



Victoria Road Nursery
Handbook
2025-2026



Together we can reach our full potential

Victoria Road Nursery
40 Coplaw Street
G42 7JE
0141 424 1063

headteacher@victoriaroad-nursery.glasgow.sch.uk

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Dear Families,

Welcome to Victoria Road Nursery!

We are so excited to get to know you and your child and become part of your child's early years education. From the very start of your child's time with us we work in partnership with our families to create a fun and responsive environment which encourages your child to reach their full potential.

Children are at the centre of everything we do and our goal is for your child & families time in our nursery to be a happy and safe experience filled with many opportunities for us to play, learn and grow together.

This handbook is a reference point for lots of information about Victoria Road Nursery, however please do not hesitate to ask us if you have any further questions.

We hope that the time you and your child spend with us at Victoria Road Nursery is happy and fun and we look forward to working in partnership with you to achieve the very best outcomes for your children.

The Victoria Road Nursery Team

If you require this handbook in a different language please speak to a member of staff

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Our Nursery

Victoria Road Nursery
40 Coplaw Street
Glasgow
G42 7JE

Phone Number 0141 424 1063

Our Staff Team

Each and every member of our team is valued, respected and committed to providing an excellent service.

Head of Nursery:	Nicola George
Depute Head of Nursery:	Shauna Ennen
Child Development Team Leader:	Jemma McKirdy
Lead Practitioner of Attainment:	Gemma McKay/Laura Mallon (Job Share)
Clerical Assistant:	Pamela Downie
EAL Teacher:	Maureen Wylie
Child Development Officers:	Claire Carruthers Donna Chesney Rosie Connor Linda Crilley Mahboubeh Ghayoor Lara Gorevan Katrina Hope Boston Ingram Paula MacNeil Lynn McCreath Gillian McKay Tracy Oates Laura O'Donnell Gemma Parker Zobia Rauf Amy Robertson Ruth Young
Support for Learning:	Mary Fraser Zahra Mahmood Tracy Robertson

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Janitor:	Charlene Gillespie
Cleaner:	Anne Cunningham
Cleaner/Catering Assistant:	Lee Fong

Catering Supervisor:	Alma Devlin
Catering Assistant:	Catherine Kerr

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Victoria Road Nursery Vision, Values & Aims

Our Vision

Together we strive to provide a safe, nurturing and inclusive environment, with opportunities for all to reach their full potential.

Our Values

V oices	R esponsible	N urture
I nclusion	O penness	U nited
C ommunity	A daptability	R eliable
T rust	D iversity	S afe
O pportunities		E njoyment
R espect		R esponsive
I ndividuality		Y ou
A chievement		

Our Aims

- To develop creative and responsive approaches which support families engagement in nursery life.
 - To respect and respond to children's and families individual needs.
 - To establish positive relationships with our families and nursery community.
 - To facilitate our children's and families engagement in our local community.
- To promote an environment which enables children to become **successful learners, effective contributors, responsible citizens and confident individuals.**
 - Support and celebrate children & families achievements.
- To continuously strive to increase our professional skills and knowledge as a workforce.
 - To work as a team to get it right for every child!



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Establishment Policies

Nursery Policies

We have a range of policies within the nursery that help to ensure we are offering a high quality service. These are on display in some areas and within the policy folder in the office. If you would like further information about these policies please ask a member of staff.

No Smoking Policy

In line with Glasgow City Council's policy we are a no smoking establishment.

Child Protection

Our Child Protection Policy is informed by Glasgow City Council's policies.

If you are worried or know of a child who could be at risk of abuse or neglect please speak to a member of the management team.

Victoria Road Nursery Child Protection Team:

- Nicola George – Child Protection Co-ordinator
- Shauna Ennen – Depute Child Protection Co-ordinator
- Jemma McKirdy – Child Development Team Leader
- Gemma Connelly – Lead Practitioner of Attainment

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 ensure children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

At Victoria Road Nursery we 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. This person 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. As discussed at enrolment it is everyone's job to make sure children are safe.



