

Wyndford Nursery
Early Learning and Childcare
Glasgow City Council



Our Nursery Handbook

2025/2026

G20 8JR

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www.glasgow.gov.uk : Schools and Learning

Wyndford Nursery is a non-denominational nursery.

Welcome to Wyndford Nursery

I would like to extend a warm welcome to your child and family, as you join the community of Wyndford Nursery. It is our hope that you will very quickly feel a sense of belonging within this community, enabling you to play a part in the story making of the future of Wyndford Nursery.

Together we can build a strong foundation to support lifelong learning for our children, based on high quality learning through play; inviting the community to help us to shape meaningful, relevant learning opportunities for our children. Our children will be supported to develop the skills and attitudes that will help them to know how to play their part as future leaders within the community.

We are very privileged to be part of a community of cultures in the nursery. We hope that you can cross the threshold of the nursery and feel supported within a culture of 'belonging, being, becoming...'



I hope your time with us at Wyndford Nursery will be very happy and productive. We welcome you and look forward to getting to know you.

Best wishes,

Fiona Murdoch, Head of Nursery

Welcome to our nursery community...

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Our Vision, Values & Aims

Our Vision, Values & Aims have been developed in consultation with children, families and educators.

Our Vision at Wyndford Nursery.....

To create a safe, nurturing and supportive environment where children, families and educators grow and learn together.

Communication

We value honest **communication** and the importance of **listening with all our senses** to children, families, educators and our community.

Inclusion

We value **inclusion** and the importance of understanding and supporting the **individual needs** of children and families.

Relationships

We value **relationships** built on **trust, respect** and **honesty**, with children, families, educators and our community.

Quality

We value **high-quality** play and learning experiences, where educators create opportunities for and deepen and extend children's learning.

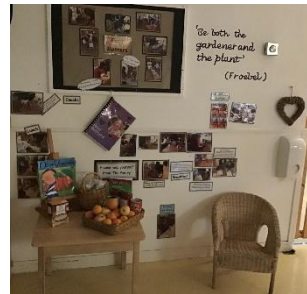
Diversity

We value the **diversity** of our families and community and the **uniqueness** of our Wyndford family



The Welcome Area....

The Welcome Area is an open space that provokes time and space for conversation. It combines the children's personal cloakroom and a seating area for visitors. This is a calming space. The area has been deliberately created as a shared community space, which we hope is successful in 'giving you cuddle' as soon as you walk through the door.



Our Family Room is a valuable space that can be used flexibly for a wide range of purposes to meet the needs of the community. We operate an 'open door' policy where you are always welcome and will always find a cup of tea.



Section Two- Getting to Know You/Us

Introduction to the staff team.....

The names of all our staff members who work with your children in the nursery are noted below. Colleagues from other services, including Speech and Language Therapists, Educational Psychologists, Health Visitors, Visiting Artists and other professionals will be in the building from time to time, supporting us in our work. We also support students and work experience pupils through placement in Wyndford Nursery at different times of the year.

Senior Leadership Team	Position	Professional Qualification
Fiona Murdoch	Head of Nursery	BA Childhood Practice Froebel Certificate Columba 1400 Head Teacher Leadership Academy
Lynn Hughes	Lead Practitioner Attainment	BA Childhood Practice Froebel Certificate
Rachel Geddes	Team Leader	BA Childhood Practice

CDO & Support for Learning Staff	Position	Professional Qualification
Nicola Beaton	CDO - 52 weeks	SVQ 3
Karen Brett	CDO - 52 weeks	SVQ 4
Karly Briggs	CDO - 52 weeks	SVQ 3
Kelsey Campbell	CDO - Job Share/Term Time	HNC
Aly Cronin	CDO - 52 weeks	BA Childhood Practice
Claire Stewart	CDO - Term Time	SNNEB
Cheryl McKnight	CDO - 52 weeks	HNC Montessori Certificate 0-3 yrs
Yiota Vlachaki	CDO - Job Share/Term Time	BEd Hons Primary Master of Education, Early Years Pedagogue Froebel Certificate
Claire Wilson	CDO - 52 weeks	SVQ
Ashley McGuinn	CDO - Part Time / 52 Weeks	SVQ 3
Shabana Sheikh	SfLW - Term Time	
Lauren Graham	SfLW - 50 weeks	SVQ3

Support Staff	Position
Sunya Mehmood	Clerical Assistant
Jackie McLaughlin	Janitor & Cleaner
Cathy Falconer	Catering Assistant
Jeanette Trainor	Catering Assistant
Linda Ferris	Cleaner
Linda Gibson	Cleaner



Entitlement of Funded Nursery Place.....

