



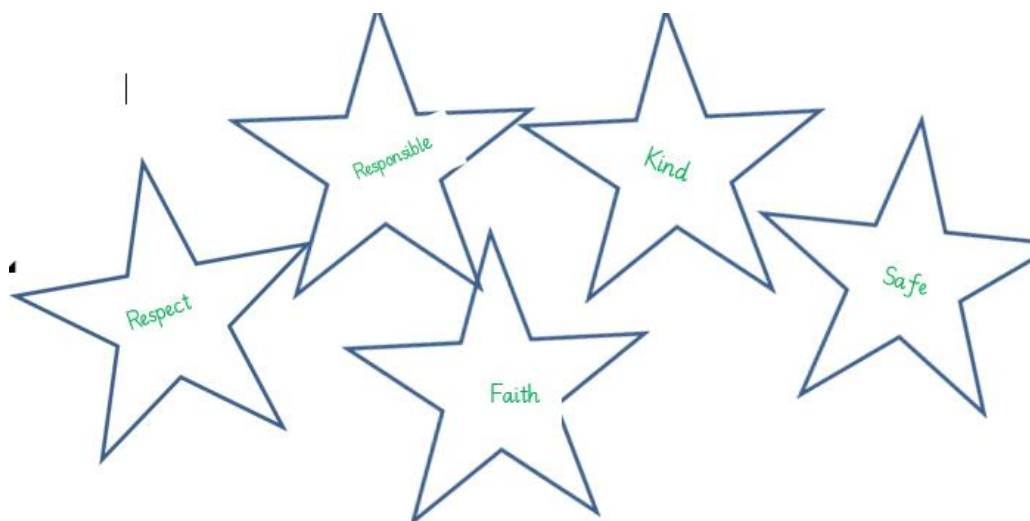
Saint Mungo's Nursery Class  
Handbook 2024-2025  
Last updated on 8<sup>th</sup> May 2025



# SAINT MUNGO'S NURSERY CLASS



**"THE FUTURE BEGINS HERE"**



## 2024 - 2025



Saint Mungo's Nursery Class  
Handbook 2024-2025  
Last updated on 8<sup>th</sup> May 2025



St. Mungo's Nursery Class  
45 Parson Street  
Glasgow G4 0PX

School: 0141 552 3120  
Nursery: 0141 552 2484

Dear Parent/Carer,

Welcome to St Mungo's Nursery Class. Nursery is a very important time for your child, they will learn lots during their time here, and will develop skills that they will use now, and in their future. Your support in helping your child to learn and develop is crucial and is welcomed by the Nursery.

Our Nursery can accommodate 40 children; 20 in the morning, and 20 in the afternoon.

In St Mungo's Nursery Class and Primary, we work closely as a team to provide a safe, nurturing and consistent environment for all of our children. We work with our local and wider community links to plan broad experiences which will provide opportunities for children to develop skills for now and the future; learning, life and work.

Our aim is that you always feel part of our Nursery and know that you are welcome to discuss your child's progress at any time with your Key Worker or myself.

You should find this handbook helpful in answering any questions you have relating to our Nursery. The information in our handbook was correct at the time of writing.

If you have any suggestions or comments regarding our handbook, please do not hesitate to let me know.

Yours sincerely,

Mrs Patricia McNulty  
Head Teacher

[Headteacher@st-mungos-pri.glasgow.sch.uk](mailto:Headteacher@st-mungos-pri.glasgow.sch.uk)



## Our School Staff

Head of Establishment  
Depute Headteacher  
Principal Teachers

Mrs P McNulty (HT)  
Mrs Jennifer Anderson (DHT)  
Miss J McBride  
Mrs S Reid  
Miss C Ward

Nursery Team Leader  
Child Development Officers

Mrs P Green  
Mrs M Carr  
Mrs C Craig  
Mr M McNamee

Janitor  
Clerical Assistant

Mr J Clark  
Ms L McBride  
Mrs J Todd

Students/volunteers

At times, we may have students in our Nursery.  
They will mostly be student teachers, student child development officers or on work experience. All students have been checked through the PVG system before working with children.

