

OFFICIAL

Whiteinch Nursery School

Handbook

2024-2025



Whiteinch Nursery
Glendore Street
Glasgow
G14 9RU

0141 959 3823

headteacher@whiteinch-nursery.glasgow.sch.uk

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Welcome to Whiteinch Nursery School

We are a Glasgow City Council Early Learning and Childcare (ELC) setting. The staff and I would like to extend a warm welcome to you and your child(ren).

By working in partnership with families we aim to provide an environment which is safe, friendly and nurturing. We try to involve families in the life of the nursery to ensure your child's learning journey is a happy, memorable and successful one.

If you have any questions, please get in touch.

Geraldine Dolan
Head of Nursery



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OUR VISION, VALUES AND AIMS

Vision

Whiteinch Nursery School is a friendly, diverse, inclusive and nurturing nursery. All children are empowered to fulfil their potential and develop a love for learning. Through multiagency collaboration we support families to be the best they can be.

Values

Caring, Inclusive, Nurturing, Respectful, Safe

Aims

Whiteinch Nursery School aims to:

- Ensure every child feels safe and happy.
- Encourage respect for others.
- Motivate, nurture and listen to children.
- Celebrate diversity and inclusion.
- Work in partnership with families.

OUR STAFF



Management Team

Geraldine Dolan	Head of Centre
Samantha Johnston	Acting Depute Head of Centre
Laura Slevin	Team Leader
Helen Simpson	Acting Team Leader

Clerical Staff

Vacancy	Monday, Tuesday
Lucy Akroyd	Wednesday, Thursday and Friday

Facilities Management (FM) Support Staff

Diane Johnston	Janitor and Cleaner
Linda McDonald	Catering Assistant
Angela Lang	Catering Assistant
Vacancy	Catering Assistant (TT)
Vacancy	Cleaner

Staff Photographs

Staff photographs are located inside the nursery entrance. We also have booklets of staff photographs, please speak to the main office if you would like a copy.

Upstairs Staff and Group

Rebecca Reid	Lion
Ruth Struthers	Lion
Colette Brown	Koala
Stephanie Richards	Flamingo
Shona McGill	Monkey
Elaine McGoldrick	Monkey
Louise Hutchison	Penguin
Roisin Grimley	Penguin
Lynne Hazelton	Penguin
Natalie McEwan	Gecko
Gemma Harris	Gecko
Raychelle Pinder	SFL Lunch Cover
Sophie Wylie	Modern Apprentice

Downstairs Staff and Group

Catherine Angus	Panda
Nicola Moore	Elephant
Alice Chisholm	Shark
Amy Robertson	Shark
Nicola Gilhooley	Orca
Yvonne Baird	Orca
Ashleigh Johnstone	Crocodile
Vacancy	Seahorse
Caris McGrory	Seahorse
Gemma McCormack	SFL Lunch Cover
Hana Hejeh	SFL Lunch Cover
Frances Neil	SFL Worker

2-3 Room Staff and Group

Roisin Docherty	Giraffe
Mandy McGill	Tiger
June McCluskey	Tiger

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GENERAL INFORMATION

Privacy Statement

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post or by email at: dataprotection@glasgow.gov.uk and by telephone on 0141 287 1055. Glasgow City Council is registered with the Information Commissioner's Office under registration number Z4871657.
<https://www.glasgow.gov.uk/index.aspx?articleid=22066>

Transition to Nursery

Keyworkers will work with parents to ensure children settle into nursery at a pace that meets their needs. The settling in process is a gradual one to allow children to get to know the staff, and to feel safe and secure in their new surroundings. Every child is different therefore settling in time will differ from child to child. Some parents may be invited into the playroom to help to settle their child.

Children will be invited to play with other children on their first day at nursery and families will be asked to complete enrolment forms. Please be aware that your child may be offered the chance to play outdoors.

Dropping Off and Collecting Your Child

It is expected that a responsible adult (aged 16 or over) will bring and collect your child to and from nursery. When your child starts nursery staff will discuss who has permission to collect your child and this will be recorded on their care plan. You must tell a member of staff if you want your child to be collected by someone who is not on their care plan. Staff may ask them to provide ID to prove who they are.

