



Thornwood Nursery Class

Handbook

Session 2025-2026



Thornwood Nursery Class

11 Thornwood Terrace
Glasgow
G11 7QZ

Telephone numbers:

Nursery Office 0141 339 7445

School Office 0141 334 4271



Please call school office if you need to pass an urgent message if there is no reply from the nursery office, otherwise please leave a message on the answering machine.

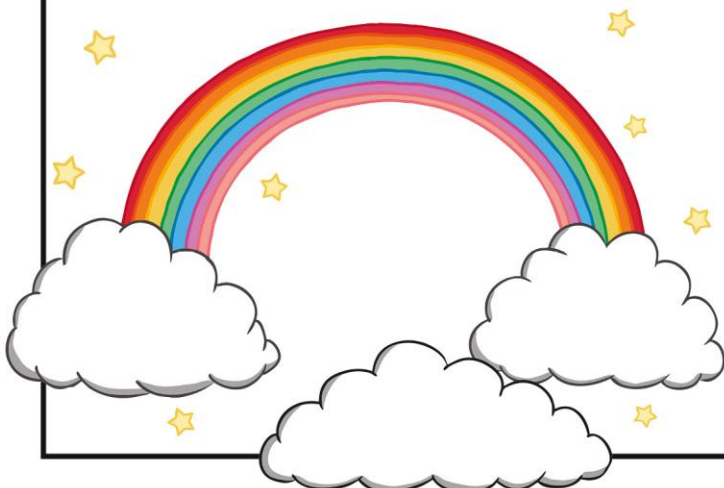
Headteacher: Caroline Dunleavy

Email: Headteacher@thornwood-pri.glasgow.sch.uk

Twitter: www.twitter.com/ThornwoodPri

Nursery Team Leader: Angela Barrie

Email: gw10barrieangela@glow.ea.glasgow.sch.uk



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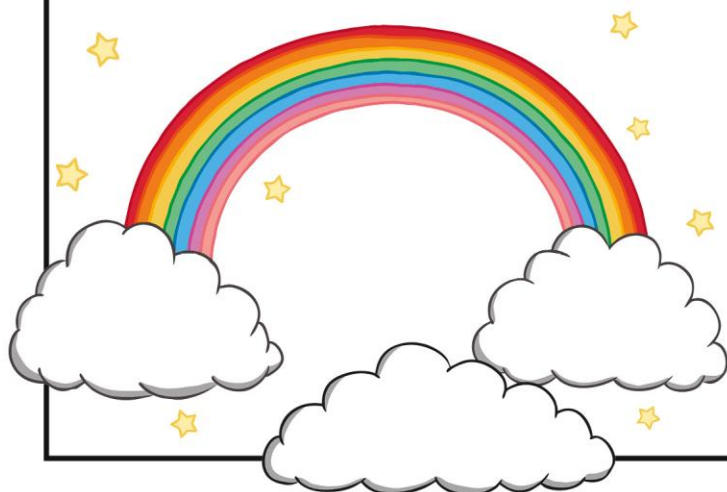
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Welcome

I am privileged to be the Head Teacher of this nursery class. I warmly welcome you and your child to Thornwood Nursery Class.

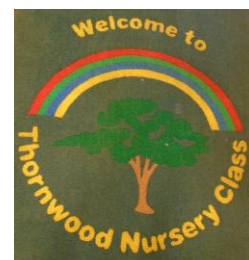
Here at Thornwood our families are at the heart of all we do! Our aim is to enable your child to learn and develop in a safe, calm, relaxed and motivating environment. We would be delighted to have you on board with your child's learning journey, so please get involved and enjoy the nursery experience as much as your child does.

We have high expectations of the children at Thornwood. The children will learn through play and have lots of fun times here.

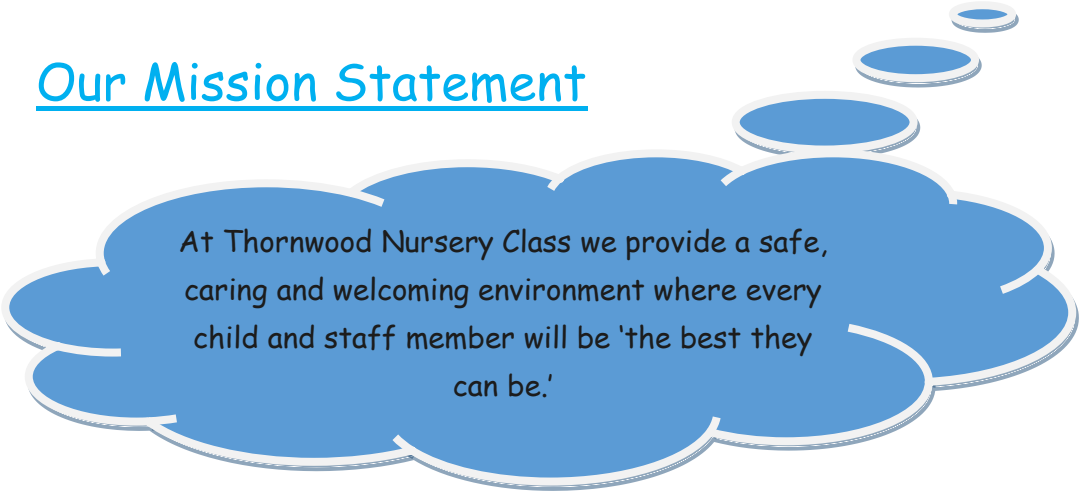
We aim to equip the children with skills for life and motivate them for life-long learning.