## Nursery Class Information

St Mungo's Nursery Class  
45 Parson Street  
Glasgow  
G4 0PX

Telephone:

0141 552 2484

Email:

[Headteacher@st-mungos-pri.glasgow.sch.uk](mailto:Headteacher@st-mungos-pri.glasgow.sch.uk)

Team Leader email:

[gwl4greenpaula@glow.ea.glasgow.sch.uk](mailto:gwl4greenpaula@glow.ea.glasgow.sch.uk)



## **Nursery Class hours and capacity:**

We do not offer the additional funded hours (1140). We offer 600 hours (see times below).

Morning session 8.30 – 11.40am (20 children)

Afternoon session 12.35 – 3.45pm (20 children)

## **Non-Denominational Policy of the Nursery**

Although the Primary School is a Catholic Primary School, the Nursery Class is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

## **Equal Opportunities**

Our nursery supports the legislation of the Equality Act 2010 and is alert to anti-discriminatory behaviour. We follow Glasgow City Council procedures and take action if required.

## **Applications**

You can apply to register your child after their second birthday to join our waiting list. Parents who wish to apply for a nursery place can obtain an application form and a list of required documents to support your nursery application. Children become eligible for a place from the Monday following their third birthday. Please call the nursery in advance to arrange an appointment.

## **Admissions Policy**

All nursery places are allocated in line with the Council's admission policy and the Nursery will be happy to advise you on how this policy operates when you apply for a place for your child. An admissions panel will meet at regular intervals throughout the year to decide how nursery places will be allocated. The panel will consist of all Heads of Pre-5 establishments in the area, a representative from Early Years HQ or other agencies involved in supporting children and their families.



## Toy Fund

Toy Fund is collected on a weekly basis. It is used to buy additional items and experiences for your child. Toy Fund is currently £2 per week which was agreed in consultation with families. You will be given a small pouch to put money in then pop in collection box in the foyer.

## Your child's key worker

Although all staff have a responsibility for all children, the key worker is the person in the Nursery who takes most responsibility for your child. You will meet your child's key worker at Induction. Having an allocated key worker means that your child receives consistent and continual care. They will know your child well and you are always welcome to make an appointment for progress updates.

## Seesaw

Your child will be taking part in a great variety of learning experiences and we want to share these with you. We use the Seesaw online platform and you can view and comment on your child's activities and progress on here. We would also like you to add to it throughout your child's time at Nursery.

## Transition to Primary School

Most of our children will continue their education in St Mungo's Primary School, however we also work closely with other local Primary Schools to ensure your child has a smooth journey from Nursery to School.

Children should enrol at Primary School in November for the following August start date. Enrolment dates are on the nursery notice boards and staff will remind you.



## The Nursery Year

### August

- Monday 12 August 2024 (Return date for staff & In Service Day)
- Tuesday 13 August 2024 (In Service Day)
- Wednesday 14 August 2024 (Return date for pupils)

### September

- Friday 27<sup>th</sup> September and Monday 30<sup>th</sup> November 2024 (September weekend holiday)

### October

- Friday, 11<sup>th</sup> October (In-Service Day)
- Monday, 14 to Friday, 18 October 2024 (October Week)

### December – Christmas and New Year

- Schools close at 2.30 pm on Friday, 20 December 2024
- Monday, 23 December 2024 – Friday, 3 January 2025 (Christmas holidays)

### January

- Schools return on Monday, 6 January 2025

### February Mid-term break

- Monday, 17 February 2025
- Tuesday, 18 February 2025
- Wednesday, 19 February 2025 (In-service day)

### April – Spring Holiday (Easter)

- Schools close at 2.30 pm on Friday 4 April 2025
- Good Friday 18<sup>th</sup> April 2025
- Easter Sunday 20<sup>th</sup> April 2025
- Easter Monday 21<sup>st</sup> April 2025
- Monday, 7 April – Monday 21<sup>st</sup> April 2025 (Spring Break)



