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Handbook



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**Providing high quality Early Learning and Childcare for children
and families**



**Woodside Nursery School
445 St Georges Road
Glasgow
G3 6JX**

Telephone

0141 332 7661

Email: headteacher@woodside-nursery.glasgow.sch.uk

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Follow us @ Woody Nursery Glasgow



Contact us directly via Facebook Messenger

Glasgow City Council Going to School web-site:

www.glasgow.gov.uk/residents/goingtoschool

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Bienvenue

Vanakkam

Bun venit

Здравствуй

Witam

欢迎

خوش آمدید

Bienvenido

Laskabo

Fàilte

Hoş

Lai

lūdzam

Welcome!

geldin

Mauya

Ė Ku abo

Добро пожаловать

歡迎

Kedu

просNMo

Nômoshkar.

Karibu

Soo dhowow

Bem-vindos

Sveiki atvke



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Leadership Team



Alison Forbes
Head teacher

Child Protection Co-ordinator
(BEd, PGCE, SCEL Fellow)



Julie Baird
CDO Team Leader

Assistant Child Protection Co-ordinator
(S NNEB, SVQ 4)



Yvonne Langton
Lead Practitioner Attainment
(HNC, BA)

Staff Team



Arlene McKenzie (CDO -HNC, SVQ 4)
Key Worker Orange Group



Claire Grieg (CDO -S NNEB)
Key Worker Red Group

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Emma Mitchell (CDO -HNC)
Key Worker Blue Group



Linda Stewart (CDO -HNC)
Key Worker Green Group



Marie Knight (CDO -HNC)
Key Worker Yellow Group



Denise McDowall (CDO - S NNEB)
Key Worker Pink Group



Hayley Dunion (CDO -HNC)
Key Worker Purple Group



Jane Cunningham (CDO -HNC)
Part Time

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Chloe Porter (SVQ 2)
SFLW – Full Time



Sofia Jamil (HNC)
SFLW – Part Time



Callum McLaughlin
SFLW – Full Time

(CDO – Child Development Officer)

(SFLW – Support For Learning Worker)



Office Administrator – Catriona Nicol



Liz Cassidy - Janitor/Cleaner



Tracey Carr – Catering Assistant

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Hours of Opening

The nursery is open from 8:30 a.m. until 4:30 p.m. Monday to Friday. We run morning, afternoon and full time sessions delivering 1140 hours for children aged 3 – 5 years. Children are entitled to free lunches as agreed with the Head Teacher.

For full-time children arrangements are flexible to suit the needs of children and families.

Our Vision



In Woodside nursery school we create a nurturing learning environment that celebrates diversity, where every child is included, empowered to achieve their potential, and inspired to embrace a lifelong love for learning.

Our Values



Where we are welcoming, loving and kind to others

In particular, we would like you to note the following:

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Non-denominational policy of the Nursery

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

Our Equal Opportunities Policy

All Early Learning and Childcare services should reflect the Council's equal opportunities policies and be anti-racist, anti-sexist, 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 any additional learning needs.

These principles are reflected in the criteria used to admit children to Nursery and in the curriculum of all the establishments.

Social, Moral and Cultural Values

Woodside Nursery School has an inclusive ethos which ensures all children are welcome and valued. All cultural festivals and beliefs are celebrated resulting in Religious and moral Education being embedded across our curriculum.

Dealing with Racial Harassment

The race relations act 1976 makes it unlawful to discriminate against someone because of his/her colour, race, and nationality, ethnic or national background. The act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination.

In 1999 the guidelines, 'dealing with racial harassment' were issued to assist all teaching staff in dealing with such incidents. The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child has the right to be happy and secure in the school.

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General Data Protection Regulation (GDPR) 2018

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

Bullying

Bullying behaviour will not be tolerated within Glasgow City Council's education establishments. All children and staff in Glasgow's educational establishments have an entitlement "to work (and play) in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination". (A standard for Pastoral Care in Glasgow Establishments).

