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Successful Learners

Responsible Citizens

The Centre Playgroup ELC



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Session 2025-2026

Effective Contributors



Confident Individuals

HAPPY PLAY SAFE HONESTY RESPECT

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Welcome

Dear children, parents and families

We would like to welcome you to The Centre Playgroup and thank you for choosing our establishment for your child.

The Centre Playgroup Early Learning and Child Care is a charitable, non-profit making organisation who works in partnership with Glasgow City Council.

The group was formed in 1971 to offer early learning and childcare for children aged 3 until starting school age and is registered with the Care Inspectorate to cater for 35 children each session. We work in partnership with the local authority who provides funding for the children in our care and this year 2024-2025 we will receive funding from Glasgow City Council for 35 children.

The Community Centre is run by a hall management committee. The hall management committee is responsible for the hall lets, cleaning and general maintenance of the premises.

The group is run by a committee of volunteer parents/carers, elected at our AGM each year. Any parents/carers are welcome and encouraged to join this committee.

Our Contact Details

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Section 1

Our Vision

Staff and parents will work in partnership to provide the best possible care and education to improve outcomes for our children and families in order that they meet their full potential.

Our Values

- * **Happy**
- * **Play**
- * **Safe**
- * **Respect**
- * **Honesty**

Our Aims

- * We foster a positive atmosphere towards promoting a happy and stimulating environment
- * We value and encourage play to promote each child's individual development and wellbeing
- * We provide a safe and secure environment for all users
- * We encourage mutual respect from everyone
- * We demonstrate and promote honesty to build trusting relationships with everyone

QI 1.3 Leadership of Change

Section 2

Non-denominational policy

The playgroup is open to all sections of the community and no-one is excluded on the grounds of race, religion, gender or ability. We recognise the rights of both men and women to work or to care for children. Our Provision takes account the needs of the children with disabilities or chronic illness. The Centre Playgroup reflects on our equal opportunities policy – All children are treated equally and fairly.

All teaching and play is strictly non-denominational, which includes teaching related to the festivals of various religions and cultures.

GDPR

The Centre Playgroup Early Learning and Childcare (ELC) is required to gather particular personal data and information in order to comply with legislation relating to early learning and childcare (ELC) in Scotland.

The Centre Playgroup Early Learning and Childcare (ELC) will gather and process all personal data and relevant consents; verbal or written, following GDPR guidance. Data will be treated confidentially and will uphold the rights of all individuals involved in the service – children, parents, staff, students and volunteers, as per the terms of the Data Protection Act 2018.

The Centre Playgroup Early Learning and Childcare (ELC) is required to hold information about the children and families using the service as well as staff working within the setting, ensuring compliance within the regulation. All data gathered will be stored in a secure locked storage unit.

Group Policies and Procedures

Within the playgroup we have various policies and procedures which support us to ensure we maintain a high standard of care and education within our establishment.

All parents/carers will be issued with their own copies of the following policies at the “Open Day” or prior to their child joining the group.

Statement on no-smoking policy

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Smoking and Vapes is **not** permitted within The Centre Playgroup's grounds.

Section 3

Meet our Team

ELAINE GREENSHIELDS
JANICE WATT
GINA MURPHY
CHRISTINE FORBES
ROCHELLE LUNDIE
MOLLY MCMASTER
REN PATERSON

MANAGER
DEPUTY MANAGER
PRACTITIONER – KEYWORKER YELLOW GROUP
PRACTITIONER – KEYWORKER PURPLE GROUP
PRACTITIONER – KEYWORKER RED GROUP
PRACTITIONER – KEYWORKER BLUE GROUP
PRACTITIONER – KEYWORKER GREEN GROUP

Our manager and teaching staff are specialist training in the care and education of children. Staff's qualifications range from: SVQ 3, NC, HNC, PDA level 8 and BA – Childhood Practice. We are always striving to improve the quality of learning, teaching and experiences for children. Staff are fully committed to learning and building on their skills, all staff are fully briefed on Local and National policies. All staff working directly with children are registered with the Scottish Social Services (SSSC). All staff and students have undergone a PVG and Criminal Conviction check to ensure they are of suitable character to be working with children.

The group also participates in Glasgow City Council's peripatetic teacher programme, now referred to as Leaders of Early Learning (LEL), which provides additional support through the part-time services of specialised teaching staff with nursery education qualifications.

COMMITTEE

Although the Manager is responsible for the day to day running of the group, the overall responsibility for the group and its financial affairs is the Playgroup Committee whom will ensure the group remains in a healthy financial position and help to organise the fundraising events. The Committee is made up of parents/carers of the children attending the group. **The Committee are a great asset without whom the group would not be able to operate so it is essential each year to have willing parents/carers to assist in this important role.**

Joining the committee can require you to dedicate as much or as little of your own time as you are comfortable with to assist with playgroup issues, but it is a great way of making new friends and being involved in the group attended by your child. Most parents/carers who have been on the committee make firm friendships with other parents and enjoy being part of the team.

The committee is elected at the groups AGM. Should you be interested, at any time during the year, in joining our committee please do not hesitate to either speak to the Playgroup Manager or a member of the committee.