- Schools return on Tuesday 22<sup>nd</sup> April 2025

## May

- Monday 5 May 2025 (May Holiday)
- Thursday 22<sup>nd</sup> May 2025 (In-service day)
- Friday, 23 May 2025 and Monday, 26 May 2025 (May Weekend)

## June

- Nursery closes at 1.00 pm on Wednesday 25 June 2025

## August

- Tuesday, 12 August 2025 (Return date for Staff & In-Service Day)
- Wednesday, 13 August 2025 (In-Service Day)
- Thursday, 14 August 2025 (Return date for Pupils)

Future dates can be found on the Glasgow City Council Website/school term dates.

## Starting nursery and settling in

To make the transition from home to nursery easier for you and your child, we have a Settling In Policy. Please note that our arrangements will be flexible depending on the needs of each child.

To avoid distress to your child settling in times are flexible and will be agreed with the key worker and team leader depending on how well your child is settling. Whilst we endeavour to support your child to settle in, if they become distressed we will always contact you.

## Snacks

The nursery provides a healthy snack for each child. The children are encouraged to be independent at snack time. There is no charge for snacks.

The children are also involved in preparation for snacks eg setting the table, helping to tidy up afterwards, loading dishwasher.





The snack always comprises of a piece of fruit, milk/water and each day they will have either bread products, cereal, yoghurt etc.

It is important that you let us know if your child has any food allergies/dietary requirements eg to milk, nuts or any food.

Due to allergies and dietary requirements, please do not give us birthday cakes.

We support the Oral Hygiene Programme. This means that, with your consent, your child can brush their teeth in Nursery. This will be explained to you more at enrolment.

### **What to wear to Nursery**

Children will always wear outdoor waterproof clothing and aprons, but accidents do happen, so please dress your child in suitable clothes. Please leave spare clothes in your child's nursery bag so that they can be changed into if required. Please make sure children are appropriately dressed for the weather.

Comfortable indoor shoes or slippers should be left in the Nursery which children can change into.

It would also be extremely helpful if your child could, whenever possible, be dressed in clothes that he/she can take off or put on independently. For example, slip-on tops and T-shirts, clothing with velcro or zips (rather than buttons), elastic waist trousers. Each child will have a place at their peg to keep their belongings.

Children should always be dressed appropriately for the weather, warm clothing in the Winter and sunscreen and sun hats in the Summer.

### **Attendance**

Within St Mungo's Nursery Class excellent attendance is encouraged at all times. Parents are asked to inform the Nursery if their child is going to be absent. This should be done before 9am or 1.15pm. Should your call be unanswered, please leave a message on our answering machine.

If your child is going to be absent for some time, it would be helpful to know at the earliest opportunity. We have a strict Attendance Policy which we follow. If your child is absent from Nursery for no known reason we will make contact with you.





Parents who wish to request special leave for their child should speak to the Team Leader or Headteacher. To request retention of your child's place, please provide dates of absence and show proof of travel documents.

## Emergency contact

Parents of children attending the nursery should provide the names, addresses, and telephone numbers of two relatives/friends who may be contacted in case of emergency. Please update the Nursery of any changes including mobile telephone numbers.

## Arrival and collection of children

Your child's safety is our first priority.

It is expected that a responsible adult will bring a child to and from nursery. Our Nursery gates will be locked and will be opened by a member of staff. This is for the safety of all our children.

On arrival, your child will participate in self-registration in our outdoor area. Please ensure you hand your child to a member of staff. The gate to the nursery grounds will be locked at 9.10am.

In the interests of your child's safety, you should make a point of telling staff members if your child is going to be collected by someone not known to the staff. This avoids difficult situations and protects your child. Please also ensure that you drop off or collect your child promptly so that the front door can be locked for safety reasons.

When collecting your child, the gate to the nursery grounds will be open at 11.30am.

