**Dear Parents/Carers,**

On behalf of the staff team, I offer a warm welcome to you and your child, and ‘*thank you’* for choosing Rockfield Nursery.

We aim to have family learning at the heart of all that we do, and make a commitment to continuous improvement, ensuring positive outcomes for all our children and families. We look forward to working in partnership with you and you joining us at special events and family learning initiatives etc. throughout the year.

We operate an open door policy and if you have any worries or concerns regarding your child’s progress or welfare please speak to your child’s

key worker or a member of the management team who will be happy to assist.

We trust that this handbook will give you an insight into the life and work of the nursery.

Rockfield Nursery

70 Rockfield Road

Barmulloch

Glasgow G21 3DZ

Telephone: 0141 558 1754

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**Fiona Weir**

Fiona Weir

Head of Nursery

# E-mail address: [headteacher@rockfield-nursery.glasgow.sch.uk](mailto:headteacher@rockfield-nursery.glasgow.sch.uk)

**Meet the Team:**

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Qualifications** |
| Head of Nursery  Depute Head of Nursery | Fiona Weir  Elaine Madden | BA  HNC. PDA. |
| Team Leader  **Lead Practitioner** | Kirsten Hamilton  Vacancy | NNEB -PDA. |
| Child Development Office | Tony Bell | HNC |
| Child Development Office | Anne-Marie Colvan | HNC |
| Child Development Officer | Jemma Davidson | HNC |
| Child Development Officer | Tracyann Doyle | HNC |
| Child Development Officer | Laura Grieve | HNC |
| Child Development Officer | Lesley Hyka | HNC |
| Child Development Officer | Caitlin MacIntyre | HNC |
| Child Development Officer | Charlene McLaren | BA |
| Child Development Officer | Megan McCullagh | HNC |
| Child Development Officer | Kelly McGinlay | HNC |
| Child Development Officer | Shevon McLeod | HNC |
| Child Development Officer | Jean Moffat | SNNEB |
| Child Development Officer | Samantha Scott | HNC |
| Child Development Officer | Gillian Stewart | BA |
| Child Development Officer | Kat Douglas | HNC |
| Support for Learning Worker | Laura Mathieson |  |
| Support for Learning Worker | Catherine McLaughlin |  |
| Support for Learning Worker | Brooke Ryan |  |
|  |  |  |
| Janitor | Kerry Mullen |  |
| Dining attendant | Kimberley Brown  Stephanie Lynn  Elizabeth Main |  |
| Cleaners | Eileen Caughey  Lynsey McGregor |  |
| Clerical assistant | Marian Ferguson |  |

Rockfield Nursery is registered by the Care Inspectorate to provide a service for 9 children aged 0-2 years, 15 children aged 2-3 years, and 48 children aged 3 years up to school age, at any one session.

Sessions for funded places operate between 8:00am – 12:45pm & 1:00 – 5:45pm

All other places are allocated in accordance with GCC Admissions Policy.

We operate a 52 week service with term time availability, and will endeavour to assist with regards to flexibility of hours within the moderate controls in operation.

**School Holidays 2021-2022**

****Details of holiday dates are available on the Glasgow City Council website: [www.glasgow.gov.uk/index.aspx?articleid=9418](http://www.glasgow.gov.uk/index.aspx?articleid=9418)

|  |  |
| --- | --- |
| **Return Date for Pupils** | **Monday 16th August 2021** |
| September Weekend | Friday 24th **and** Monday 27th September 2021 |
| First Mid-Term | Monday 11th **to** Friday 15th October 2021 (inclusive) |
| Christmas/New Year | Wednesday 22nd December 2021 **to** Tuesday 4th January 2022 (inclusive) \* Please note that schools will close at 2.30pm on the last school day before the holiday |
|  | **2022** |
| **2022 Return to School** | Wednesday 5th January 2022 |
| Second Mid-Term | Monday 14th **and** Tuesday 15th February 2022 |
| Spring Holiday | Monday 4th April – Monday 18th April 2022 *(Inclusive)*  \* *Please note that schools will close at 2.30pm on the last school day before the holiday* |
| May Day | Monday 2nd May 2022 |
| May Weekend | Friday 27th 2022 |
| Queens Jubilee | Thursday 2nd June and Friday 3rd June 2022 |
| School Close | Friday 24th June 2022\* *Please note that schools will close at 1pm on the last school day before the holiday* |

Admissions and Enrolment

Admissions:

Nursery places are allocated in line with Glasgow City Council’s Early Years Admissions Policy.