Children are eligible for a funded place the first Monday following the child's 3rd birthday. Please note that it is not always possible to provide your child with a start date the first Monday following their 3rd birthday.

At Wyndford Nursery we provide all 3 and 4 year olds with their Government funded place of 1140 hours. This is usually taken as:

- 5 sessions of 8.00am -12.45pm or 1.00pm - 5.45pm on a 50-week contract

Or

- 1 session of 8.00am - 5.45pm and 4 sessions of 8.00am - 12.45pm or 4 sessions of 1.00pm - 5.45pm on a Term Time contract

If you need something more individual to meet your working needs or training needs, please speak with a member of the Senior Leadership Team who will be able to discuss this with you.

Charges will apply for all hours over and above your funded place of 1140 hours. If you require more information on fees please speak with a member of the Senior Leadership Team or our Clerical Assistant.

Please access Glasgow Family Information Service (GFIS) <https://www.gfis.org.uk/> where you will find more information on:

- Early Years Charges
- Eligibility for a funded nursery place
- Deferred Entry to school
- Other useful links

On occasion Wyndford Nursery may not be able offer you a nursery place if all places have been filled. If we are unable to offer you a place we will pass your application on to 2nd or 3rd choice of nursery. If you want your child to attend Wyndford Nursery we will keep your application on our Register of Applicants and offer you a place when one becomes available.

Wyndford Nursery

Important Dates 2024/25

Month	Date	Event	Nursery closed for.... - All children - Term Time Contracts 50 Week Contracts
August 2025	Tue 12 th	In-Service day	All children
	Wed 13 th	In-Service day	All children
September 2025	Fri 26 th	Public Holiday	All children
	Mon 29 th	Public Holiday	All children
October 2025	Fri 10 th	In-Service day	All children
	Mon 13 th - Fri 17 th	October Week	Term Time contract only
December 2025 & January 2026	Mon 22 nd Dec - Fri 2 nd Jan	Christmas break	Term Time contract only - children return Mon 5 th Jan
	Thu 25 th Dec - Fri 2 nd Jan	Christmas break	50 week contract only - children return Mon 5 th Jan
February 2026	Mon 16 th	Mid-term break	Term Time Contract only
	Tue 17 th	Mid-term break	Term Time contract only
	Wed 18 th	In-Service day	All children
April 2026	Mon 6 th to Fri 17 th	Spring break	Term Time contract only
	Fri 3 rd	Public Holiday	All children
	Mon 6 th	Public Holiday	All children
May 2026	Mon 4 th	Public Holiday	All children
	Thu 7 th	In-Service day	All children
	Fri 22 nd	Public Holiday	All children
	Mon 25 th	Public Holiday	All children
June 2026	Thu 25 th	Last day of term	Term Time contract only
July 2026	Mon 20 th	Public Holiday	All children
August 2026	Mon 10 th	In-Service day	All children
	Tue 11 th	In-Service day	All children
	Wed 12 th	1 st day of new term	All children return

The process of settling in

We want your child's experience of starting Wyndford Nursery to be a happy one. It is important that each child feels secure in a caring and interesting environment.

The transition from home to nursery can be difficult for many children. There are new people to meet, new routines to become familiar with and new environments to explore. It is essential, therefore, that the pace of managing this process is shaped around the needs of each individual child.

When your child starts Nursery, we ask that you stay in the building until you and your child's key person feel confident that your child is ready to stay without you.

The timescale around this will vary from one child to another.

Initially you will be asked to remain in the building (this may be the playroom or family room) until your child begins to develop a bond with the staff.

It is important to let your child know where you are going and to reassure them that you will come back.

When your child's Key Person feels that the time is right, they will advise you when you can begin to leave your child for short spells.

The first parting is usually between 30 mins to one hour, followed by a gradual increase in time until your child is fully settled.

Our staff are very experienced in settling children and will handle each situation sensitively, working closely with you to plan the best way forward for your child.

If you are a working parent/ carer, please ensure you can spend the time needed to settle your child in to nursery.

If you are unable to do this, please ensure you have a family member/friend, who your child knows well, that can step in at this important time.