In 2009, Glasgow City Council published its revised Anti-Bullying Policy, incorporating the requirements to record and report all discriminatory behaviours within educational establishments. All establishments are required to review their policy in light of this. Parents and carers have a significant role to play in helping to address this problem. For this reason any anti-bullying strategy must stress the importance of partnership with the parents and carers of their children.

No Smoking Policy

Glasgow City Council has a no-smoking policy. Smoking is not permitted in or around the grounds of the nursery school.

In Scotland, since 26th March 2006, there has been no smoking permitted in certain public places which are wholly or substantially enclosed.

Accessibility Statement

Woodside Nursery School is located in the West CHCP (Child Health Care Partnership) of the city of Glasgow. The school is a free-standing building with capacity for 60 children. We offer 1140 funded hours for all children once they have settled and become familiar with the environment and staff team. Full time places are available for children whose parents work, study or where additional support needs have been

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identified. All staff, children, parents and visitors are able to gain full access to the nursery, which is at ground level. The width of the doors and the ramp enable full access for wheelchairs and prams. There is a door entry system at the parents' entrance. Visitors access the nursery through the main door and there is a signing-in system in place. All doors are linked to the alarm system.

Additional Support Needs/Accessibility Strategy

The establishment has a duty to ensure that all our children have equal access to the curriculum and supported according 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 in response to 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 will involve, for example, relocating the venue for parents/carers meetings to facilitate physical access; provision of an interpreter for people who have a hearing impairment or agreeing a phone contact system to provide direct feedback to parents and carers.

Clothing/Outdoor Play

There are forms of dress which are unacceptable in the establishment, such as items of clothing which:

- Potentially, encourage faction (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties, such as loose fitting clothing, dangling earrings;
- Carry advertising, particularly for alcohol or tobacco
- Could be used to inflict damage on other children or be used by others to do so.



Insurance – Loss of Property

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Glasgow City Council is concerned at the level of claims being received regarding the loss of children's and young people's clothing and/or personal belongings. Parents/carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to the establishment. Parents/carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

Within the nursery children enjoy exploring a range of messy and practical experiences both indoors and out. Please bring your child to nursery appropriately dressed for play of this nature with warm jackets and suitable footwear that they are able to put on independently. Due to children's interest in this type of play clothing can sometimes become dirty or stained. Please dress your child in old clothing ensuring that they can fully engage in all aspects of learning across the curriculum.

Meals

The Scottish Government fund free lunches for children who attend ELC settings across the country. This is provided through Glasgow City Council's catering services (PALS).

We strive to give the children a varied choice, which encompasses diets for children whose meals are determined by medical or cultural directions. We also provide opportunities during meal times for children to develop their independence.

Snacks and the Promotion of Healthy Eating

At Woodside Nursery School we take health promotion seriously and encourage healthy eating at all times.

Snack Menus are designed to reflect a balanced diet ("Setting the Table") Children experience snack within the dining room supported by staff members, children are encouraged to self-serve ensuring opportunities to develop independence are available throughout the nursery.

Snack is a nurturing experience for all children where they are encouraged to interact with their peers and share their experiences from home and the world around them.

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School Fund

A weekly contribution made by families to the nursery school enables us to provide cereal, baking resources, party food, bus hire for educational visits, birthday and Christmas gifts for the children, access to specialist coaches and other rich learning experiences not covered by the funding we receive directly from Glasgow City Council. We would be extremely grateful if this could be paid weekly to our clerical officer. The school fund can be paid directly to our clerical administrator in the nursery office.

We appreciate all parents contributing to this very important fund and thank you in advance for your continued support.

Accommodation for Parents

There is a comfortable parent's area in the nursery school which is available for use during a child's settling in period, transition meetings and as a waiting area before or after individual appointments.

Illness

If your child has sickness or diarrhoea you are required to keep them at home for 48 hours after their last episode. This is in line with NHS infection control procedures. In the case of other infectious conditions please seek advice from the leadership team or first aider in relation to your child's attendance or absence from nursery.