Learning Fund

A £2.00 a week contribution from parents helps to pay for additional items such as ingredients for playdough, special treats, and resources. This contribution can be paid weekly, monthly or termly. We prefer this money to be transferred directly into our bank account. Sort code 80-07-55 and account number 00973460. If you would like to confirm our bank details before setting up a transfer please contact the nursery. We are also happy to provide receipts for any donations.

Nursery Capacity and Opening Hours

The nursery is registered to accommodate a maximum of 110 children at any time from the age of 2-5 years:

2-3 Playroom maximum of 10 children
3-5 Playrooms maximum of 100 children

The nursery is open 52 weeks of the year from 8.00am – 6.00pm.

AM Block 8am – 1pm (last pick up 12.45pm)

PM Block 1pm – 6pm (last pick up 5.45pm)

Holiday dates for 2024-2025 can be found on www.glasgow.gov.uk and at the end of this handbook.

Admissions & Early Years Charges

Places are allocated in line with Glasgow City Council's Admissions and Banding policy at local Admission Panels.

If your child attends nursery for more than their entitlement, then you will be asked to pay for additional hours. This will be sent in the form of monthly invoices. A booklet with details of childcare charges is available from the office or online at www.glasgow.gov.uk

Families may want to find out more about the HMRC Tax Free Childcare Scheme – where the government will pay £2 for every £8 you pay for childcare, up to a maximum of £4,000 annually. Please visit www.gov.uk/tax-free-childcare for further information.

Our Cloakrooms

Every child has their own peg with their group symbol and name on it. Children will also have access to outdoor clothing from the nursery.

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Emergency Closure

Occasionally we may need to close the nursery due to severe weather, power failure or lack of water.

If this happens there are a variety of ways we will let you know, these will include: text messages, email, social media, the press and local radio stations (such as Clyde 1 and BBC Radio Scotland).

Emergency Contacts

We will ask you to provide us with the name, address and telephone number of two emergency contacts. It is important you make the nursery aware of any changes to this information.

Security

The nursery operates a secure entry system. Please press the call button to gain entry. If we do not answer straight away please be patient as we are probably busy dealing with another issue.

Attendance

Regular attendance is very important for children's progress. If your child is unable to attend nursery for any reason you should inform us of this either in person or by phone or email. It is our policy to contact parents when a child is absent and we have not been notified as to the reason why. A call may be made to emergency contacts if we are unable to contact you.

Outings

Your welcome pack includes a consent form that allows staff to take your child out in the local community. We cannot take children on an outing without this consent.

If the outing is out with the local community or involves transport then we will ask you to complete an additional permission form.

Pram Shed

You are welcome to use our pram shed currently located at the back door to store your pram or child's wheeled toys whilst your child is in nursery. Please note that items are left at your own risk and the nursery cannot accept responsibility for lost or stolen items from this area.



Clothing



Play and learning at nursery can be very messy so please dress your child in clothes that you do not mind getting dirty. We try to make sure that children wear aprons to protect their clothes, but we cannot guarantee clothes will remain in their original condition.

We would appreciate it if children do not wear any clothing that could cause offence such as anti-religious symbolism, football colours or political slogans. Parents are asked to ensure that valuable items and unnecessarily expensive items of clothing are not brought or worn to nursery.

Please remember to write your child's name on clothing and footwear to prevent confusion and allow us to return items to the correct owner.

Outdoor Learning

Children take part in outdoor learning every day regardless of the weather. Please ensure your child is dressed appropriately for the weather and provide a spare outfit in case they need a change.

All children will be provided with waterproof clothing, which should remain in the nursery. If you would rather provide your own clothing, please let your child's key worker know. We also have nursery wellies for children but it would be great if you could provide your own.

Mobile Phones

The use of mobile phones within the nursery is strictly prohibited. Please respect this rule as it ensures the safety of the children.

NO PICTURES SHOULD BE TAKEN IN NURSERY UNLESS AUTHORISED BY A MEMBER OF NURSERY MANAGEMENT TEAM.



Lost Property

If your child has lost something at nursery please speak to a member of staff who will try and locate the missing item. Please label your child's items to help us locate items quicker.