Where possible, we ask that you do not bring younger siblings to nursery during this settling-in period. It can be unsettling for your child while they are trying to settle in to their new environment. Our learning environment is equipped with resources to support and challenge the learning and development of children aged 3-5 years and as such could present potential hazards for younger children.

What to bring on the first day...

(Please remember to write your child's name on all items of clothing and footwear!)

- Gym shoes or soft shoes for indoors.
- A comforter, if required, that can be popped onto child's peg for duration of settling period - or a favourite story book that we can share!
- Several changes of spare clothes to leave in blue cloth peg bag - including pants, socks, tops and trousers.
- A warm, waterproof jacket, hat and gloves (if cold weather)
- A sun hat (during Spring and Summer)
- If your child is not yet toilet trained please provide nappies, wipes and nappy sacks. We can store a small number of these in the nursery. Your child's key person will keep you up to date when our stores are running low.

Rhythm and flow of the nursery day.....

Each child's placement will be agreed in conversation with the family to find the best fit. Please be reassured that we do our very best at all times to meet the needs of our children and families.

We aim to ensure that your child's experience with us at Wyndford Nursery reflects a consistent high quality and that the core pattern of the day can be anticipated by children. Most especially, it is our wish that the time you and your child spends with us is a very happy and peaceful time.

Our nursery session times are as follows:

Morning session: 8.00am to 12.45pm

Afternoon session: 1.00pm to 5.45pm

Full day session: 8.00am to 5.45pm

Some families will have a more individual placement which will have been agreed by Head of Nursery.

We ask all families to ensure you do not arrive before your allocated start time and do not collect after your allocated finish time. This can impact significantly upon our service, other families and our team.

When children arrive at nursery we ask you to encourage your child to take off their coat and hang this on their peg and change from their outdoor shoes to their indoor shoes.

We ask that children enter through zone 1 when they arrive.

In the morning when children arrive they 'sign in' by writing their name in their group book. Children then have the opportunity to enjoy some breakfast before starting their nursery day.

In the afternoon children are invited to enjoy lunch before 'signing in' and will then go on to enjoy the rest of their nursery day.

We offer a 'free flow' routine at nursery where children can make choices about what they would like to indoors and outdoors. Our café style snack supports children to make choices about when they would like to have a break and enjoy something to eat and drink.

Our lunch routine offers children a choice of when they would like to eat lunch, knowing that if they are not yet ready to have some lunch all other play experiences are still on offer.

Towards the end of your child's session children have the opportunity to enjoy our calming yoga sessions, a nice wind down at the end of a busy nursery day.

If you have any questions about your child's nursery day please ask your key person.

Key person model....

At Wyndford Nursery we operate a shared key person model. Each child will have a 'shared key person' for their group. Having a 'shared' model means that if one educator is absent then there is usually another educator available who knows you and your child well.

Blue Group	Claire S & Sarah
Green Group	Nicola, Kelsey & Yiota
Orange Group	Karen, Ashley & Karly
Yellow Group	Claire W & Aly

Attendance at nursery....

We encourage you to ensure your child attends nursery regularly. If your child is not able to come to nursery for any reason we ask that you call us to let us know. We will attempt to contact you if you do not notify us that your child will be absent. If your attendance at nursery is not regular we may review the need for a nursery place, and your hours of attendance may be reduced or withdrawn.

Meals & Snacks.....

All children will receive a funded meal during their nursery day in addition to a healthy snack.

As a health promoting nursery, all children will have access to water or milk during their nursery day.

If your child has any dietary requirements or allergies around food please ensure you share this with your child's key person or a member of the Senior Leadership Team.

You can access our snack and lunch menus using the QR codes below. Some families find this helpful when supporting their child to make choices or to share their child's likes and dislikes with nursery.



Snack Menu



Lunch Menu

At Wyndford Nursey, we operate a cafe style snack where children are encouraged to decide for themselves when to plan a break in their play in order to enjoy snack.

Our lunch time routine is designed to 'be slow' with a clear focus on the importance of the children developing their independence skills around making choices, serving themselves and pouring their own drinks. This is also an important social space with time for children and educators to sit together and talk.

We actively promote health eating and all our menus are nutritionally balanced.

Celebrating birthdays.....

If your child has a birthday during their time at nursery and you would like to bring in a cake, we ask that you bring in plain cupcakes with no added fillings, icing or toppings. We recommend "Ms Molly's" cupcakes which can be purchased from Tesco. We cannot accept any homemade cakes or foods that carry a nut warning.