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Our Office Bearers

Chairperson – Rhonda Donaldson

Treasurer – TBC

Secretary – Helen Sutherland

All Office Bearers are PVG checked

Section 4

Admissions and Enrolment

Within the establishment we follow our admission policy.

At the playgroup we aim to ensure that the admission of children is fair, equitable and responsive to the needs and preferences of individual children and their parents or carers. We believe that no child should be excluded or disadvantaged because of ethnicity, culture, religious beliefs, language, family background, special educational needs, disability, gender or ability. Entry is not restricted to children from Mount Vernon and the surrounding areas

If you wish to apply for a place within the establishment please ask for an enrolment form. We advise that parents visit our service to ensure it meets the needs of your child and family.

Opening Hours and information on the Playgroup Day

At The Centre Playgroup we are open Monday to Friday from 8.30am till 2.30pm and provides a service for children aged 3 to school age. At present we can accommodate:

- * 35 children at one time. The staff ratio is 1 Adult 8 Children

At times of transition from home to playgroup there is a settling in period. Staff are sensitive to the individual needs of the child. Some children may take longer than others to settle, but everything is done to ensure a secure, settled and happy transition.

We are open 38 weeks of the year except public holidays and in-service days.

Funding

1140: Scottish Government funded early learning and childcare

In August 2021 all children aged 3-5 years old and some 2-year-olds became entitled to 1140 hours of Scottish Government funded early learning and childcare (ELC). Families can use their child's funded entitlement at any Glasgow City Council nursery, Funded Provider or Registered Childminder meeting the National Standards for Early Learning & Childcare and contracted by the Council. All children aged 3-5 are entitled up to 1140 hours per year of funded ELC. Children become eligible according to when their 3rd birthday falls.

Residents of Glasgow

If they are residents within Glasgow City Council funding is available from the Monday after the child's 3rd birthday and the playgroup will apply for this on your behalf. We will ask for a

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copy of your council tax letter to confirm that you do reside within the boundary of Glasgow City Council.

The funding provided by the Scottish Government does not cover extracurricular activities and therefore the group will require to charge for these activities.

Cross Boundary Children

Children who do not reside within the boundary of Glasgow City Council will not receive funding from Glasgow City Council. If you move out of the area to another local authority your funding from Glasgow City Council will be immediately withdrawn. It is your responsibility to inform the playgroup if you move house, and provide proof of address for your new home, and you may require to pay fees should your child remain at the playgroup.

The Cross Boundary Inter-Authority Funding Protocol is designed to enable local authorities to facilitate choice for parents/carers of children who are eligible for 1140 hours of Early Learning and Childcare. Along with this duty is the expectation that local authorities adhere to the requirements of Funding Follows the Child.

The duty for providing early learning and childcare lies with the authority where a child lives. These authorities are referred to as **resident authorities**.

In delivering on the key requirements of Funding Follows the Child, families have greater choice in how they seek to access their child's funded entitlement; in particular where they are requesting early learning and childcare funding from a local authority that they are **not** resident in. For clarity of purpose we will refer to these authorities in which the nursery is located as **host authorities**.

Host authorities will continue to accept funding requests from non-residents and will be considered in line with the host authority's admissions priorities.

PROCEDURE

Please Note:

Resident Authority:	authority parent/carer and child live in.
Host Authority:	authority in which your child attends nursery.
All Funded Providers:	private, voluntary, 3 rd sector, childminders in contract with the host authority to provide funding

Parents/carers can ask a funded provider working in partnership with any of the named authorities to make a request on their behalf to the host local authority of a child for early learning and childcare "funding follows the child". **The funded provider must be in partnership with the host local authority.** The timing of this request should be considered to ensure it complies with existing host local authority timelines for allocating funding to funded providers (**details of which can be obtained from individual local authorities**).

A **West Partnership Cross Boundary Admission Group** inclusive of representatives from all participating local authorities **will meet in May each year** to review funding requests and

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agree levels of cross boundary funding for the new session commencing August. Funding requests will be granted in the first instance on a reciprocal basis: i.e. the resident authority will match the host authority with funding requests, therefore eliminating the need for payment between local authorities.

The funded entitlement i.e. up to 1140 hours will be determined by the policy within the resident authority.

Late applications (closing date for applications as per host authority policy) for funding received by the host authority for sharing with the Resident authority will be considered from the first Monday following receipt of the application by the host authority or effective funding date if later.

Host authorities will notify their funded providers of the funding outcomes for request received. Thereafter, providers or local authorities (depending on resident authorities existing protocol) will notify funded providers and/or parents/ carers of the decision.

Parents /carers will be notified of the funding outcome by end of June each year.

All eligible 3 and 4 years olds will become eligible for cross boundary funding as follows:

If your child is born between:	They will be eligible for a funded early learning & childcare place from the term noted below
1 March to 31 August	Autumn term (August)
1 September to 31 December	Spring term (January)
1 January to the last day in February	Summer Term (April)

In accordance with Scottish Government guidance, children become eligible to access their statutory entitlement from the beginning of the term following either their 2nd or 3rd birthday. Please note, individual authorities may provide early access to the entitlement, however, this should be confirmed with each individual authority in advance. Funded providers should contact the host authority to check the funding start date arrangements for all children requesting cross boundary funding and ensure this is communicated to parents.