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Contact Information

Social Work Services: 0141 420 0060

Social Care Direct: 0141 287 0556

Email: scdchildrenandfamilies@glasgow.gov.uk

Police: 101

Equal Opportunities

Our service reflects the council's equal opportunities policies and is anti-racist, anti-sexist, and multi-cultural and recognises the rights of both men and women to work or to care for children. The nursery takes account of the needs of children with handicaps, disabilities or chronic illnesses and all of these principles are reflected in the criteria used to admit children to nursery and in our curriculum.

Our Non-Denominational Policy

The centre is non-denominational; we respect and welcome children and parents of all religions, faiths and beliefs.

Data Protection Act (1998)

Information on children and young people, parents and carers are stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information please speak to our Management Team.

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
- Factual information or decision-making
- The reasons for decisions 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 web site:
www.glasgow.gov.uk/en/yourcouncil/freedomofinformation



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Education Privacy Statement

As a local authority our schools and early years establishments process information about children and young people in order to help administer education and care. In doing so we must comply with the Data Protection Act (1998). This means (amongst other things) that the data held about children and young people must only be used for specific purposes allowed by law.

For more information please speak to a member of staff or see Glasgow City Council's website:

<https://www.glasgow.gov.uk/privacy>

Admissions and Enrolment

Admission

All nursery places are allocated in line with Glasgow City Council's Admission Policy. The management team will be happy to advise you about how this policy operates when you apply for a place for your child.

The admissions panel will meet at regular intervals throughout the year to decide how nursery places will be allocated. The panel consists of heads of early years establishments in the area and representatives of the other agencies involved in supporting children and their families e.g. social worker, health visitor.

Please note that the length of time a child's name has been on the register will not affect the child's priority for admission

Parents will be contacted by the nursery when a place is available, when children start nursery, each settling in period will be individual to the child and their family.

Please contact the nursery if you wish to complete an Application Form. A register of all applicants is held within the nursery and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places.

Parents can ask to see their application form at any time. If circumstances change which affect the application you should speak to the nursery.

Our settling in procedure is unique to each individual child and their families. We recognise the importance of getting it right for each family



Nursery Information

Regular attendance at nursery is very important, we hope you make full use of your child's placement at nursery. If, however, your child is ill and is going to be absent, please telephone on 0141-424 1063 and let us know. If your child is absent and you do not call we will contact you for a welfare-check in.

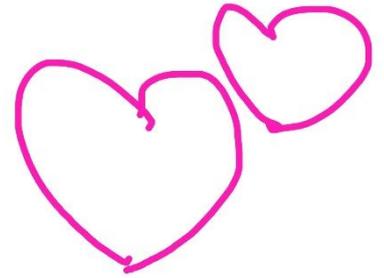
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Parents/carers whose children are in the nursery are asked to provide the name, address and telephone numbers of two emergency contacts. Please ensure to keep the nursery up-to-date with any changes in this information.

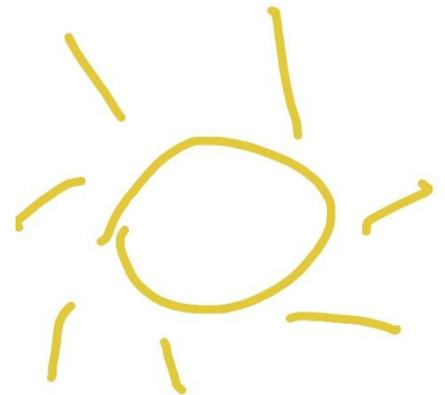
The safety of your child is always a priority for us, and it is expected that a responsible adult will bring your child to and collect them from the nursery at the designated time. In the interests of your child's safety you must make a point of informing a member of staff or management any change in the normal daily arrangement. As a child will not be allowed to leave with an adult who is a stranger to the staff. We appreciate your co-operation in ensuring the safety of all of our children. It is the responsibility of the parent/guardian to ensure that a responsible adult takes children to and from nursery. Please note that responsible adult must be aged 16 or over.