## Outings

We will let you know when we are going out on a trip. You will be asked to complete an additional consent form from the form at enrolment.



## **Insurance**

Parents should note that the authority does not carry insurance to cover the loss of personal items, and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

## **Information on Emergencies**

We make every effort to maintain a full education service, but on some occasions circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all that we can to let you know about the details of the closure or re-opening. We shall keep you in touch by using Group Call and Twitter.

## **No smoking environment**

Smoking is not permitted in the nursery or school grounds. Please do not bring pets into the school grounds.

## **Parking**

Please keep our children safe and do not park on double yellow lines.

## **Administration of Medication**

Please talk to the Team Leader if your child needs medication whilst at Nursery. You will need to fill in a form, which authorises staff to administer the medication to your child. The Team Leader will give you the necessary form to complete and talk you through our procedure for administration of all medication. Staff will not give the first dose of any medicine to your child.

If your child suffers from any condition, which is aggravated by certain foods or involvement in particular activities, you must ensure that staff are fully informed.

Please note that staff must be informed and kept up to date of any medical condition.



All medication must be handed to staff and be labelled with:

- The child's name and date of birth
- The date of dispensing
- The name of the medication
- The dosage and frequency along with the spoon or syringe
- The expiry date

### **Illness or Accident at Nursery**

If your child becomes ill while at nursery we will make him/her as comfortable as possible and then, if necessary, contact either yourself or one of the emergency contacts.

If your child is unwell before coming to nursery it is important that you keep him/her at home. This will prevent other children and staff from becoming infected.

Minor accidents will be dealt with in the nursery by staff and/or our trained First Aider, Mrs Carr. Accidents are recorded in our accident book and you will be told when you collect your child and asked to sign. If the accident requires further treatment, we will inform you or an emergency contact immediately.

### **Visiting Specialists**

We work with staff from a variety of agencies throughout the year to complement learning and promote health. This will include Childsmile, Pre-School Vision Screening and other specialists. We also work closely with your child's Health Visitor.

### **The Curriculum**

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.



Through the experiences we provide at St Mungo's Nursery Class we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas:

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

## Improvement Planning

We continue to evaluate ourselves in order to make improvements.

Our themes for Improvement for 2024-2025 are:

- Wellbeing and Learning – increased through outdoor learning.
- Achievement and Progress – more measurable and understood through greater development of ASN provision.
- Engagement participation and progress – as parents engage in children's learning through workshops, information and events.

Within each theme, we have identified priorities. Whilst we action our Improvement plan, we expect to maintain our positive ethos. We feel that our themes promote an inclusive establishment and are sure that the principles of GIRFEC – Getting it Right for Every Child underpin our themes.

I am happy to provide a full version of our Improvement Plan on request.

## Assessment & Reporting

All children are assessed both formally and informally throughout the year. This allows children and their key workers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept by the key worker and form the basis of discussion at Parents' Evenings twice per year. An annual report is sent to parents towards the end of each school year.



If you have any concerns about your child's progress do not hesitate to contact the school.

## Child's Plan

Every child in Nursery has a care plan. You will be asked to contribute to this when your child starts Nursery so that staff know their likes, dislikes, strengths and other information. You can view your child's plan at any time and you will be asked to add to it throughout your child's time at Nursery.