Fundraising

We do hold fund-raising events throughout the year which helps to pay for special activities, outings and celebrations.

Our Building

Physical access: all amenities and facilities within the playgroup are at ground level. Within the building we have a public toilet which is also suitable for anyone requiring wheelchair access. The main entrance allows for access for buggies or wheelchairs.

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Storage of buggies and prams: For Health and Safety reasons buggies and prams can't be stored in the building.

Parking

For the safety of all when arriving at the playgroup in the morning and at home time please **DO NOT park in the front of the building.** Please use the designated parking area at the side and rear of the building

Section 5

Starting Playgroup

The first week at playgroup can be scary and exciting, some children find this a difficult period. Therefore, we have a staggered entry intake to help your child and yourself feel happy and secure about their new environment.

When your child first starts playgroup, he/she will be assigned to a staff member for your child's this is known as their key worker. He/she will be your liaison person during the settling period. (we advise parents keep a week free for this period or a close friend or relative to assist)

On your first day please provide a copy of your child's ID, this can be their birth certificate or passport and a copy of your council tax letter, within your welcome pack you will be given a variety of policies, please ensure that you sign the acknowledgement slip attached to the Fee Policy and Child Protection Policy to confirm that you have read, understood and are happy with the contents of these policies.

In addition to the above, you will also receive **Parents in Partnership Agreement** to sign and return which summarises some of the main points contained in the above policies and this handbook. We will also issue you with a **Contact information sheet** and an **'Being me'** sheet which should be completed in full and **returned** the day your child starts playgroup.

What do I need to Bring?

- * Changes of clothes
- * Outdoor wetsuit
- * Wellies
- * Suncream

All children's clothing and shoes should be clearly labelled with the child's name.

This saves any confusion at home time. Please discourage your child from bringing personal belongings such as toys from home. We do however understand that some children feel more secure if they have a familiar toy with them and this is acceptable during the settling period.

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We recommend that children do not wear good clothes, the one thing we can guarantee is that children will get messy. We have protective aprons for the children to wear however some children refuse to put them on. We have a uniform for the children which is a yellow t-shirt, yellow polo shirt, a purple jumper and a purple Hoodie. Please note these are not compulsory.

These can be ordered online at <https://www.schoolwearmadeeasy.com/badged-school-uniform/a-d/c/centre-pre-school> Please note that all web orders are subject to a carriage charge of £1.95.

We participate in outdoor play each day therefore it is strongly advised that children are suitably clothed for the weather.

To prevent tripping on mats, climbing frame etc., open-toed shoes are not recommended. If your child has worn wellington boots or snow boots to playgroup in the interest of safety, we would ask that you provide a change of shoes for your child.

Please do not allow your child to wear football colours to playgroup.

In order to prevent choking children should not bring sweets or treats with them.

CHEWING -GUM AND BUBBLE-GUM ARE NOT ALLOWED AT ANY TIME

Visits to the local community

The Centre Playgroup is surrounded by an amazing outdoor space which provides a rich environment with the local park, community garden, Gruffalo Trail and local shops on our door step. In order to understand our society, children need to experience these first hand. Within our permission slip we will ask for your permission for your child to take part in these outings.

Prior to any other outing taking place e.g., visits to the panto/bus trips etc., you will be issued with a permission slip which should be signed and returned to a member of staff promptly.

Risk assessments are carried out prior to outings to ensure that children and others participating in outings are not put in danger. Only suitable safe transport will be used for outings.

An adult child ratio of 1:2 is necessary for organised outings and is adhered to at all times.

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Snack and the promotion of healthy eating habits

If you have any special dietary requirements, please speak to your child's key worker or Manager, they ensure this information has been recorded within your child's personal care plan. This will be discussed during your child's enrolment. We are a health promoting establishment and discourage children from eating sugary snacks. Only on very special occasions will the children have a small treat, any parent with objections should let the manager know.

Allergies and Dietary Requirements

If your child has any diagnosed food allergies, we are unable to offer any food until we have written confirmation from a medical professional with information about your child's allergy. If your child has lunch provision at the playgroup, please note they cannot stay for lunch until this information is provided. Please speak to the manager if this applies to your child.

Breakfast

A light breakfast will be available for children arriving at playgroup between 8.30-9.15. The children will be offered breakfast cereals, fruit, yoghurt, toast, porridge, pancakes and waffles.

Lunch

We provide hot lunches at the playgroup which are fully funded by the Scottish Government. These lunches are purchased from an outside company and delivered to the playgroup each morning in sealed containers. The lunches are healthy lunches and designed using Setting the Table Guidance (NHS Scotland, 2025) to provide our children with a healthy balanced diet to support their brain development and physical development (RtA) (Scottish Government, 2020). The children are provided with milk or water at lunch time and have access to drinking water throughout the session.

We encourage all of our children to eat the funded lunches to ensure they are eating a healthy, balanced lunch but after a period of time if your child has tried the funded lunches

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and decides that they do not like any of these, we would suggest that you provide your child with a packed lunch with healthy foods that they do like.