No Smoking Policy

Glasgow City Council in line with Government policy has designated all its buildings no smoking areas.



English as an Additional Language (EAL)

Some children start nursery with little or no English. Staff will use a range of strategies to support children with EAL.

Our nursery iPads are equipped with the Microsoft Translator App, which allows text, camera and voice translation of approximately 60 languages, and supports communications with our EAL learners and families.

Staff utilise the Glasgow City Council EAL Development Checklist in collaboration with parents/carers to track and support the progress of our EAL learners.



FOOD AND HEALTH



Snacks and Lunches

Snacks and lunches are provided by Glasgow City Council's Facilities Management (FM) Service

Every day the children will have the choice of two main meals. Our lunch and snack menus are available from the main office, please speak to a member of staff if you would like a copy.

Dietary requirements can be catered for. In order to accommodate specific allergies or allergens we will require a letter from the NHS. Please speak to a member of staff for further details.

Birthdays

Children's birthdays are celebrated within the nursery. Children will receive a card and a rendition of Happy Birthday from their peers.

Please note that we do not celebrate birthdays with a cake to ensure we meet all children's dietary needs and to help us to promote healthy eating.



Childsmile

Childsmile is a Scotland wide initiative to help improve the health of our children's teeth, through the distribution of free dental packs and supervised toothbrushing programmes in nurseries. The children at Whiteinch Nursery are offered twice yearly fluoride varnishing by Childsmile dental teams who visit the nursery. Consent forms are included in your child's welcome pack. Only children with permission can take part in the fluoride varnish programme. Further details can be found at www.child-smile.org.uk



Breastfeeding Friendly Establishment

Whiteinch Nursery School is a breast feeding friendly establishment. We strive to make our nursery a welcoming and comfortable environment for both baby and mum to breastfeed.



MEDICAL INFORMATION

If Your Child is Unwell

Whiteinch nursery adheres to the Health Protection Scotland. exclusion criteria for childcare and childminding settings in the Infection Prevention and Control in Childcare Settings: May 2018 by Health Protection Scotland.
<https://www.nhsggc.org.uk/media/248128/child-care-setting-infection-control-may-2018.pdf>

To help control infection, please call or email the nursery for exclusion advice regarding your child's infection or symptoms.

If your child has diarrhoea and/or vomiting it is recommended that they stay at home for **48 hours** from the last episode.

If your child becomes unwell at nursery we will contact you. Please ensure the nursery has up to date contact details for you and your emergency contacts.

Accidents and Incidents

Staff will let you know if your child is involved in an accident or incident in nursery. You may be asked to read and sign an accident book when you arrive to collect your child. The form will inform you of how the accident happened and what treatment (if any) was administered.

If your child receives a bump to the head while at nursery we will contact you straight away via telephone or text message.

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Medication

If your child requires medication whilst they are at nursery this should be discussed with a member of staff. You will need to fill in a form that authorises nursery staff to administer the medication to your child. Staff will only administer medicines that have been prescribed by a medical professional. All medicines should have the appropriate label and administering instructions on the original packaging. Staff are not able to administer the first dose of medication.



Vision Screening

The government has recommended that all children should have their sight checked prior to starting school.

Screening takes place annually by NHS staff within the nursery. You will be notified before the screening takes place.



Nappies and Toilet Training

If your child wears nappies you will be asked to provide nappies and wipes that will be kept in nursery. Nappy cream is treated the same as medication and should have a pharmacist's label (with your child's name on) and instructions on the packaging.

If your child is ready to start or has recently started toilet training, then please let their keyworker know so we can support you. Please ensure that your child has plenty spare clothes in their bag, especially in the early stages of toilet training. Soiled clothing will be washed by the nursery or placed in a small bag in your child's bag. The nursery also has spare clothes.