This handbook is designed to give you information about the service we provide. If you require any additional information or have any suggestions that could improve our service, I will be more than happy to hear from you.

Mrs. Dunleavy



Our Mission Statement



At Thornwood Nursery Class we provide a safe, caring and welcoming environment where every child and staff member will be 'the best they can be.'

Our Aims

- Provide a friendly and secure environment where children, staff and parents/carers feel happy and are valued
- Encourage each child to become a successful learner by providing challenging and stimulating experiences
- Promote awareness of health and wellbeing throughout the nursery
- to encourage healthy and active lifestyles
- Develop the personalities, talents, abilities and ambitions of our young people in a supportive culture where we value each other's individuality
- Strengthen relationships with all by continuing to create a positive ethos
- Provide a broad, relevant curriculum which meets individual needs
- Equip pupils with the foundation skills, attitudes and expectations necessary to prosper

In doing this we will ensure that each child's time at Thornwood will be happy and a good foundation for life



Staff Information

Management Team

Caroline Dunleavy - Headteacher

Angela Barrie - Team Leader



We have students
throughout the year

Staff

Child Development Officers

Full-time - Linda Smith

Part time - Eileen Gordon, Elaine
McGoldrick (Temp)

Support for Learning Worker:

Vidya KrishnaMoorthi

Care Inspectorate

You can access our up-to-date
Care Inspectorate report by
using the following link

www.scswis.com



Information

Roll and Capacity

Morning session 20

Afternoon session
20

Full-time places are
limited.

Age range 3-5 years

Non-Denominational Policy

Our nursery is non-
denominational.

We respect and
welcome families of
all religious faiths
and beliefs.

Fees and Toy Fund

<http://www.glasgow.gov.uk>

Please check the above website for GCC Nursery Fee information.

For toy fund we can accept cash, or you can pay into nursery bank
account

If your child attends am or pm we would ask that you pay £4 per
month and £6 for full time children. This is a voluntary fund, which
we use to purchase Birthday and Christmas gifts/baking
ingredients/ malleable /outings/ parties etc.

All contributions no matter how small are greatly appreciated.



Important Information

Clothing

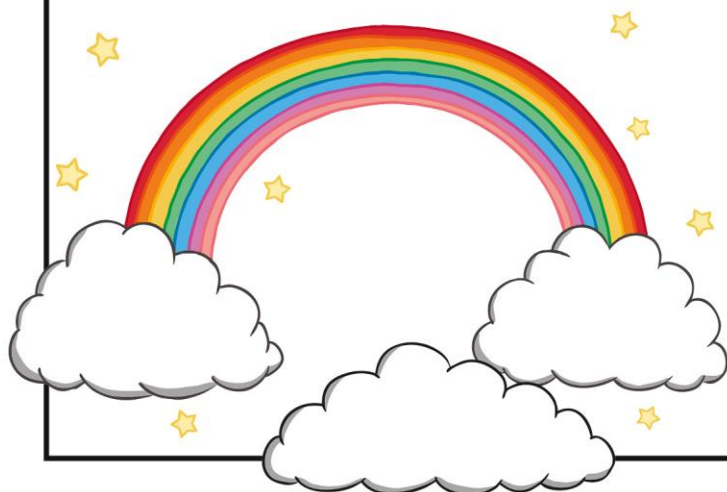
Your child will be very busy during nursery, taking part in lots of experiences both indoors and out. Clothing should be suitable for the weather to allow children to take part in all experiences offered. Children should not wear their best clothes as there may be a risk that they could be damaged. If possible, try to stay away from difficult fastenings i.e. buckles, belts etc as the child may have difficulty going to the toilet. Parents should provide 1 change of clothes and wellington boots. A sun hat. Nappies and wipes if your child will require them. In sunny weather all children should have sunscreen applied before coming to nursery.

Attendance

If your child is going to be absent, please inform the nursery. If you are going on holiday, please inform the nursery of the dates.