The nursery will be happy to advise how this policy operates.

An information leaflet is available from the nursery.

Application forms are available from all GCC Early Years establishments.

When completed, the form should be returned to the nursery you identify as your 1st preference, along with the verification documentation requested.

All placements are allocated by contract through the Local Area Admissions Panel on behalf of Glasgow City Council and are based on the needs of the child and family and availability within the nursery.

**Admission Policy Priorities**

Category 1

• Any child considered to be in need of protection

• Children with very young mothers

• Looked after children

Category 2

Children referred by, or who have

• Attended Pre-Scat

• A Psychologist

• Have specific needs

• Are in temporary accommodation

• Deferred entry to primary school

• Are from travelling families

• Parents with specific needs

Category 3

• Working Parents

• Parents in Education

• Referred from external professions

• English as an additional language

• Sole supporter of family

• Three or more children under five

• Multiple Birth

• Family Stress

Category 4

• A child who lives in Glasgow and has not been admitted under Bands 1,2,or 3.

Category 5

• Children from out with the City of Glasgow

**Enrolment**

When your child is offered a placement at Rockfield, you will be sent a letter inviting you to an enrolment meeting.



**Attendance at the Establishment**

Regular attendance at nursery supports your child’s progress and continuity in learning. If your child is unwell, or you have a special day planned, and are unable to attend nursery, please telephone the nursery to inform a member of staff of the absence and when he/she is expected to return to nursery.

**If Your Child Becomes Ill**

Children who are obviously unwell should be kept at home where they will be more comfortable. In line with infection control policy if your child has symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend nursery for 48 hours after the symptoms have stopped.

If your child becomes ill while at nursery every attempt will be made to inform you.

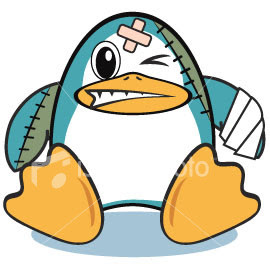
If the illness is of a serious nature, your child will be taken to the nearest accident unit and you will be contacted and advised to join the child at hospital.

****Please ensure you keep the nursery updated regarding any changes to contact details or medical conditions.

**Medical Information**

Many children at some time will require medication whilst attending the nursery. It is not our policy to care for sick children, however we recognize that some children require medication to allow then to complete a course of antibiotics or for long term medical reasons such as asthma.

If your child is in need of medication during his/her time at nursery, you should discuss his/her requirements with the team leader. A member of staff will administer prescribed drugs only, and you will be required to complete a consent form, which authorises a member of staff to administer the drugs to your child. All medical issues should be discussed with the team leader. Please ensure this information is included in your child’s care plan.

**Accidents**

We try to ensure that all our children are playing in a safe environment however accidents do happen and children do become upset. Staff will use their judgement on whether or not you should be alerted and if not you will be informed when you collect your child.

However, if your child suffers a bump to the head, however small, we will always call to inform you of this.   
A first aider will advise you if they feel further intervention is required although it will be your decision to seek medical attention.

Staff will complete an accident form, which you will be asked to sign when you collect your child.

**Information in Emergencies**

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, and temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local places of worship and announcements in the press and on local radio.

**Emergency Contact Information**

Parents/cares who have children in the nursery are asked where possible to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in the event of an emergency.

Please ensure this information is kept up to date.