CHILD PROTECTION

Child Protection

Getting it Right for every child (GIRFEC) states that every adult in **Scotland** has a role in ensuring all children live safely and can reach their potential. All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum. As with other areas of the curriculum, the nursery will keep you informed of activities within our health and personal safety programme that your child will be involved in.

getting
it right
for every child



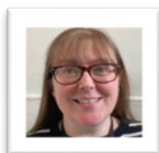
Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:-

- Ensuring that children are respected and listened to.
- Ensuring that programmes of health and personal safety are central to the curriculum.
- Ensuring that staff are aware of child protection and safety issues and procedures.
- Establishing and maintaining close working relationships with all other agencies to make sure that professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns. If after judging that there may be grounds for concern regarding the welfare or safety of any child, they must advise Social Care Direct of the circumstances. If you have any concerns regarding the safety and wellbeing of a child you must share this with the Child Protection Co-ordinator, Geraldine Dolan, Head of Centre.

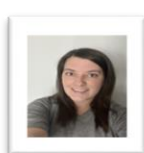


If Geraldine is unavailable then concerns should be shared with Samantha Johnstone, Acting Depute Head of Centre, Laura Slevin, Team Leader or Claire Smith, Lead Practitioner Attainment. When a young child is at risk of harm, abuse or neglect confidentiality is not an option. No single individual can protect children by acting alone. It is the sharing of information, collective thinking and collaborative action that enables decisions to be made in the best interests of children.



Samantha Johnstone

Acting Depute Head of Centre



Laura Slevin

Team Leader



Helen Simpson

Acting Team Leader

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POLICIES

Whiteinch Nursery is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs. Copies of all of our policies are available from the Head of Nursery, feedback from families are always welcome.

Equal Opportunities

All ELC services should reflect the council's equal opportunities policies and be anti-racist, anti-sexist, and multi-cultural and recognise the rights of both men and women to work or to care for children. Provision should take account of the needs of children with additional support needs or chronic illnesses. These principles are reflected in the criteria used to admit children to nursery and in the curriculum of their establishment.

Bullying

Bullying behaviour is never acceptable within Glasgow City Council's schools or early learning centres. All children and young people 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.

Education Services' revised anti-bullying guidance is set within the context of our overarching policy on inclusion **Every Child is Included and Supported**. It has been produced in consultation with [respectme](#), Scotland's Anti-Bullying Service and takes account of the wider legal framework underpinning equalities, inclusion and meeting learners' needs

Confidentiality

The need for confidentiality is recognised by all staff working within our establishment.

Please be reassured that the information you or your child share with us will be treated with respect and handled in a professional manner.

Complaints

If you are concerned or unhappy with any aspect of the nursery, please speak to a member of staff who will try where possible to resolve the issue.

In addition, you can contact:

Glasgow City Council's Customer Liaison Unit
City Chambers East
40 John Street
Glasgow
G1 1JL
Phone: 0141 287 5384
www.glasgow.gov.uk

If you are dissatisfied with the standard of care offered by Whiteinch Nursery then you can also contact the Care Inspectorate.

The Care Inspectorate
Central West Regional Office
4th Floor
No 1 Smithhills Street
Paisley
PA1 1EB
Phone: 0845 600 8334 or 0141 843 4230
E-mail: enquiries@careinspectorate.com

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PARTNERSHIPS WITH FAMILIES

Home & Nursery Partnerships

We strive to work in partnership with parents and carers. We recognise the value of partnership working and seek ways to fully involve you in the education of your child.

Your Views Matter! Everyone's opinion is valued and we are keen to keep improving our nursery to create the best possible learning environment for all. We are always keen to hear your feedback and will gather your views using a variety of approaches.

Working Together to Promote Positive Behaviour

A calm and harmonious ethos is conducive to positive play experiences for children and supports good levels of learning and engagement. At Whiteinch Nursery we encourage positive, caring, respectful behaviour. We support children to develop skills that will help them resolve matters of conflict with their peers or adults in a positive manner. Children will benefit if parents and nursery staff work together to promote positive behaviour and to resolve any issues that may arise.

Family Learning

It is widely recognised that parents working and learning jointly with their children can have a positive impact on the individual child's attainment and learning. At Whiteinch Nursery we have a range of family learning experiences throughout the year for you and your child to get involved in.

Family learning experiences activities are communicated via Learning Journals, Email, newsletters and via Twitter. Please speak to a member of staff if you have any suggestions for events.

Working Together to Support Learning

Everything you do with your child at home including the experiences you offer them contributes to their development.