Public Health Scotland: Advice and Guidance

Please use this QR code to find up to date information in relation to Infectious diseases and exclusions from school.



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Minor Accidents and Upsets

Minor accidents and upsets in the Nursery school will be dealt with sympathetically by staff. First aid will be administered and parents/carers contacted immediately if we are concerned for a child's wellbeing.

Staff record all accidents in one of the school's accident books and on collection of your child you will be asked to countersign the accident report.

Please keep us informed of any minor accidents out with nursery school so that we can provide your child with support as required.

Visits to the Nursery School by Medical Staff

Children receive an eye test from the optometrist during their pre-school year in nursery. Parents will be informed of any referrals necessary with regards their child's eyesight. There are other health professionals who may visit the nursery to support children or to carry out individual support visits. We will inform families of any visits from our partners in health which are related to their child.

Additional Support Needs

We acknowledge the importance of supporting every child appropriately in accessing learning experiences across the early level of Curriculum for Excellence during their time with us. Those children who have been identified as having short term or long term additional support needs e.g. Speech and language difficulties, will be referred to the appropriate services or agencies. We will work collaboratively with representatives from these services to support children in overcoming any barriers to learning and achieve their full potential.

Arrival and Collection of Children

We ask that you sign your child in and out every day on the appropriate coloured register. This is very important as these registers may be used as our fire register in the event of an emergency. It is always expected that a responsible adult over the age of sixteen will bring a child to and from the nursery school. Please support your child in finding their name badge and wearing this throughout their time in nursery.

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In the interests of your child's safety, you should make a point of telling the Head Teacher if he or she is to be collected by someone who is not known to the Head Teacher or other staff members.

Fire Drills

We carry out regular, termly fire drills ensuring that all children learn how to safely evacuate the building. Should the alarm sound at any other time all staff and children will vacate the building via the nearest fire exit and go to the assembly point which is situated on the paved area clearly marked with group colours beside the main gate. This is to ensure that all staff and children are able to keep themselves safe in the event of a real emergency

The janitor tests the fire alarm weekly to ensure that there are no faults with the system.

Mobile Phones

We kindly ask that parents/carers keep their phones turned off or on silent when in the nursery school building, particularly when bringing or collecting your child and during special events.

Family Involvement and engagement

In Woodside Nursery School we involve families in all aspects of nursery life and consult them regarding their child's development and progress. We appreciate all support from parents and carers, particularly during nursery educational visits and events. Involvement in all aspects of our work is encouraged and we look forward to building and sustaining positive relationships with all of our families. Some examples of how you can be involved:

- Stay and Play sessions
- Parent/child workshops
- Wellbeing walks for adults
- Volunteering
- Attending celebrations and cultural events



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Outdoor Play

During your child's nursery school session he/she will have the opportunity to go outside and play. When children play outdoors they enjoy digging, playing with water, splashing in puddles etc. As outdoor play can be VERY MESSY we ask all parents to put suitable clothing on their child. This clothing may get dirty during outdoor play so please think before you put new items of clothing on your child. We also ask that you bring them to nursery school in a warm jacket and sensible footwear that the child can put on independently. (No laces etc) All of the children thoroughly enjoy being outside and many new skills and experiences are developed through this context.

Emergency Contacts

Parents/carers whose children are in the nursery are asked where possible to provide the nursery school with the names, addresses and telephone numbers of two contact persons to use in case of an emergency.

You are also asked to keep the nursery up-to-date with any changes to this information.

Medication

If your child is prescribed medication for an on-going medical condition, please inform their key worker as soon as possible, enabling us to follow all procedures on storage and administration of medicine.

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Excursions and Consent Forms

When outings or excursions for children are planned, the head teacher or a member of staff will advise you in advance. All organised outings are detailed in our monthly newsletters.

You will be supported in completing consent forms giving your permission for your child's participation in a range of activities and experiences. Please note that children cannot take part in educational visits unless completed consent forms have been submitted by their parent/carer.

