with others. We look closely at what interests them, how they communicate and how they approach challenges. This helps us understand what each child needs next in their learning and which areas of the curriculum will support them best.

Weeks 2–5: Creating Learning Opportunities

Using what we've learned in week 1 and what we already know, we design our playroom and outdoor spaces with resources that will help children build new skills. Practitioners also offer small-group experiences to extend children's learning further and to help us assess how their skills are developing. Throughout this time, we record children's learning using **Seesaw**, allowing you to see what your child has been exploring and to celebrate their achievements at nursery. Children will also take leadership of their own learning during this time by reflecting and recording their achievements in the playroom 'Big Books'. These books are available in each playroom, and you are welcome to have a look anytime.

Week 6: Reflecting and Planning Next Steps

At the end of the cycle, staff come together to reflect on what went well and what could be improved. Practitioners use the information gathered to plan the next steps for each child in their key group, ensuring learning continues to be engaging, challenging and tailored to their needs. Your feedback on Seesaw also plays an important role in this process.

Nursery Improvement

At Maryhill Park Nursery, we are committed to continually improving our practice to ensure we meet the needs of all our children, families and the wider community. We take part in ongoing self-evaluation throughout the year, using the 'Quality Improvement Framework for the Early Learning and Childcare Sectors' to guide and reflect on our work. The voices of parents, carers and our partner agencies are essential in this process. Your feedback, ideas and experiences help shape the direction of the nursery and influence

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the decisions we make about change and improvement. By working together—staff, families and professionals—we can build a nursery community that is nurturing, inclusive and responsive to the needs of every child and family we serve.

Our priorities for improvement are outlined in the Improvement Plan. This is available to all parents and can be accessed at the nursery office. We will share with you our Standards and Quality Report which highlights progress in key curricular areas including literacy, numeracy and health and wellbeing.

Child Protection Procedures

At Maryhill Park Nursery, your child's safety and wellbeing are always our highest priority. All staff follow Glasgow City Council's Child Protection Procedures and Guidance, which are in place to make sure children are cared for, supported and protected from harm.

Everyone who works with children shares a responsibility to keep them safe. This means ensuring, as far as possible, that children are protected from abuse, neglect and exploitation, and that any concerns are acted on quickly. We are committed to creating a warm, nurturing and secure environment where children feel confident, valued and listened to. To support this, our staff team will:

1. Listen to children and treat them with respect.
2. Help children learn about keeping themselves healthy and safe in an age-appropriate, supportive way.
3. Take part in yearly child protection training so that all staff understand the procedures and know how to respond to any concerns.
4. Work closely with partner agencies who also support children's welfare and safety.

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If any member of staff is worried about a child's wellbeing, they must share this with the Head of Nursery, who will take the appropriate steps in line with national and local guidance. If the Head of Nursery considers that there is the possibility that a child has been harmed or is at risk of harm, she is required to contact the duty Senior Social Worker at the local Social Work Office immediately.

If a parent or other adult has a concern about a child, they can also contact Social Work Services. Please see Child Protection information that is displayed in the entrance area.

Enrolling Your Child for Primary School

Children in Glasgow who will turn 5 between 1 March and the end of February the following year should be registered to start Primary 1 in August of that year. Parents and carers must enrol their child at their local catchment primary school during the registration week set by Glasgow City Council, this is usually in early November. Registration is completed online, and you will need the name of your catchment school. Our Clerical assistant can help support you with this process. Families can check their catchment school using the council's online lookup tool. Once registered, children will receive confirmation of their school place, and schools will invite families to transition events before the new term begins. Parents may also make a placing request if they wish their child to attend a different school, but they must still register at their catchment school first.

Some children may benefit from an extra year in nursery before starting Primary 1. In Glasgow:

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- Children who turn 5 between the first day of term in August and the end of February can automatically defer their school start if parents wish. No form or evidence is needed – simply speak to the nursery, who will notify the Council.
- Children who turn 5 between March and the start of term in August may also defer, but this is not automatic. The nursery will support families to complete a Deferred Entry Funding Request form, and decisions are based on the child's needs. Applying by 31 March helps ensure a space remains available.

Families should still register for Primary 1 as normal until a deferral is confirmed. If a deferred place is approved, you will need to enrol your child again the following year.

Home and Nursery Links

At Maryhill Park Nursery, we really value the partnership we have with our families. The information you share with us about your child helps us understand them better and plan learning experiences that are nurturing, fun and appropriately challenging. We aim to build strong, positive relationships with parents and carers in a variety of ways, including:

1. **Supporting transitions**

When your child first starts nursery, we ask for your help to complete an initial care plan. This helps us get to know your child, their interests, routines and what helps them feel safe and happy.