Nut Free Nursery

Please note that Wyndford Nursery is a **NUT FREE** nursery. This is to ensure the health and safety of all our service users. We ask that no food or drink is brought into nursery from home.

Thank you for cooperation.

Importance of appropriate clothing....

For Health and Safety reasons we ask that all children change into **indoor shoes** when arriving at nursery. We suggest sandals or soft trainers with Velcro fastenings so that children can put them on and take them off independently. Slippers are not suitable footwear and can cause accidents. Please make sure your child's name is on all shoes.

Please dress your child in comfortable, washable clothes with easy fastenings for going to the toilet. Children will wear aprons for messy experiences. However sometimes children's own clothes become messy even if wearing an apron. Please do not put good clothes on your child, but rather old, comfortable play clothes. Remember.....**learning is messy !**

At times children will get messy or have toileting accidents which may require a change of clothes. **We do not keep a stock of spare clothes.** Please ensure your child has a supply of spare clothes on their peg. These can be stored in your child's blue cloth bag. Please ensure your child's name is on all their clothes. If your child does not have spare clothes when needed, we will call you and ask that you bring some clothes to the nursery so your child can be changed into comfortable clothing.



Jewellery and Pierced Ears....

We respect that it is custom and practice within many families and cultures for children to wear jewellery, including earrings. We ask that you ensure your child **does not wear jewellery or earrings** as they are frequently involved in physical play and activity, and these items present a risk when worn to nursery.

Administration of medication.....

Occasionally children require medication when at nursery for conditions such as asthma, diabetes or emergency treatment for allergic reactions. If your child is likely to need medication when at nursery please speak with a member of the Senior Leadership Team who will discuss how we can support your child. Only prescribed medication with a prescription label can be administered. All prescribed medication will be given at the discretion of the Head of Nursery following appropriate staff training (if required) and completion of all relevant paperwork. Medication will not be administered without written consent.

If you would like to know more about our policy and procedures for managing medication, please speak with a member of our Senior Leadership Team.

If your child is unwell -

If your child is unwell they should not attend nursery.

Please contact us to let us know if your child will be absent from nursery.

It is important that you let us know if your child is suffering from any infectious childhood conditions / diseases, as these can have serious implications for other children, parents and staff.

If you are unsure as to whether your child should attend nursery, please call us before you bring your child to nursery and we can advise you on whether it is appropriate for your child to attend.

Health Protection Scotland advise the following:

- Any child who is unwell **should not attend**, regardless of whether they have a confirmed infection.
- Children with diarrhoea and/or vomiting should be excluded until they have had no symptoms for 48 hours after an episode of diarrhoea and/or vomiting.
- Skin rashes should be professionally diagnosed and a child should be excluded following appropriate advice.

If a child becomes ill during their nursery session, we will do everything to make them comfortable. In the meantime, we will contact you or your nominated emergency contact person.

Minor accidents –



At Wyndford Nursery we have a qualified First Aider and all educators have undertaken Paediatric First Aid training. Any accident / incident that happens during your child's nursery session will be recorded and shared with you when you collect your child. You will be asked to sign this to acknowledge that this has been shared with you.

It is nursery procedure always to contact parent/ carer in circumstances whereby your child suffers a bump to the head. We share information in relation to concussion within your enrolment pack.

If your child sustains a more serious injury that requires immediate medical attention, your child will be taken immediately to the Accident and Emergency Department of The Queen Elizabeth University Hospital, accompanied by a member of staff. You will be contacted and asked to meet us there. The member of staff will wait there with your child until you arrive. Please be assured that serious accidents are very rare indeed.

Routine Health Screening-



If you are anxious about your child's health or development please speak to your Health Visitor in the first instance. It is helpful if you also share these concerns with your child's Key Persons. Routine dental and vision screening is carried out in nursery. Information will be shared with you closer to the time.

Nursery Toy fund Voluntary Contribution.....

Our nursery Toy Fund is made up of parent/carers voluntary contributions and occasional fundraising activities. This weekly contribution helps us to buy resources to support children's learning that we cannot buy through our council budget. We recommend a donation of £2.50 per week. This can be handed into Sunya in the office or can be transferred using on-line banking. Our bank details are noted below:

Bank Account Name: GCC Wyndford Nursery (Toy Fund Account)

Account Number: 19103435

Sort Code: 83 52 00



MC57: Child Protection and Safeguarding

Keeping Children and Young People Safe

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 health and wellbeing is central to the curriculum.
- ensuring that staff are aware of Management Circular 57 and child protection procedures and concerns.
- ensuring that any CP or Safeguarding concerns are progressed as per MC57 guidance.
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.
- ensuring the name of the Child Protection Coordinator and Depute Child Protection Coordinator(s) is on display within the establishment.