We are a **healthy eating nursery** and therefore the children **should not** bring unhealthy snacks or sweets with them for lunch. Please do not provide your child with a drink. To support our healthy eating approach we will provide the children with milk or water with their packed lunch. Please ensure that your child's lunch bag has their name on the outside of it to save any confusion. **We are also a nut free zone and must insist that no food products contain nuts.**

Our aim is to make lunch time a positive experience for the children in a homely environment while promoting manners and self-help skills.

Afternoon Snack

In the afternoon prior to the end of the session the children gather to listen to a story and during this time they are given a healthy snack of fruit or/and yoghurt.

Dental Health

The playgroup is part of the NHS Oral Health Team Child Smile Nursery Programme. Good Oral health is regularly promoted within the playgroup. The children brush their teeth throughout the week and learn about foods that promote good and bad oral health.

Birthdays

Your child's birthday will always be celebrated at Playgroup. Parents can bring a cake to playgroup to celebrate your child's special day.

NUT FREE ZONE

Please remember that the playgroup is a NUT FREE ZONE therefore we must insist that there are no nuts or traces of nuts in your child's lunch or any other foods which you may bring into the playgroup i.e. Birthday cakes or any donations for coffee mornings.

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Child Welfare & Safety and Child Protection

All educational establishments and services must take positive steps to help children and young people 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/ young people have a clear understanding of the difference between appropriate and inappropriate 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/ young person's establishment. Educational establishments and services must create and maintain a positive ethos and climate which actively promotes children and young people's welfare and a safe environment by:

- Ensuring that children and young people 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 welfare & safety and 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 and young people

Should any member of staff have concerns regarding the welfare or safety of any child or young person they must report these concerns to the child protection co-ordinators. After judging that there may be grounds for concern regarding the welfare or safety of any child or young person, they must then immediately advise social work services of these concerns.

The child protection co-ordinators within the playgroup are

- Elaine Greenshields - Manager
- Christine Forbes – Early Years Practitioner

Children's Safety

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Your child's safety is of paramount importance to us. Therefore, we ask that you keep us informed of any changes to your details e.g. change of emergency contact, phone numbers (especially mobiles) so that we can contact you at any time.

Children should be collected by the parent/carer or a known adult, authorised by the parent/carer, you will be asked to provide names of persons authorised to collect your child.

It is **essential** that you inform us if someone other than authorised persons is collecting your child (this could just be a phone call). We ask you to provide the name and description of the person who will collect the child. In the interest of your **child's safety**, he/she will not be allowed to leave with someone different – even if your child knows him or her unless the nursery staff has been informed. This avoids a difficult situation when a child cannot be allowed to leave with an adult unknown to staff.

Please ensure all persons know your child's password.

We ask that a responsible adult will always bring and collect your child. By law the nursery staff will not allow a child to leave with any person under the age of sixteen. Daily safety checks are carried out on the premises by members of staff prior to the arrival of the children, e.g., hot water temperature, fire appliances, fire exits etc., findings are recorded in appropriate log books.

Staff consider all safety issues prior to undertaking activities with the children and always carry out a risk assessment prior to taking children outdoors.

We have staff members that are fully trained in First Aid Procedures.

At the playgroup we aim to ensure that parents/carers are confident that:

- The service adheres to all relevant National and Local Authority guidance and legislations.
- Staff understand and comply with all of the group's policies and procedures
- Staff keep all play equipment clean and well maintained
- Staff take measures to control the spread of infection
- Staff make sure that children do not have access to inappropriate materials

Children who fall asleep or appear tired will be allowed to rest in a safe, quiet area. Staff will contact the parent/carer of the sleeping child to ascertain if it is possible for the child to be collected early. The sleeping child will be supervised at all times.

Children whose clothing requires to be changed will be dealt with in a sensitive and caring manner.

Staff will operate at all times within the guidelines laid down in Management Circular 57 (Child Protection).

Attendance at Playgroup

We encourage parents to ensure their child has good attendance at Playgroup. However, we do understand that there will be times when your child is not able to attend. If your child

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is going to be absent from playgroup, please call us to inform on the first day of their absence, either by phone or email.

On the third day of any unexpected absence, staff will contact parents directly to enquire as to why the child is absent if we still receive no response we will work in accordance with our Child Protection Policy.

If your child is going to be off for a planned absence (holidays, etc) we do ask parents to inform us, in advance, when your child will be absent and for how long.

If you wish to remove your child from the group for any reason one month's notice in writing is required. Correspondence should be addressed to either the Chairperson of the committee or the Manager.

Should you wish to speak to the Chairperson of the committee, please speak to a member of staff who will advise you of how they can be contacted or, alternatively, we can contact them on your behalf to arrange a suitable time for you to meet with them.

Medication

If your child needs medication during his/her time at nursery you should discuss his/her requirements with the manager. Prescribed and non prescribed drugs can be accepted and you will need to complete a consent form, which authorises nursery staff to administer the drugs to your child. The staff will give you the necessary form to complete. If your child suffers from a condition which requires specialist medical assistance for example a severe allergic reaction to nuts etc or asthma you must inform the Manager in order for the appropriate steps to be taken to assist your child's time at the Playgroup and ensure your child's needs are met fully.

If your child becomes ill

We would welcome a telephone call if your child is not able to attend nursery on a particular day. If your child becomes ill whilst at playgroup, depending upon the severity, we will contact you or your emergency contact to collect the child from playgroup and seek medical help if necessary.