As your child's main educator we recognise that nobody knows your child better than you. It makes sense therefore that together we should aim to form a strong partnership working effectively together to support your child's learning at nursery and at home.

Support for Children with Additional Support Needs (ASN)

We aim to give all the children the opportunity to progress and develop their skills within the nursery. If the nursery identifies areas where a child would benefit from additional support then we will discuss this with you and agree on the best course of action to support your child. We work closely with a wide range of professionals including Speech and Language Therapists and Educational Psychologists.

Glasgow City Council has a duty, as outlined in the standards in Scotland's Schools 2000 Act, to ensure that every child achieves their potential. Glasgow's Education Services is committed to the inclusion of all children and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirement in the 2000 Act.

The authority recognises that there are a wide range of factors, which may act as a barrier to your child's learning. We are committed to working closely with parents and carers to overcome any barriers to their child's learning. If you have any concerns about your child's development or you are unhappy with the support being given to your child please speak to the Head of Centre who will be happy to meet with you to discuss your concerns.

Any parent/carer seeking further advice regarding this policy should contact the Head of Centre. Further information relating to Additional Support Needs is also available on the Glasgow City Council website – www.glasgow.gov.uk

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Stay & Play Sessions

Throughout the year we will offer 'stay and play' sessions. These sessions allow parents to play alongside their child in the playroom. Parents will gain an insight into what a typical nursery day looks like for children and how learning and development is supported within the setting.

Eco Committee

The nursery is registered with Eco Schools Scotland and we are working hard to gain recognition as an eco-friendly nursery. If you would like to join our Eco Committee please speak to a member of staff.



Fundraising

We organise fund raising events throughout the year, proceeds of which are used to pay for special treats for the children such as Christmas presents, parties and outings. We would be most grateful for your support particularly at our annual Christmas Fayre.

Sharing Your Skills & Expertise

We are always keen to hear from families who would like to share their skills and expertise. Perhaps you can read stories to the children, do some baking or make soup for example, or perhaps you do an exciting job that you could tell the children about.

If you would like to be involved in the life of the nursery please let us know. We are always keen for family members to help.

Home Links

Our home link packs are designed for you to use with your child at home and include literacy, numeracy, sensory and 'make your own playdough' packs. In addition, our lending library is available for families in our cupboard at the main entrance and outside the 2-3 playroom.

Partnership Working

At Whiteinch Nursery School we actively seek to build relationships with a wide range of partners to enhance our children's learning. We work closely with a range of professionals including colleagues Speech and Language Therapy, Social Work, Educational Psychology. We also try to make use of facilities in the local and wider community. The children benefit from outings to visits to Victoria Park and Whiteinch library.

Links with other establishments

Whiteinch Nursery is part of the Hyndland Learning Community. We also have close links with other nurseries and schools in the local area including Whiteinch Primary, St Pauls (Whiteinch) Primary and Scotstoun Primary.

A transition report detailing your child's progress at nursery is completed and forwarded to your child's Primary School prior to them starting school. You will also receive a copy of your child's transition report.

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CURRICULUM INFORMATION

Learning Through Play and Active Learning

Children learn best through their play and when they actively experience things for themselves. In nursery we aim to build on the learning that you have started at home and help children develop the skills and attitudes that they will need in life. We continually build on what they know and use their interests to meet their needs and provide them with challenges through purposeful play, indoor and outdoor.

The nursery day is organised to allow children choice in selecting and planning their own activities. There will be periods of adult and child led learning. Children will have opportunities to take part in a range of experiences both in and outdoors, snack time, and story/song time every day. Outlined below are some of the ways in which we aim to develop children's skills and knowledge

Staff in the Nursery will:

Connect the learning to what children already know. If children make connections to something they are already familiar with, they will be confident in demonstrating what they know and are more motivated to take part in the activities.

Plan in consultation with children. Finding out what children want to learn about supports children to be more focused and successful in learning through play.

Make learning active. We do this by learning through play, real life situations, problem solving approaches, and by encouraging children to work with each other.

Demonstrate understanding. Children can show their understanding in different ways, including presenting to others, explaining their learning, debating, making a model or poster, drawing, writing, question and answer opportunities.