CP Coordinator: Fiona Murdoch, Head of Nursery

Depute CP Coordinators: Lynn Hughes, LPA & Rachel Geddes, TL

All educational establishments and services must take positive steps to help children and young people by ensuring that safeguarding is promoted through all elements of education including leadership, values, vision, the curriculum, learning and teaching, positive relationships, ethos and building resilience in our learners.

Safeguarding supports the development of learner's knowledge, skills and resilience to keep themselves safe and to protect themselves and develop an understanding of the world so that they can respond to a range of issues and potential risky situations arising throughout their lives.

Safeguarding and wellbeing issues are addressed through our personal, social and health education curriculum and care should be taken to ensure our children have opportunity to develop such knowledge and understanding within our establishments.

As with other areas of the curriculum, you will be kept informed of the health and wellbeing programme for your child's establishment.

Wyndford Nursery's Child Protection Coordinator is
Fiona Murdoch, Head of Nursery



If not available, please see one of our Depute Child Protection Coordinators.



Lynn Hughes, LPA



Rachel Geddes, Acting Team Leader

Equal Opportunities Policy-

All Early Learning and Childcare Services within Glasgow City Council should reflect the council's equal opportunities policy and be anti- racist, anti- sexist, multicultural and recognise the rights of both men and women to work with and care for children. Services should offer personalised support to each individual in their care, including reasonable adjustments to the physical environment. These principles are reflected within Admissions criteria, as well as within curriculum provision.

Racial Equality Policy-

The Race Relations (Amendment) Act of 2000, 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, promote equality of opportunities and promote good race relations.

Accessibility

Glasgow City Council has an Accessibility Strategy which is a statement of expectation to ensure that all children have equitable access to early childhood education. This includes:

- Increasing the extent to which disabled children and young people are able to participate in the curriculum
- Improving the physical environment of establishments to increase the extent to which disabled children and young people can take advantage of education and associated services
- Improving the delivery of information to disabled children and young people

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 barrier to communication.

Emergency Closure Arrangements-

In very rare and exceptional circumstances the nursery may have to close at short notice, for example, on account of severe weather conditions; power failure or difficulties with fuel supplies; as the result of flood or fire. If we are affected by any of these circumstances, we will do all we can to let you know the details of closure and re-opening. We will keep you informed. This may be done by SEE SAW; letters; telephone; text messages; announcements in the local press or local radio; or on Glasgow City Council's webpage: www.glasgow.gov.uk

Emergency Contacts

It is your responsibility to provide us with up to date contact details for yourself and up to date emergency contacts details for at least 2 other people. There may be occasions where we have to contact you or your named emergency contact if your child becomes unwell, the nursery has to close unexpectedly, your child has an accident when at nursery. **Please ensure that you update any changes to these details with Sunya, our clerical staff member, as soon as they change.**

Breastfeeding Friendly Early Learning Scheme

Scotland is breastfeeding friendly, and so are we. We are member of the Breastfeeding Friendly Scotland Early Learning Scheme which promotes, supports and protects breastfeeding. We want parents to feel comfortable in our nursery, and that includes supporting breastfeeding families. If you are in our nursery you can breastfeed in our Family Room, which is a warm welcoming space. If you have any questions about the Breastfeeding Friendly Early Learning Scheme please speak with any member of our team.



Health & Safety

No Smoking Policy-



Glasgow City Council operates a no- smoking policy in its public buildings in accordance with current law. This is to ensure that health and safety of our children, staff and service users. We do not allow smoking on the premises or within the nursery grounds, so please do not smoke in our nursery front garden. This includes e-cigarettes, cigars, pipes and joints. **Please put out all materials before entering the nursery gates and dispose of them appropriately.** Please understand that members of the staff team who are smokers are not allowed to smoke within sight of the nursery building.

The use of mobile phones in areas where children are visible is not permitted in Glasgow City Council Early Learning and Childcare Settings. We ask that you do not use your mobile phone while inside the nursery. This includes when you are dropping your child off or arriving to collect your child. If you are using your phone in the nursery building at any time, you will be asked to switch it off.