Staff have a duty to prevent the spread of infection within the group and it is therefore important that children are not brought to playgroup whilst suffering from any infectious illness, e.g., chicken-pox, measles, German measles, mumps, conjunctivitis, impetigo etc. or from sickness and/or diarrhoea. These infections spread quickly throughout the group.

If your child has sickness and/or diarrhoea then he/she must remain off nursery for 48 hours after symptoms have resolved

All cases of chicken-pox, measles, German measles, mumps etc., should be reported promptly to a member of staff in order that others are not put at risk. Please also advise staff if your child has contracted head lice. Names of children or adults affected are never disclosed but a letter/email will be issued to all parents/carers in the group and notification displayed in the hall for information purposes.

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Accidents

The staff will make every effort to ensure that your child is working and playing in safe surroundings. However, accidents do happen and children do become upset from time to time for many reasons. If your child is very distressed, we will contact you.

In the unfortunate event that your child may have an accident, a member of staff will inform you of what happened and of any action taken. You will also be asked to sign an incident/accident form. If your child has a bump to their head, we always notify parents and ask you to collect your child early.

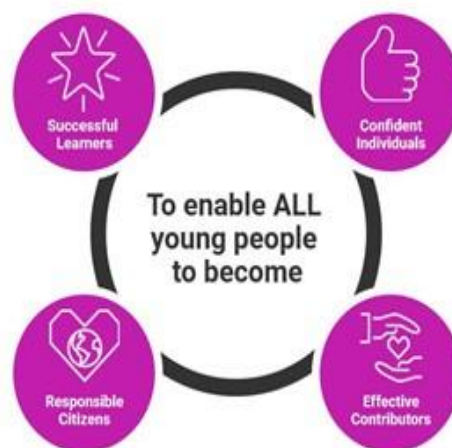
Section 8

Curriculum for Excellence 3-18

Scotland's approach

Curriculum for Excellence places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. The four capacities are aimed at helping children and young people to become:

- **Successful learners**
- **Confident individuals**
- **Responsible citizens**
- **Effective contributors**



There are eight curriculum areas:

- Expressive arts
- Health and wellbeing
- Languages (including English, Gaidhlig, Gaelic learners and modern languages)
- Mathematics
- Religious and moral education
- Sciences
- Social studies

- Technologies.

Literacy, numeracy and health and wellbeing are recognised as being particularly important – these areas are seen as being the ‘responsibility of all’ staff.

Further information can be located at <https://education.gov.scot/education-scotland/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-building-from-the-statement-appendix-incl-btc1-5/what-is-curriculum-for-excellence/#>

GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

The GIRFEC approach is about how staff in all children’s services meet the needs of the child by working together where necessary to ensure that children reach their full potential. www.scotland.gov.uk/gettingitright

Learning through play and active learning

In the Playgroup we support each child’s development by planning learning experiences and supporting children’s learning through play and active learning. We provide a wide variety of play experiences based on children’s interests and learning needs.

It is not the final outcome of the experience that matters as much as how the child arrives there. For example, it is not really important whether or not a baking experience looks or tastes exactly how it should. Rather, it is more important that the child is developing skills such as problem solving, understanding scientific processes such as how the ingredients change when they are mixed together or how they change when they are cooked and so on. When the children learn in this active way it is not only fun but the learning experiences will be more purposeful and meaningful, not only now but in later life.

Staff will regularly photograph and observe your child during their play these are used to assess your child’s progress. **It is important to point out if your child comes home empty handed, don’t worry it certainly doesn’t mean they haven’t been learning.**

Within the nursery we follow the guidance of Curriculum for Excellence, Realising the Ambition, Health and Wellbeing Indicators, GIRFEC and the Health and Social Care Standards to guide us in ensuring the best practice for children.

Our staff are aware of the importance of play in a child’s development. Play allows children to freely express their ideas and feelings to build relationships with adults and other children. It makes a powerful contribution to children’s learning providing opportunities for children to:

- Make sense of real-life situations
- Develop an awareness of themselves and others
- Be actively involved in learning
- Develop confidence and self-esteem
- Act out and come to terms with experiences at home or with friends
- Collaborate with others
- Take initiative on their own terms
- Develop relationships with peers and adults
- Practise skills

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- Negotiate with others
- Problem solve
- Consolidate previous learning
- Be challenged in new learning

The role of adults is central in supporting and extending children's learning through play.

What will my child do at Playgroup?

Each session comprises of the following:

- * **PLAY** – Play allows children to be active, to take control, to explore, experiment and to try new things. Play allows children to set and pursue their own tasks and to solve problems which are real and meaningful to them. Through play children develop their understanding of the world and of themselves. Play allows children to experiment with language. Play helps cognitive develop. Play helps children to become abstract thinkers.
- * **FREEPLAY** - All children learn best through play and all our children have the opportunity to investigate and learn new skills through play. Children can choose what they want to do.
- * **PLANNED LEARNING EXPERIENCES** - Children come together individually/in small or larger groups and work with a member of staff. No child is ever forced to participate in any activity that he/she does not want to do. All children, however, are encouraged to participate in planned taught learning experiences.
- * **OUTDOOR PLAY** – We participate in daily outdoor play. This may be in the form of free play or as part of a planned taught learning experience. Please ensure that your child has suitable clothing with them each day for them to be prepared for all types of weather.