Victoria Road's Nursery Nurture Ethos

At Victoria Road Nursery we strive to ensure our nursery is a place in which our children feel welcomed, nurtured and secure. We want children and their families to feel that their needs are understood and met, to do so we prioritise all staff continually developing nurturing approaches so that they can meet the needs of all children.

- Our Nurturing approach practice is underpinned by the six nurture principles
- Our playrooms offer a safe environment
- We recognise all behaviour is communication
- Language is a vital means of communication
- Our children's learning is understood developmentally
- We prioritise well-being and self esteem
- We operate an effective transition programme to support children through times of change.



Health Care Plans

It is very important that full details of your child's medical history are provided when completing enrolment forms. This ensures that staff are as well prepared as possible for any health emergency which may arise.

If your child requires medication during their time at nursery, you will be asked to work alongside a member of the management to discuss requirements and the administration of the medication.

Personal Belongings

Where possible we encourage families to clearly name their children's clothes & belongings so they can be clearly identified in nursery.

We understand that children like to bring in toys or special items to show their friends. We encourage families to ensure these items are not left at nursery due to the risk of losing these.

Prams can be stored in our front pram sheds; however, space is limited and the nursery does not hold responsibility for prams left in this area.

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Dressing for Nursery

Creative Play

Children have the best fun when they are being creative during messy play. We will always try to make sure that they wear aprons but accidents happen so please dress your child in suitable clothes. Please provide a spare outfit in a bag on your child's peg

Toileting

Children feel more confident about going to the toilet by themselves if they are wearing clothes that are easy to manage and which don't have awkward zips, buttons or buckles.

During toilet training it is essential that your child has plenty of spare clothes in their nursery bag so they can be changed when needed, this includes spare underwear, leggings/trousers, socks, tops.

Outdoors

As part of our curriculum, the children access outdoor play every day, regardless of the weather. On cold or wet days, please make sure that your child has the following:

- A warm, waterproof coat or jacket
- Hat/gloves/scarf
- Sturdy shoes or wellingtons

On a hot or sunny day, please make sure that your child has the following:

- A sun hat
- Clothes which cover their shoulders
- Shoes suitable for running and climbing
- Please apply sun cream before bringing your child to nursery.



Excursions and Outings

Children benefit from enjoying positive learning and play experiences in a wide variety of settings. Trips and outings provide opportunities for children to connect with their local community.

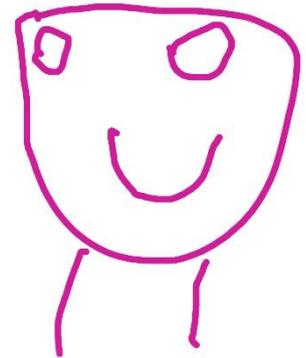
When an outing is being planned staff complete a risk assessment where the specific environment is assessed, staff responsibilities are shared and communicated and the experience is evaluated as appropriate to the child's stage of development.

Parent/carers will be consulted on outings involving their child and we are always very happy for our families to join us!

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Toy Fund

We collect a Toy Fund contribution of £2.00 weekly. Toy fund money is used to pay for children's equipment, parties, trips and presents. The Toy Fund helps with the cost of engaging learning experiences that provide our children with broad, rich experiences at nursery.



Accidents

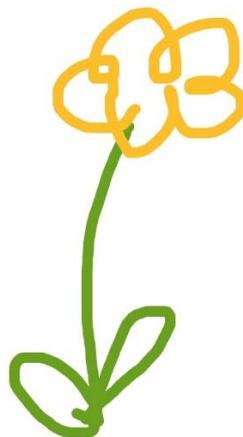
Minor accidents are dealt with immediately and every attempt will be made to inform you. If the accident is of a more serious nature, we will contact you immediately and your child will be taken to hospital. If your child has an accident at home, please keep us informed so we can be aware of this in nursery.