We ask you not to bring dogs inside the nursery gates. Dogs, even on leads, are not allowed on the premises for safety and hygiene reasons. We do understand that your pet may be perfectly well behaved, however pets are curious and can be unpredictable. Therefore, we have to take account of all potential risks to children and visitors. Thank you for your understanding.



When entering/exiting the nursery grounds please close all gates being you.



The nursery building operates a security entry system. Please **DO NOT** encourage children to open the doors. Please do not hold security doors open to other people approaching- it defeats the purpose of having security doors. When leaving the building please ensure that no other children follow you out of the building. We ask that you do not open or close the gates to learning zones in the nursery. These should only be operated by Wyndford staff as sometimes other children can try to exit when the gate is open. Thank you for assisting us in keeping all children safe.



Section Three-What inspires our approach?

We are inspired by the guiding principles of Friedrich Froebel.

The experiences we have as young children shape the rest of our lives. We believe in the importance of play, learning through nature, practical hands-on learning and nurturing a child's connection to their community. We use the following principles to guide us in our role as educators:

- **Unity and connectedness** - everything is connected and the more we are aware of this, the deeper our understanding of our self, others and the wider world.
- **Autonomous learners** - children learn best by doing things for themselves and becoming aware of their learning.
- **The value of childhood in its own right** - we value where the child is now and do not see nursery as merely preparation for the next stage.
- **Relationships matter** - relationships are of central importance in a child's life and we value the relationships we have with children and families.
- **Creativity and the power of symbols** - creativity is about children representing their own ideas in their own way, supported by a nurturing environment and educators.
- **The central importance of play** - play is part of being human. Children have ownership of their play and we offer 'freedom with guidance' to enrich children's learning experience.
- **Engaging with nature** - through real-life experiences children can experience and understand nature and our place in it.
- **Knowledgeable, nurturing educators** - we value educators who continue to engage in their own learning and reflective practice.

Please use the QR code to find out more about Froebelian Principles.





Outdoor Learning.....

We spend much of our nursery day learning outdoors. We value learning opportunities where children can engage with nature.

The Froebel Trust reinforces the importance of outdoor play and the rich opportunities it provides:

- Sensory first-hand experience which are essential for growing minds.
- Engagement with the wonder and mystery of the natural world
- Space and freedom to try things out, explore, experiment and investigate how the world works.
- Space for whole-bodied, expansive movement
- Engagement with key concepts such as gradient, gravity, speed and energy or such things as life and death.
- Opportunities for adventure, risk and challenge
- Opportunities for meaningful learning in all areas of the curriculum

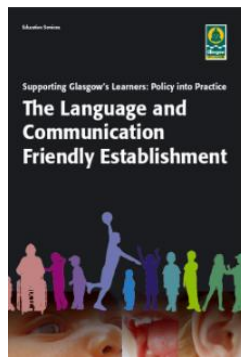
All these aspects are interrelated and connected. Each impacts on the other. The value of play outdoors cannot be realised in bland, safety-surfaced play areas. Outdoor play is about potential- the potential of spaces to engage children's imagination, curiosity and creativity and foster their health and well-being. The quality of the environment and the interactions within it are crucial.

It is important that children are dressed appropriately for this. Please ensure your child is wearing clothing appropriate for the weather, including a warm jumper, jacket, hat, gloves and appropriate footwear for being outdoors, like wellie boots.

During the sunnier weather please ensure your child has a sun hat and is wearing a top that covers their shoulders.

Please ensure you put sun cream on your child before they come to nursery. Educators will 'top up' children's sun cream if needed.





Language and Communication Friendly Accredited Nursery....

Wyndford Nursery is a Language and Communication Friendly Accredited Nursery. We understand that language is a vital means of communication, and that all behaviour is communication. All educators ensure:

- The physical environment enhances and promotes opportunities for speech, language and communication for all children.
- Adult talk encourages and promotes participation from all learners
- Adult interaction styles are responsive to individual children's needs
- The use of supportive learning strategies to develop language and communication skills
- Our service has a strong commitment to staff training and development to meet the speech, language and communication needs of all children.



Nurturing Principles.....

The six nurture principles embedded within our daily practice are:

1. Children's learning is understood developmentally
2. The environment offers a safe base
3. The importance of nurture for the development of wellbeing
4. Language is a vital means of communication
5. All behaviour is communication
6. The importance of transitions in children's lives



Section Four- 'A child's curriculum' and 'the important work of play...'