Emergency Closure Arrangements

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, temporary interruptions of transport, power failures or difficulties with fuel supply. If this happens, we will do all we can to let you know about the details of closure and re-opening. We may keep in touch by telephone, notices in local shops and community centres, announcements in local places of worship, in the press and on local radio.



The Freedom of Information (Scotland) Act 2002

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

Public authorities have to allow access to the following information:

- The provision, cost and standard of its service;

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- Factual information or decision-making;
- The reasons for decision made by it.

The legal right of access includes all types of “recorded” information of any data held by the Scottish public authorities. From 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

Further information is provided on the Glasgow City Council website:

www.glasgow.gov.uk/en/yourcouncil/freedomofinformation

Internet facilities are provided to all Glasgow City Council Public Libraries and Learning Centres.



Early Level

A curriculum for excellence for childhood and young people aged 3-18 aims to enable children to become:

Successful learners

Confident individuals

Responsible citizens

Effective contributors

Children who attend Early Learning and Childcare settings will learn across the early Level experiences and outcomes contained within the wider 3-18 curriculum.

How we Promote Learning

We promote learning by

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- Engaging with families using the wellbeing indicators from “Getting it Right for every child” (GIRFEC)
- Providing a rich and challenging learning environment suitable for all children
- Planning and organising resources effectively resulting in rich adult led learning opportunities across the curriculum
- Having high expectations and aspirations for all learners
- Effectively using assessment information to report on the progress of all learners
- Working in partnership with families, other agencies and schools to meet the needs of all learners
- Creating and maintaining an ethos of mutual trust, respect and co-operation

What we do

We effectively plan across the eight curricular areas included in A Curriculum for Excellence 3-18. We consider the benchmarks provided by Education Scotland to ensure children have access to relevant and challenging learning opportunities to extend their knowledge and build on developing skills ensuring that all children make appropriate progress across their learning.

The eight curricular areas are as follow:

Literacy & English	Health & Wellbeing	Numeracy & Mathematics
Religious & Moral Education	Expressive arts	Science
Technologies	Social Studies	

Assessment

During the enrolment process parents will be invited to engage in a care assessment conversation with the head teacher using the 8 wellbeing indicators from GIRFEC. This will enable the identification of any immediate supports required for a child or their family. There is a systematic process in place to monitor progress made and supports required across these indicators throughout your child’s time in the nursery.

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The staff team will plan appropriately supportive and challenging learning experiences for all children and will gather evidence to demonstrate progress made across the curriculum. This evidence is collated and shared with families through children's individual learning profiles. Parents/carers will have opportunities to contribute to these profiles both verbally and in writing. At the point of transition to school a summative report is shared with families and colleagues in primary school to ensure a smooth transition for all learners.

Working together to promote positive behaviour

The school implements a policy which promotes positive behaviour by all. The school policy is available and staff are happy to participate in a mutually agreed individual programme for any child as appropriate.

Fundraising

We welcome your regular voluntary contributions towards our school fund.

From time to time the school organises fund-raising events. The money raised from such events is used to enhance the quality of education provided for the children. We appreciate any help parents/carers can give at these events.

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Hillhead Learning Community – Education Services

The Wider Community

Woodside Nursery School is part of Hillhead Learning Community. We work closely with our partnership schools to improve educational outcomes for all of our children.

The Establishments alongside us within this learning community are:

Cowcaddens Day Nursery

Kelvinpark Early Years Centre

Renfrew Street Nursery

Oakgrove Primary School

Garnetbank Primary School

Hillhead Primary School

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Anderston Primary School

Hillhead High School

Woodside Nursery School endeavours to maintain effective links within the local community.

Policies

A full set of nursery policies are available for parents/carers and visitors on request.