How we plan children's learning

We help children to learn by finding out what they are interested in and plan learning experiences to support their learning and development. We do this through:

- * Listening and interacting with the children during their play.
- * By showing an interest and pleasure in their achievements.
- * Questioning the children and helping them to think for themselves.
- * Establishing partnerships with our parents.

Staff observe children to find out what they are interested in, this information is used to plan experiences. The staff decide what we expect children to learn each term. This is called our midterm plan, we have a very flexible approach to planning, we regularly monitor and evaluate children's experiences and identify the learning focus in response to these evaluations of learning.

Key-worker

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During your child's time at The Centre Playgroup your child will be linked to a particular group. Your child's Key-worker is available to chat however, at times the staff may be busy welcoming the children, if so, please speak to the Manager or Depute (if manager is unavailable) and we will arrange a more appropriate time for you.

Staff will be glad to talk to you about what your child is learning in the centre, both informally and formally. We recognise the value of working with you to contribute to all that you are already doing to give your child the best possible start in life. Occasionally your child's key worker may change.

Gender Friendly Nursery

Being a Gender Friendly Nursery means that we take a 'whole school approach' to reducing gender inequalities, incorporating leadership and management, environment and resources, ethos, curriculum and partnership with mums, dads and carers. In the early years, children begin to learn about gender roles and expectations, and will pick up messages from their surrounding environment about what is perceived as 'normal' for boys and girls.

They are influenced by their environment and the adults around them. They learn from everything they see, hear and do. This shapes how they see themselves and others as they grow up and supports them to follow their own wishes and expressions of identity.

It is never too early to question what is seen as 'normal' or what is traditionally expected of boys and girls in our society. In fact, doing so from a very young age helps to protect children from the negative consequences of inequality and discrimination as they grow into adults.

Gender stereotyping is a deep-rooted and common issue. Stereotypes perpetuate inequality and reinforce preconceptions about what a person will like or how they will behave, simply because they belong to a particular group. When it comes to gender, stereotypes are based on an assumption that all boys will be the same and like the same things, and all girls will be the same and like the same things. This puts pressure on boys and girls to conform to certain notions of 'masculinity' and 'femininity' which can really limit and restrict young children. Stereotypes influence the activities children engage in, their interests and skills – and, ultimately, the roles they take in society as adults.

A gender equality approach means helping children to achieve and aspire. We want children to be whoever they want to be and make them feel equally comfortable playing football or taking dance classes and aspiring to a wide variety of careers and pathways. Breaking down gender stereotypes from a young age helps to stop the negative consequences of inequality and discrimination as it can support children grow into adults who aren't limited by expectations based on their sex. By providing children with environments that encourage non gendered norms and expectations, children can feel more accepted and celebrated for their individuality. They can broaden their aspirations and be more open to a wide range of opportunities. Our children learn that families come in all forms; nuclear families, same sex families, lone parents, generational families, foster families etc.

Family Learning

We feel that it is important to complement the learning process that goes on within the home, so we look forward to parents sharing their hidden talents such as sewing, music and joinery etc. Our goal is to create a welcoming, friendly and inviting environment where

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children, their parents and staff are happy. We value parents as the child's first educator and we encourage you to play a full and active role in your child's education whilst at The Centre Playgroup.

Through active participation we want parents to have:

- * The opportunity to have an input in decision making processes.
- * Opportunities to influence decisions that affect their children.
- * Opportunities to be involved in development and monitoring our service.
- * Opportunities to be actively involved in the development of the nursery to ensure we provide a high-quality service.
- * All parents will be treated with respect in an environment which has an ethos of inclusion.

We have various ways we encourage family learning such as:

- * Bedtime stories
- * Stay and Play sessions
- * Sharing activities on the Learning Journals

The Learning Journals

Children's learning is shared with parents and families through an online learning journal platform called The Learning Journals. Practitioners use the Learning Journals to document children's learning by collating observations, photographs, videos and children's engagement in learning. This evidence of what the children have learned helps us to know how best to support children to pursue and explore what interests them. We actively encourage families to engage with Learning Journals with their child at home and to add stories or photos with their child about their experiences outside of the Playgroup.

How often will you have the opportunity to meet with your child's key worker?

At the end of Term 1 we will have a stay and play session where parents and carers will be invited into playgroup to stay for an hour and discuss how your child is settling and be able to speak with staff on your child's progress

Within Term 2 we issue a "Tracking report" covering your child's progress in areas of the curriculum. When the "Tracking reports" are prepared we will send home your child's paper learning journal together with a copy of the report. If you wish, your child's keyworker will phone you to discuss the contents of the tracking report and to discuss your child's development.

Within Term 3 we will hold another stay and play session for parents and carers to attend.

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At the beginning of June End of Term Reports and Transitions Records will also be issued to all of the children. One copy must be signed and returned to playgroup the other copy is for your own records.