2. **Meetings and workshops**

Throughout the year, we invite parents and carers to workshops, information sessions and opportunities to meet with their child's Keyworker. These meetings allow us to share progress and discuss any questions or concerns together. Details are always displayed on our

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Parents' Information Wall and will be communicated by email and/or through Seesaw.

3. **Regular communication**

We send newsletters and updates to keep you informed about what is happening in the nursery, upcoming events and ways you can get involved.

4. **Open Days (Stay and Play)**

Parents and carers are invited to come in and see the different types of play and learning experiences your child enjoys every day.

5. **Celebrations and performances**

We love welcoming families to seasonal fayres and celebrations throughout the year, giving you the chance to enjoy and celebrate your child's achievements in a relaxed and joyful way.

6. **Getting involved**

Parents are warmly invited to join our Parents' Committee, Gardening Club or Eco Committee. Your ideas and contributions help shape our nursery community.

7. **Outings and trips**

We often look for parent volunteers to join us on visits to local places and attractions, helping us create exciting learning experiences beyond the nursery.

Attendance at Nursery

We love seeing your child at nursery each day and know that regular attendance helps them get the most out of their learning and play experiences. If your child is going to be absent for any reason, please just let us know—this helps us keep our records up to date and ensures we know they are safe and well. If we haven't heard from you after two days, we will get in touch to check in and make sure everything is okay. Our aim is always to work together with families to keep every child safe, happy and supported.

Medical and Health Care

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If your child needs medication while at nursery, please speak to the Head Teacher or Team Leader. We can only administer prescribed medication, and you will be asked to complete a consent form before staff can give it.

Please let us know if your child has asthma, epilepsy, or any other medical condition that may require specific care or emergency treatment so we can support them safely.

It's essential that we always have up-to-date contact details. If your child becomes unwell or has an accident, we must be able to reach you quickly. In the rare event of a serious incident, we will contact you immediately and arrange to meet you at the hospital if needed.

Minor bumps and scrapes are dealt with gently by staff, and you will be informed either by phone or at the end of the session.

Information in Emergencies

We always aim to keep the nursery open and running smoothly. However, situations such as severe weather, transport issues power failures or staffing difficulties may occasionally cause disruption. If we ever need to close or adjust our opening hours, we will let you know as quickly as possible.

Updates will be shared through emails and Seesaw. Please keep an eye on these during periods of severe weather or other local disruption. Our priority is to keep families informed and ensure everyone stays safe and well.

Meals and Snacks

All children are offered a healthy lunch during their nursery session, and we provide a daily snack with options such as fruit, toast or breadsticks, along with milk or water. To keep everyone safe, **we cannot allow any food from outside the nursery to be brought into the building**, including for birthdays or

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special occasions, as this helps prevent cross-contamination and protects children with allergies. Our catering team deliver and prepares all food on-site, and it is very important that you let us know straight away if your child has any allergies or dietary requirements so that suitable meals can be arranged.

If you have any comments or questions, please do not hesitate to get in touch. We look forward to welcoming you to the Maryhill Park Nursery family.

Maryhill Park Nursery
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Maryhill
Glasgow City Council
Tel: 0141 946 7752
Email: headteacher@maryhillpark-nursery.glasgow.sch.uk



Glasgow City Council

Education Services

Privacy Statement

As the local authority our schools and early years establishments process information about children and young people in order to help administer education and care. In doing so we must comply with the Data Protection Act (1998).

This means (amongst other things) that the data held about children and young people must only be used for specific purposes allowed by law. The following information explains the types of data held, why that data is held, and to whom it may be passed on.

Types and use of data

Data held by schools and educational establishments includes contact details, curriculum assessment results, attendance information, characteristics such as ethnic group, additional support needs and any relevant medical information.

Our data includes information about individuals for whom it provides services, and the details of services provided. This data helps us:

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- support learning and teaching
- monitor and report on progress
- provide appropriate pastoral care
- assess how well the school/establishment and Council are doing as a whole
- monitor progress and develop good practice in the services received
- carry out specific functions (such as social care)
- to evaluate and develop education policy and strategies

In addition, we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people or where otherwise required by law.

We also hold information about parents/carers, emergency contacts etc. that is provided in the annual data check. This allows us to carry out the Council's functions as the education authority and may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see www.glasgow.gov.uk/privacy.

Data rights and access

As a data subject (or the parent of a data subject), you have certain rights under the Data Protection Act, including a general right to be given access to personal data held by any data controller.

The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. If you are a parent of a child younger than 12, you would normally be expected to make a request on their behalf.

The Council may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people or where otherwise required by law. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud.

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