Our trained First Aiders are Lynda Darroch, Paula MacNeil and Shauna Ennen.

Illness & Infection Prevention and Control

We follow guidance from Health Protection Scotland to ensure the safety and wellbeing of our children, families and staff. If your child is unwell please inform the nursery to discuss your child's symptoms and the appropriate advice will be provided.

In the event that there is an outbreak of infection in the nursery we will inform families as soon as possible of the health measures to follow. Please speak to a member of management if you require any advice on this.



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Curriculum

At Victoria Road Nursery, we adopt a holistic approach to our Early Year's Education, responding to each child's individual needs and values learning from home.

We promote learning through a balanced curriculum to suit all stages of development. Our curriculum is informed and guided by national guidance: The Curriculum for Excellence, Realising the Ambition and Getting it Right for Every Child.

Our planning model is led by consultations from children, families and staff.

"In understanding each child as an individual, by being responsive to their interests and knowing how they learn, we can turn our curriculum aims and practice into a unique and meaningful curriculum experience for the children we have in our setting"

(Realising the Ambition, 2020)

Curriculum for Excellence

The Curriculum for Excellence (CfE) places learners at the heart of education. The aspiration of Curriculum for Excellence is for children to develop their capabilities within the four capacities: Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. Children are offered a wide range of learning experiences across the eight curricular areas; Expressive Arts, Health & Wellbeing, Languages, Mathematics, Religious and moral education, science, social studies and technologies.

Find out more: <https://education.gov.scot/curriculum-for-excellence/>

Realising the Ambition

Realising the Ambition: Being Me builds upon the original principles and philosophy of Pre-Birth to 3 and Building the Ambition. This national practice guidance for early years in Scotland underpins how we plan, care and evaluate to support your child's individual needs. Realising the Ambition explores the range of interactions, experiences and spaces we need to provide for babies and young children to help them to learn and grow.

Find out more: <https://education.gov.scot/resources/realising-the-ambition/>

GIRFEC

Getting it right for every child (known as GIRFEC) is the national approach intended to make sure that all the people who support your child work together seamlessly to give you and your child the right help at the right time. GIRFEC focuses on eight areas of wellbeing that are important for your child to grow and develop to reach their full potential. These are; Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included.

Find out more: <https://education.gov.scot/parentzone/my-child/what-is-my-child-entitled-to/getting-it-right-for-every-child/>

Self-Evaluation

Self-evaluation for self-improvement is a key feature of improving our service for our children, families and staff.

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In order to ensure we are delivering high quality learning experiences we also use a document called [How Good is our Early learning and Childcare](#) (Scottish Government, 2016) which helps us to self-evaluate and monitor the impact on children's learning.

Our children, families and staff are at the heart of our self-evaluation processes and we will always be interested to hear your views and opinions to inform our planning and improvements.

Children's Profiles

At Victoria Road Nursery, each child will have their own learning profile which their Key Worker, your child and you, will add to as they progress. We use a variety of methods for assessing progress such as observations, peer assessment, self- assessment as well as informal chats with you. Throughout your child's time in nursery, you will have many opportunities to discuss your child's progress and learning.

We use See-Saw as a tool to document and share children's learning. Seesaw is app-based technology which allows practitioners to share children's learning online and families to see their child's work, leave comments and encouragement. Parents/ Carers will be asked to consent to See-Saw on enrolment, where we will be happy to answers any questions.

Outdoor Learning

As an establishment we are committed to outdoor learning, embracing the importance of outdoor play and the benefits of this within your child's learning experience.

Your child will be supported to make their own choices of play and learning, with free flow access to our garden area.

As part of our numeracy provision, your child will engage in at least 1 session a week learning within their local community. At times, we may invite you upon these trips, please come and join us.