We remind parents that the playgroup operates and is proud of their "Open Door" policy. All parents/carers are encouraged to speak to their child's keyworker at any time about their child's progress or about any concerns or worries they have regarding any aspect of their child's development or to arrange a time to look at their child's Learning Folder or work. We encourage our partnership with parents at all times especially during the settling period.

How do we communicate information to parents?

The Centre Playgroup is committed to improving our services and will continue to work and consult with as many parents as possible. We recognise that parents as partners have knowledge and information to share, and will play a part in influencing and shaping the service we provide. We have many ways we communicate information to parents and keep parents informed about things happening in the nursery such as:

- The Learning Journals-we regularly post updates and information.
- Text messaging parents
- E-mailing parents- please ensure you provide us with an up-to-date e-mail address
- Termly newsletters
- Letters from nursery
- Playgroup handbook
- Leaflets and information
- Feedback from staff
- Opportunities for parents to speak to staff or a manager
- Parents meetings
- Home learning links.
- Translator service
- Playgroup website

We can make reasonable adjustments for any parent or carer who has a disability or who is unable to communicate with staff. This is to ensure that all parents have equal access and the same opportunities to be involved in the nursery and be consulted about their child's education.

From time-to-time parents/carers are given questionnaires to complete to enable us to gather information about our service. These are very important and valuable to staff to allow us to reflect on our practice to identify areas which we are doing well and areas which we require to improve on.

Transitions from Home to Nursery

Successful transitions are developed from home to nursery, within the nursery and from nursery to school. We carefully plan children's transition from home to nursery to help support every child. We start by inviting the parents to attend an Open Day; during this event parents receive detailed information about the centre.

Transitions from Nursery to School

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The Playgroup has well developed links with the local primary school. Members of staff work very closely with other professionals and the primary schools in the child's pre-school year, discussing any concerns and support that a child may require. Completed transition records are shared with parents and passed on to appropriate primary schools in the month of June each year.

Section 9

Working together to promote positive behaviour

Positive behaviour is promoted throughout the centre by all staff. We encourage everyone to behave in a positive way and consider the feelings of others. Throughout the nursery the children are supported by caring, nurturing and understanding adults who sensitively support children to express their feelings appropriately and help children who are struggling to manage their behaviour. All staff and adults in the centre will model the types of positive behaviours we want the children to learn from for example, being considerate of others, listening and respecting others and our environment.

Staff are very realistic about children's behaviour and fully understand that many behaviours are age appropriate. Young children's behaviour can be affected by many different circumstances from starting nursery, to a new baby in the family. Within the nursery we promote inclusion and would never exclude or discriminate children who were having difficulty with their behaviour. We feel that it is important to involve parent/s within our procedures for encouraging positive behaviour. Staff will inform parents if their child is struggling to manage their behaviour in nursery. We would, of course, discuss this with you so that we could go forward with an agreed consistent method of working in order to develop more positive behaviour.

Bullying

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Bullying behaviour will not be tolerated within any Glasgow City Council's educational establishments. All children 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).*

Our Anti-Bullying Policy, incorporating the requirement to record and report all discriminatory behaviours within educational establishments.

Additional Support Needs

Additional Support Needs/Accessibility Strategy

The Playgroup has a duty to ensure that all our children have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of planned activities and teaching strategies but also minor adaptations to the physical environment of our buildings to address the needs of children with physical or sensory impairments.

We also need to ensure that parents and carers who have a disability have equal access to information about their child. This might be because of reasons like temporary medical conditions, family circumstances or a language and communication difficulty. These needs can be short or long-term.

This will involve, for example, provision of an interpreter for people who have a hearing impairment or English is an additional language

Before any additional support was planned parents would be consulted and invited to share their views. Parents are fully involved and are consulted on all issues relating to their child's progress in playgroup. Parents can also request additional support for their child such as help from other agencies.

In planning for children with additional support for learning needs we follow the Additional Support for Learning Act (Scotland) (2009) We also implement Glasgow City Council's Policy "Every Child is included" Policy into Practice, Staged Intervention Process.

Within the Playgroup we work closely with the following services:

- * ☺ Health visitors
- * ☺ Social Work Department
- * ☺ Bridgeton Child Development Centre
- * ☺ Educational Psychological Services - This service is available to support staff in providing the best support for children. They also support children who have additional support for learning needs.
- * ☺ Speech and language therapists- parents can access support from Speech and language. The number for the advice line is: Every Wednesday 1pm-4pm 0141 211 6056 or Every Friday 9.30-11.30am 0141 531 6843

Section 10

Our Improvement Plan

Our Improvement Priorities

The Playgroup is committed to continually improving the quality of our work and the service we provide for children's care and education. Every year we devise an improvement plan which sets out our focused priorities to improve our practice for the year ahead. In addition to this we will also collate an Education Perspective Report which summarises our strengths and next steps and parents receive a copy of our Standards and Quality report highlighting our achievements.

We use the following guidance and benchmarks to measure the quality of our work and plan improvements:

- How Good is Our Early Learning and Childcare (Education Scotland)
- Supporting Quality Improvement in Early Learning and Childcare (Care Inspectorate)
- Health and Social Care Standards
- Realising the ambition

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Parents, children, staff, other agencies and the community are actively involved in self-evaluating and monitoring the quality of our work.