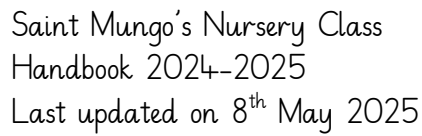
## Meeting Learners' Needs

### Assessment of Additional Support Needs

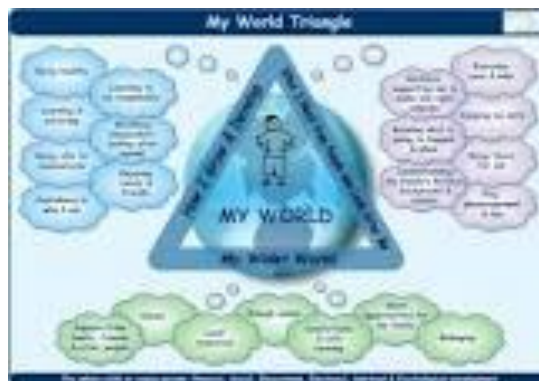
- If you are concerned that your child has an additional support need, please speak to your child's key worker who will pass this information to Mrs Jennifer Anderson who is the Additional Support Needs Coordinator.
- Your child's key worker will speak to you if they have any concerns about your child's development and appropriate steps will be taken.
- As required in the Council Policy, "Every Child Is Included", St Mungo's uses a Staged Intervention approach to meeting the needs of our pupils. Any planning will depend on the stage of intervention. The policy will be given upon request.
- The planning document used will be the Wellbeing Assessment and Plan. This will be updated regularly.

More able pupils must be challenged and, when identified, their needs will be planned for accordingly.

If needed, we will ask your permission to contact other specialists. Support from the English as an Additional Language Team, Educational Psychologist or Speech and Language Therapists help your child achieve their full potential.



In St Mungo's Nursery Class, we are Getting It Right For Every Child when we improve the outcomes and wellbeing for all our children. We ensure this is happening when we work in a consistent way with all partner agencies. Children in our Nursery will become: Nurtured, Responsible, Achieving, Active, Included, Respected, Healthy and Safe.



## Child Protection

We follow Glasgow City Council's Child Protection Procedures. This is called Management Circular 57. All staff have been trained in Child Protection Procedures and this is refreshed annually. The Child Protection Coordinator is Mrs McNulty, the Headteacher. In her absence, please speak to Mrs Jennifer Anderson DHT.

## Promoting Positive Behaviour

We actively promote positive behaviour and encourage praise in the Nursery.  
We reward positive behaviour. Rules are essential within the Nursery and it is



our job to ensure that children understand the need for rules and feel the benefit of having rules.

When a child's behaviour causes concern we will invite their parent in for a discussion as part of our Meeting Learners' Needs procedure. This is just part of how we involve families in their child's learning and progress.

## **Parental Engagement and Family Learning**

We pride ourselves on our relationships that we have with all of our parents. As well as speaking to you daily about your child, you will be provided with a termly Nursery Class Newsletter to keep you up to date with what is happening. We also have a School Twitter page which you can follow us on: St\_Mungos\_Pri as well as our information board and your child's Seesaw account.

Parents are welcome to view and add to their child's plan and we always welcome feedback and suggestions.

We are always looking for parents to work with us. If you have time and would like to contribute to the development of our Nursery please speak to a member of our Nursery staff.

Please also attend as many of our family learning events as you can.

At the start of each year, we produce a calendar of events which detail the joint work which will take place between the Nursery and School.

We pass on information about your child to their receiving Primary School.

Children will usually transfer to Primary if they are age 4 by the 28th February and they will attend school in August of that year.

Please look out for enrolment information on our Nursery information noticeboard.

## **Data Protection – use of information about children and parents/carers**

We collect information about children attending nursery (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child





protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy).

### **Other information**

If you would like any more information on our Policies, Improvement Plan, Standards and Quality Report or Care Inspectorate Report, please contact the Head Teacher and we will be happy to provide this for you.

### **Comments & Complaints**

As a Nursery, we welcome inspections from the Care Inspectorate and HMle. The Care Inspectorate and HMle ensures that we consistently provide a high quality provision and make recommendations for improvement.

In St Mungo's Primary & Nursery Class we hope that you are satisfied with all aspects of the service we provide. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available:

Contact Information Customer Relations, Glasgow City Council, Room 10, City Chambers, Glasgow G2 1DU 0141 287 0900 E-mail [customerrelations@glasgow.gov.uk](mailto:customerrelations@glasgow.gov.uk)

Complaints can also be made to the Care Inspectorate:

Care Inspectorate Tel: 0845 600 9527 Email: [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)  
Web: [careinspectorate.com](http://careinspectorate.com) Email: [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)



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