Medication

If your child requires medication during their time at nursery this should be discussed with a member of management. All medications must be prescribed by the child's doctor and must have the child's name; date of birth and dose attached to the medication. The first dose of any new medication must be administered by the parent at home. You will be required to fill in a consent form detailing information about the medicine. Please do not leave any medicines in your child's bag in the cloakroom.



Policies

Admissions Policy

All Nursery places are allocated in line with Glasgow City Council's Admissions and Banding policy. A leaflet detailing Glasgow City Council's policy is available from the website below.

<https://www.glasgow.gov.uk/index.aspx?articleid=18136>

Settling in

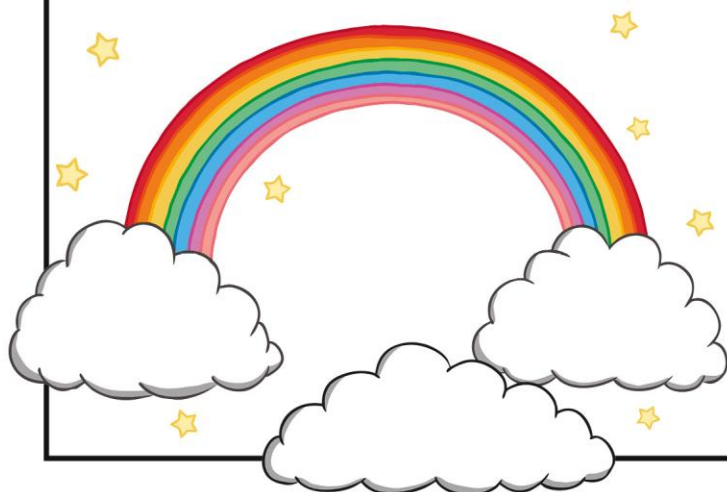
When your child is due to start nursery there will be a settling in period. Your child's keyworker will work in partnership with you to ensure the transition from home to nursery runs as smoothly as possible. Each child is different and there is no set time limit for settling in. Some children take longer than others.

Arrival and collection of children

When your child starts nursery, you will be asked to complete a collection form detailing who will be dropping off and picking up your child. Please note the person collecting must be 16 or over. Due to child protection reasons staff will only allow children to leave with people identified on this list. If in any circumstances the parent requires someone else to collect their child, they must phone or speak to a member of management.

Additional support for learning

Every child has the right to education to support them to enjoy a full life and achieve the greatest degree of self-reliance and social integration as possible.



Accidents

If a child has a minor accident this will be treated accordingly. It will be recorded in the Accident book. A parent will be informed and asked to sign the accident book.

Linda Smith is our qualified First Aider.

Glasgow City Council Child Protection Policy

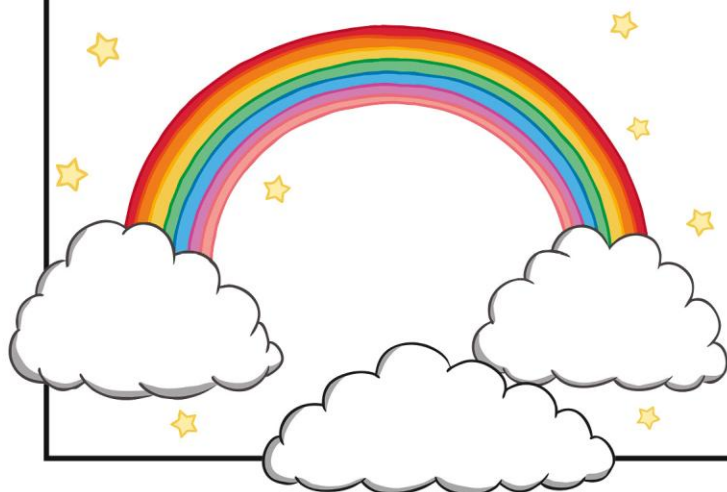
'The child protection programme seeks to support the child's development in ways which will foster security, confidence and independence. It should be regarded as central to the well-being of the individual and is therefore seen to be an intrinsic part of all aspects of the curriculum'. Staff have a responsibility to:

- ♣ Keep children safe by being proactive in child protection matters
- ♣ Promote the welfare of children by maintaining a positive and supportive ethos
- ♣ Help children protect themselves by providing an appropriate personal and social development curriculum
- ♣ Be familiar with child protection procedures and guidance and implement those procedures promptly if there is a concern about a child
- ♣ Work closely with other agencies and services in supporting children
- ♣ Actively participate in training on child protection matters

Mrs. Dunleavy is the nursery Child Protection Co-ordinator.

Confidentiality

All staff adhere to Glasgow City Council's Confidentiality Policy. Parents and children must feel confident that information they choose to share with a member of staff will be treated with respect and handled appropriately.