HMIe

During our most recent inspection in January 2013 Woodside Nursery School was graded as “excellent” across all areas of service delivery and education, as a staff team we will endeavour to maintain these high standards during your child’s early education. To see the full report please visit the HMIe website at:

www.hmie.gov.uk

Education Scotland

If you would like to see some of our work on partnership visit

<http://www.journeytoexcellence.org.uk/videos/additionallanguage.asp>

<http://www.journeytoexcellence.org.uk/videos/partnershipsforlearning.asp> to view the videos online

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www.careinspectorate.com/berengCareservices/html/reports/getPdfBlob.php?id=282957



Transition Arrangements:

Within Woodside Nursery School we place great importance on supporting your child through the many transitions they will face throughout their early education. When your child starts nursery the head teacher takes time to meet with you and discuss your child's needs related to the wellbeing indicators from GIRFEC, asking relevant questions in order to learn more about your child, family and any additional supports required. Within 3 months of the care assessment conversation taking place you will have the opportunity to meet with your child's key worker to participate in a first transition conversation and GIRFEC update. As part of our processes within the nursery we have developed strong partnerships with local schools and services.

Suggestions and Complaints

We are always anxious to maintain and improve our service. If you have any comments or complaints to make about the service please contact the Head Teacher of the establishment in the first instance.

If the Head Teacher of Establishment does not resolve the issue to your satisfaction, you should contact our Customer Care Team who will:

- Take a totally neutral stance in fully investigating your complaint;

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

Contact details for the customer Liaison Unit:

Education Offices

Customer Liaison Unit

City Chambers East

40 John Street

Glasgow

G1 1JL

Alternatively Online at:

www.glasgow.gov.uk



Other Addresses and Contacts:

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Douglas Hutchison – Executive Director of Education

Education Services
Glasgow City Council
City Chambers East
40 John Street
Glasgow
G1 1JL
douglas.hutchison@glasgow.gov.uk

Local Councillors for Hillhead Ward:

Ken Andrew - ken.andrew@councillors.glasgow.gov.uk

Seonad Hoy - Seonad.hoy@councillors.glasgow.gov.uk

Martha Wardrop - marthamwardrop@councillors.glasgow.gov.uk

MSP Glasgow Kelvin:

Kaukab Stewart – kaukab.stewart.msp@parliament.scot

Contact Address and phone number: Headquarters and Care Inspectorate

City Chambers
George Square
Glasgow
G2 1DU

0141 287 2000

Care Inspectorate
Princes Gate
Castle Street
Hamilton
ML3 6B
0345 600 9527

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Child Welfare and Safety

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and 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's establishment.

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

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

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

Child Protection co-ordinator: Alison Forbes (HT)

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Assistant Child Protection Co-ordinator: Julie Baird (CDO TL)



(National Guidance for Child Protection in Scotland 2023 QR code)



Useful QR Codes

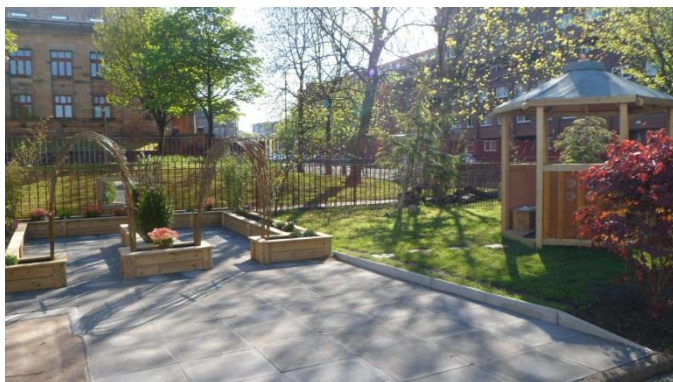


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Nursery Garden



445 St Georges Road

Glasgow, G3 6JX

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Tel: 0141 332 7661

headteacher@woodside-nursery.glasgow.sch.uk



Although this information is correct at the time of printing, there could be changes affecting any of the matters dealt with in the document:

- A) Before the commencement or during the course of the establishment years in question;
- B) In relation to subsequent establishment years.

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