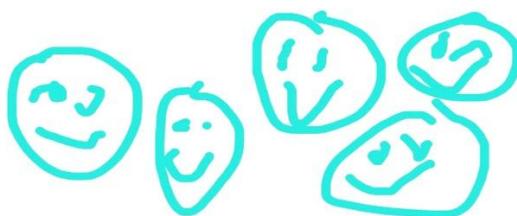
Together, we will prepare your child to have fun in the Scottish weather. With this in mind, we will provide your child with a waterproof suit and welly boots if required.

Additional Support

All children have the right to receive the care and support needed to help them to reach their individual learning potential. In Scotland, we have an inclusive educational system which focuses on overcoming barriers to learning and [Getting it right for every child](#) (GIRFEC)

It is recognised that some children need additional support to benefit fully from their nursery experience.

At Victoria Road Nursery our inclusive approach strives to ensure that all children are treated equally and supported to maximise learning opportunities that are age and stage appropriate. Our staff team will work with a range of agencies to ensure accurate advice and best practice ideas are sought to ensure all children can have access to a meaningful learning environment.



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Family Partnerships

At Victoria Road Nursery we recognise the importance of Family Partnerships and Family Learning opportunities. We strive to secure positive strong engagement levels and empower our families in learning together. We want you to always feel welcomed, valued and as an important part of our Victoria Road Nursery Family.

Some of the ways in which we welcome your involvement include:

- Stay and Play Sessions
- Interactions via our digital platforms
- Big Noise Sessions
- Community Outings
- Family meetings

Our Family Room is very much a Family Room, which belongs to our Families. We love to hear directly from our parents, any ideas that could develop, shape and improve Victoria Road Nursery as an educational and community resource.

If you have any comments, questions or worries you wish to express, please do not hesitate in approaching management or any members of the staff team.



Useful Information

Victoria Road Nursery is open from 8:00 – 5:45.

Registered places and age group

15 places in the 2 - 3 age group

72 places in the 3 - 5 age group

Contact details

Contact: Nicola George

Phone: [0141 424 1063](tel:01414241063)

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

Website: <http://www.victoriaroad-nursery.glasgow.sch.uk/>

Address: 40 Coplaw Street, Govanhill, Glasgow, G42 7JE

Useful Names and Addresses

Executive Director of Education

Mr Douglas Hutchison
Education Services
Glasgow City Council
City Chambers
Glasgow
G2 1DU

Tel: 0141 287 2000

Area Early Learning and Childcare Manager

Sharon Constable
City Chambers (East Building)
40 John Street
Glasgow
G1 1JL

e-mail: Sharon.Constable@education.glasgow.gov.uk

Phone: 0141 287 4453

Mobile number: 07467 357644

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Useful Web References

www.glasgow.gov.uk

www.education.scotland.gov.uk

www.theparentzone.co.uk

www.gfis.org.uk (Glasgow family information service)

Complaints

If you have a comment or complaint, please approach the Nursery Management Team in the first instance. If you are not satisfied with how your issue has been resolved, you should contact our Glasgow City Council Customer Liaison Unit.

The Customer Liaison Unit can be contacted by phone or e-mail: Phone 0141 287 5384

E-mail education@glasgow.gov.uk

Customer Liaison Unit, Education Services. Glasgow City Council

Please note all information is accurate at time of publication



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Feedback from our Families

Great team, all super nice and supportive.

I like the nursery very much, I would wish for a job here.

Everything is very good, my boy is lucky to come here.

I feel comfortable to leave my son here.

I like family meetings to share my child's progress.

The nursery is very nice and staff are very friendly and helpful as well.

Families are invited into the nursery and it is very good to see the children happy.

The new nursery is amazing and a very beautiful building and especially the staff are very kind and wonderful.

New nursery is very nice, my child likes nursery she always says my nursery is very good. She loves all the staff, the staff are all very good and help us anytime.

The staff are fantastic and helpful as ever. I love to join more of these (stay & play) sessions. Happy kids = happy parents!

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