These plans are available for inspection at any time and are displayed on the Staff information wall located within the main playroom and on our website. If you would like to see them, simply ask a member of staff.

Section 11

Information in Emergencies

Snow and Ice

The Centre will monitor winter storm watch warnings, blizzard warnings or travel advice. Monitor recommendations from local radio stations and Glasgow City Council regarding school closures.

Consider pre-storm closing (night before) or early closing depending on conditions. Release non-essential staff in accordance with the closing procedures.

The Hall Management should arrange for snow and ice removal as well as possible debris removal such as fallen trees and power lines.

If the announcement to take cover is given, the manager should take the emergency information (children and staff emergency contact numbers) and assist in the cover

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procedures within the playroom. If necessary due to the weather conditions, we will move children to a part of the building that is safer, away from exposed windows etc. Checking all areas for “hidden” children.

When the authorities give the all-clear sign, check with the staff to make sure all children are accounted for.

If there is any question about damage to the centre, do not re-enter the building until emergency personnel have surveyed the building. Inform all staff of any hazards.

Determine if any areas must be closed and inform staff. If it is unsafe to remain at the premises, assess whether an alternative site is a safe back-up and evacuate the children to this location.

If the temperature of the playroom registers below 16° the playgroup will require to be closed early. Discuss possible closure with Chairperson if deemed appropriate. An email will be issued (if possible) to all parents/carers as soon as the decision to close is agreed. Thereafter staff will begin calling parents/carers to ensure they received the email and if not to inform them of the situation

Utility Disruption (gas, electricity, water)

If utilities are disrupted in the centre, the facility will make every effort to remain open. The decision to close or delay its opening will be based on the following factors:

- The amount of natural light in the centre
- The temperature in the centre
- Access to water/toilet facilities
- The risk to the health and well-being of children and staff.

After 1 hour of disruptive services, an email will be issued (if possible) to all parents/carers as soon as the decision to close is agreed. Thereafter staff will begin calling parents/carers to ensure they received the email and if not to inform them of the situation. This time period will allow the manager to assess the situation and provide families with as much accurate information as is available.

The centre may close or delay opening if the following conditions are present:

- The temperature on the centre thermometers registers 16° or below for one hour with no expectation of the heating to be restored within the next one to two hours, and/or the room conditions prevent adequate ventilation and breathing.
- The natural light in the centre is diminished to the point that children and staff are at risk.
- The main phone line will be inoperable for more than one hour, and no mobile phones are available.
- The nutritional needs of the children cannot be met.
- Live wires will require the immediate closing of the building and follow evacuation procedure if necessary.
- Loss of water that disrupts hand washing and toileting with clean running water for more than 1 hour unless bottled water is available.

Inspections

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The playgroup is registered with the Care Inspectorate to provide a care service to a maximum of 35 children aged 3 years to those not yet attending primary school. The service works in partnership with Glasgow City Council to provide early learning and childcare. A copy of our registration certificate is displayed in the playroom and copies of all inspection reports are displayed beside the daily sign-in sheets on the table in the hall.

Our group is inspected by an officer for the Care Inspectorate www.careinspectorate.com our most recent inspection took place in May 2023. A copy of the latest inspection report along with previous reports can be found on the Care Inspectorate web site, search for The Centre Playgroup. In addition, we are also inspected by HMIE every few years. A joint inspection was carried out in November 2009 and we received an excellent report, a copy of this is also displayed in a folder beside the sign-in sheets.

Suggestions and Comments

We are striving for excellence in all aspects of our provision and always welcome views on how we can improve. If you have any suggestions to make about the service, please use the suggestion box and card at the sign-in table.

Our group has a complaints policy, a copy of which will be given to all parents/carers. This gives detailed information on how to raise concerns and how they will be dealt with. We would encourage parents/carers to raise any concerns verbally with staff in the first instance or make use of the suggestion box in the waiting area any issue or concern to be raised at a staff meeting.

If you find the response is not satisfactory, you should put your concerns in writing to either:
The Playgroup Manager
OR
The Chairperson of the Playgroup Committee

Parents/carers who have any concerns about the service which we provide can contact the Care Inspectorate as follows:

- filling in the [complaints form online](#)
- contacting us on 0345 600 9527
- writing to any of [our offices](#)

See more at: <http://www.careinspectorate.com/index.php/complaints#sthash.TEnkMTxi.dpu>

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Glasgow Holidays

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

Playgroup closes at 2 pm on Friday, 19 December 2025

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Monday, 22 December 2025 - Friday, 2 January 2026 (Christmas holidays)

January

Playgroup returns on Monday, 5 January 2026

February midterm break

Monday, 16 February 2026

Tuesday, 17 February 2026

Wednesday, 18 February 2026 (In-service day)

April - Spring Holiday (Easter)

Playgroup closes at 2 pm on Friday, 3 April 2026

Monday, 6 April - Monday, 17 April 2026 (Spring Break)

Playgroup returns on Tuesday, 20 April 2026

May

Monday, 4 May 2026 (May Holiday)

Thursday, 7 May 2026 (In-service day)

Friday, 22 May and Monday, 25 May 2026 (May Weekend)

June

Playgroup Closes TBC

Please note although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters included either before your child's placement begins or during the course of their placement. The manager will tell you of any important changes to the information.