Scotland's Curriculum for Excellence....

Scotland's curriculum places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. They:

- recognise the need for all children and young people to know themselves as individuals and to develop their relationships with others, in families and in communities
- recognise the knowledge, skills and attributes that children and young people need to acquire to thrive in our interconnected, digital and rapidly changing world
- enable children and young people to be democratic citizens and active shapers of that world



The environment as the 'third educator.'

It is our aim to create a happy and relaxed atmosphere that is conducive to the development of young children's thinking skills and in which they can relax into productive learning.

It is well documented in theory that the medium through which young children learn best is **play**. Children are highly skilled in their craft of play which happens very naturally. Children require to be supported to become experts through an enabling environment. To be 'enabling' careful consideration requires to be given to the flow and layout of the physical space. By combining key provocations to create areas which inspire curiosity and interest; a subtle range of textiles and natural materials with the colour burst that the children bring, we listen with all our senses, to understand well, each child as a learner.

The playroom environment is a canvas for children on which to lay down their 'threads of thinking' during play and comprises three distinct, yet, interconnected learning zones, which blend and flow supporting children's holistic development. We continue to develop our natural spaces for learning outdoors in the same spirit, towards a seamless and continuous chain of learning invitations inside-outside.

- **Learning Zone 1** - independent cooking and baking, snack, lunch, exploring fruit and vegetable families, home corner, exploring emotions
- **Learning Zone 2** - clay, play dough, water, sand, paper folding, art and craft, concoctions, exploring real materials
- **Learning Zone 3** - Story corner, puppets, drawing, tinkering and heuristic play, stick and pea, block play, numeracy and mathematics, games and jigsaws.
- **Boot Room** - we use this space to get ready for outdoor play in our nursery garden and also as a breakout space for quieter, smaller group experiences.



Partnerships...involvement and engagement

We hope that our families always feel welcomed and valued when they come through the door of Wyndford Nursery. Please be assured that Fiona, Head of Nursery, and our staff team are always available should you wish to speak to them at any time. This can be a quick exchange of information or alternatively, you can make an appointment to have a more formal discussion. We can also make arrangements to be available for you with just a little notice, if you just need a listening ear - a sounding board - over a cup of tea.

Beyond this, we regularly share information with families via See Saw and ask all families to check this regularly for updates.

We are committed to the creation of on- going, meaningful invitations to families to participate in the life of the nursery as partners in learning with educators and children. This includes the initiation to join your child for lunch to see what this important part of their nursery day looks like, and participating in 'stay and play' sessions where you can get a real sense of the learning opportunities available indoors and outdoors for children.

Educators will arrange to meet with parents/carers on an individual basis throughout the year to discuss how we can support your child, review their personal care plan and share their learning and progress.



Section Five - Additional information

Community Contacts and Addresses-

Mr Douglas Hutchison
Executive Director of Education
Education Services
Glasgow City Council
City Chambers East
40 John Street
Glasgow
G1 1JL
Tel: 0141 287 5384

Heather Douglas
Head of Service, Early Learning and Childcare
Education Services
City Chambers East
40 John Street
Glasgow
G1 1JL
Tel: 0141 287 2000

Liz Kerr
Early Learning and Childcare Area Manager (North West)
Education Services
City Chambers East
40 John Street
Glasgow
G1 1JL
Tel: 0141 287 2000

Suggestions & Complaints

We are always eager to maintain and improve our service.

If you have any **suggestions** to make about the service, please contact the Head of Nursery in the first instance.

If you have a **complaint** about any aspect of the service you should contact the Head of Nursery in the first instance.

We can arrange interpreters to support you with discussions you have with us.

If the Head of Nursery does not resolve the issue to your satisfaction, you may contact our Customer Service Unit who will:

- take a neutral stance in fully investigating your complaint
- acknowledge receipt of your complaint within five working days
- give a full written response within a further 10 working days, unless another timescale has been agreed.

The Customer Liaison Officer can be contacted in writing, by phone or email:

- Customer Liaison Officer
Education Services
Glasgow City Council
City Chambers East
40 John Street
Glasgow G1 1JL
- 0141 287 5384
- education@glasgow.gov.uk

If for whatever reason you would prefer not to take this route to having your concerns addressed, you may go directly to:

- Care Inspectorate
Compass House
11 Riverside Drive
Dundee
DD1 4NY
- 0345 600 9527
- concerns@careinspectorate.gov.scot