Review and recall learning. Staff will provide children with time to review and assess their learning.

Curriculum for Excellence

The 3–18 curriculum aims to ensure that all children living in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work. The knowledge, skills and attributes learners will develop will allow them to demonstrate four key capacities – to be:

- successful learners
- confident individuals
- responsible citizens
- effective contributors.

Experiences and Outcomes

The experiences and outcomes are set out in lines of development which describe progress in learning, they are organised into eight curriculum areas.

Health and Wellbeing

Literacy

Numeracy & Mathematics

Expressive arts

Religious and moral education

Sciences

Social studies

Technologies

The nursery will provide you with an information leaflet on Curriculum for Excellence and the following website may be of further interest to you.
<http://www.educationscotland.gov.uk/parentzone/index.asp>

Pre-birth to Three

When planning experiences for children under three years we follow guidance in the Pre-birth to Three document.

'Pre-birth to Three' describes how babies and young children can best be cared for as they begin to learn about themselves and the world about them.

It shows how this is most successful when adults are aware of the important role of four key features of effective practice. These 4 key features are very closely linked:

- Relationships
- Responsive Care
- Respects
- Rights of the child

The key aspects of GCC's guidelines are:

- Emotional Wellbeing and Social Competence
- Communication and Language
- Curiosity
- Movement and Co-ordination

The nursery will provide you with an information leaflet on Pre-birth to Three and the following website may be of further interest to you
<http://www.ltscotland.org.uk/understandingthecurriculum/learningthroughoutlife/prebirthto3.asp>

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Learning Journals

Observations of your child's progress and achievement will be recorded in your child's learning journal. We have recently started using an online assessment tool called Online Journals. Further information can be found on their website www.learningjournals.co.uk and our Online Journal Policy. Before we set up your child's journal, we need your written permission, this should be included in your welcome pack. If you do not want your child to have an online journal, then we will create a paper version instead. It is important to note that the online journal can also be printed. Assessment data influences what we do next in our plans for children's learning and influences the improvement agenda for Whiteinch Nursery.

Progress Meetings

We organise progress meetings twice during the year when we can exchange information about your child's development and progress at Nursery. These meetings may take place face to face or over the telephone.

Parents are also welcome to discuss their child's progress on an informal basis with staff throughout the year or request a meeting with the Head of Centre or Keyworker.

SCHOOL IMPROVEMENT

School Improvement Plan 2024/25

Whiteinch Nursery has an Improvement Plan that outlines the priorities of the nursery for the year ahead. The priorities for Whiteinch Nursery during session 2024/25 are:

- To achieve LCFE Accreditation
- To ensure almost all children are receiving high quality learning experiences outdoors (including Wilderness Weans).
- To ensure almost all children are having their needs met (including parental involvement).

Our Improvement Plan display is located outside the 2-3 playroom. Please speak to a member of staff if you would like more information or a copy of our improvement plan.

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HOLIDAY DATES 2024/2025

In-Service Days All children	Monday 12th August and Tuesday 13th August 2024
Children Return All children	Wednesday 14th August 2024
September Weekend All children	Friday 27th September and Monday 30th September 2024
In-Service Day All children	Friday 11th October 2024
Mid Term Holiday (Oct Holidays) Term Time Children	Monday 14th October to Friday 18th October 2024 (inclusive)
Christmas/New Year Holidays Term Time Children All children	Monday 23rd to Friday 3rd January 2025 (inclusive) Wednesday 25th December 2023 to Thursday 2nd January 2024 (inclusive)
Mid Term/Local Holiday Term Time Children	Monday 17th and Tuesday 18th February 2025
In-Service Day All children	Wednesday 19th February 2025
Spring Break (Easter Holidays) Term Time Children 52 week children	Monday 7th to Monday 21st April 2025 (inclusive) Friday 18th April and Monday 21st April 2025
May Day Holiday All children	Monday 5th May 2025
May Weekend All children	Thursday 22nd to Monday 26th May 2025 (inclusive)
Summer Holidays (inclusive) Term Time Children	Thursday 26th June to Wednesday 13th August 2025
Fair Monday 52 week children	Monday 14th July 2025

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