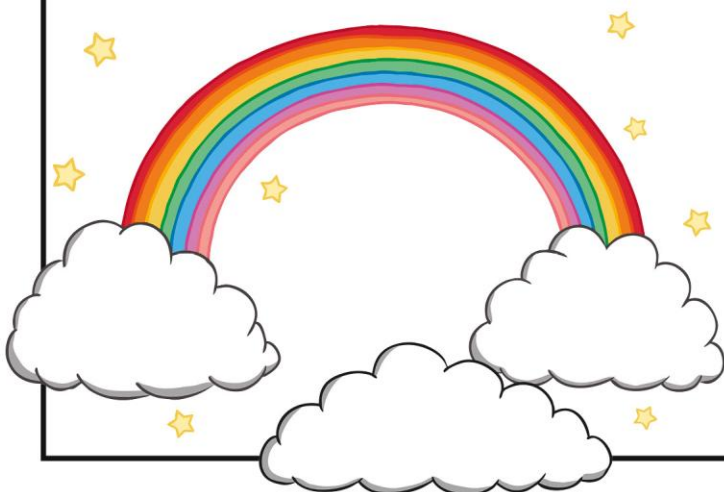


Promoting positive behaviour

All children have the right to a calm, secure, supportive and purposeful environment, which allows them the opportunity to develop respect for themselves and for others. Strategies for promoting positive behaviour are based on a philosophy of negotiation and reconciliation. We endeavour to use restorative, solution oriented and nurturing approaches.

More in depth information is available on all our policies in our policy folder or online at Glasgow City Councils website
<http://www.glasgow.gov.uk/index.aspx?articleid=8597>

At Thornwood Nursery we aim to cater for the individual needs of your child in a bright, busy, secure, happy and stimulating environment - conducive to learning through play and exploration. This will support your child on their journey to be a successful learner, effective contributor, responsible citizen and a confident individual. In line with all education establishments, early years are implementing Scottish Curriculum for Excellence.



Children's Rights

Children's Rights are embedded into our practice here at Thornwood Nursery. The basic principles of the UN Convention on the Rights of the Child are:

- All children are equal and have the same rights.
- Every child has the right to have his or her basic needs fulfilled.
- Every child has the right to protection from abuse and exploitation.
- Every child has the right to express his or her opinion and to be respected.

Our Eco Song

Here at Thornwood, we're an Eco school.

We pick up the litter, and we follow the rules,

We turn off the taps, and we switch of the lights,

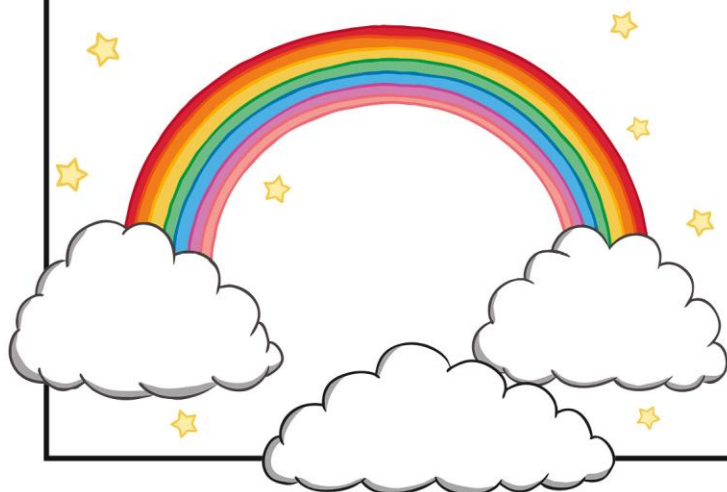
Let's keep our planet shiny and bright.

Online Learning Journals

We use Learning Journals online to document and share your child's learning. This is an opportunity for the nursery and families to work in collaboration to provide the best outcomes for our young learners.

Child Smile

Our nursery takes part in the Child Smile Programme which is designed to improve the oral and general health of children in Scotland. All children are offered daily supervised toothbrushing.



Outdoor Play

At Thornwood the children are outside every day and here are some of the benefits of outdoor play:

- ♣ Better concentration
- ♣ Co-ordination
- ♣ Builds on muscle strength
- ♣ Builds on confidence
- ♣ Increases flexibility
- ♣ Improves fine and gross motor skills
- ♣ Problem solving and leadership skills
- ♣ Promotes imagination and creative play

The children have access to outdoor play daily and are exposed to a variety of different experiences which are fun and challenging. Outdoor play has an enormous impact on a child's well-being and learning journey. We provide a variety of experiences to allow children to explore, experiment, investigate and develop their curiosity in the world around them. This relates to Curriculum for Excellence which states "Such experiences motivate our children to become successful learners and to develop as confident enterprising and responsible citizens"



Please find below are the documents we use to support, plan, observe and assess your child throughout their learning journey at nursery.