**Arrival & Collection of Children**

****It is expected that a responsible adult (16 years+) brings and collects your child. In the interest of your child’s safety, please notify the nursery staff if someone unknown to them or not expected by them, will be collecting your child. This avoids a difficult situation where a child cannot be allowed to leave with an adult who is a stranger to the staff or is not the person expected.

**“Inside every child is a rainbow waiting to shine”**

**Rockfield Nusery Creators of Rainbows**

**Vision**

At Rockfield we will strive to promote a safe, happy, inclusive and stimulating environment where our children, families, staff and the wider community feel valued, share a mutual respect, and grow and learn together.

**Values**

* Provide opportunities for family learning
* Ensure positive relationships
* Foster and embed nurture principles

**Aims**

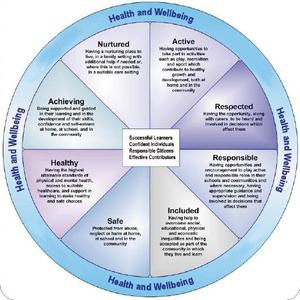
At Rockfield we aim to have family learning at the heart of all that we do, and make a commitment to continued improvement for all our children, families and staff.

**Curriculum**

We use **Curriculum** for **Excellence guidelines – Early Level outcomes and experiences** when working with children 3-5 years when planning for the children’s learning and engagement.

For children under three we use **Pre-Birth to Three***(Scottish Government, 2010)* and Glasgow City Council planning Guidelines.

The Education Document Scotland **Building the Ambition and Realising The Ambition** is also used to support provision for all children and families.

****In order to ensure we are delivering high quality learning experiences we also use a document entitled **How Good is Our Learning and Childcare** this helps us to self-evaluate and monitor the impact on children’s learning. There are copies of these documents in the nursery and can also be accessed on line at Education Scotland. (<http://www.educationscotland.gov.uk>).

**Assessment Reporting**

Children are assessed informally throughout the year. This allows staff to identify your child’s strengths and learning priorities. A range of informal assessments strategies are used; learning conversations with your child, observations of their play and learning and some of children’s work. Staff will have meetings with parents to discuss their child’s progress and development.

**Children’s Profiles**

Your child will have their own individual ‘Learning Story’ which will be used to record their significant learning and achievements. These are individual and personal to your child to record their learning and achievements. The books will stay in the nursery, and you are welcome to have a look at them at any time.

The children will be encouraged to have ownership of their books and be involved in adding photographs and comments.

The stories will contain observations of your child’s learning and photographs highlighting specific aspects of their development. This is one of the many tools we use to track children learning and plan for next steps in their development. We are in the process of introducing Seesaw to use to record children’s learning.

**Clothing**

Children have the best fun when and learning when they are doing messy work. We will encourage children to wear aprons but accidents do happen. Please dress your child in clothes that are suitable for messy and outdoor play.

**Please do not dress your child in clothing that is:**

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

**Snacks and the Promotion of Healthy Eating**

During the morning and afternoon sessions the children are offered a choice of milk or water, fruit and a variety of savoury snacks.

Sweets are only offered on special occasions such as birthday parties and celebrations/festivals.

The nursery operates a healthy eating policy which encourages the eating of healthy foods.

**Links with Primary Schools**

Liaison between the nursery school and primary schools is on-going and constantly developing. Links are maintained by various means. These include regular meetings, exchange visits by staff and support and co-ordination of programmes for the ease of transition of your child from nursery to primary school.

Local Primary Schools

* Balornock Primary School
* St Martha’s Primary School
* ****Barmulloch Primary School
* St Catherine’s Primary School
* Elmvale Primary school

***The Establishment and The Community***

At Rockfield we work in partnership with other educational establishments, Health, Social Work, Psychological Services, Speech & Language etc.

We also work in partnership with Fare Share & TESCO to tackle food waste and provide sanitary products for our service users.

Organisations such as ‘High Balls Low’, ‘Mess Around’ and the ‘Scottish Book Trust’ also support play and learning through physical activity, sensory experiences, literacy and family engagement.

**Visit to the Establishment by Medical Staff**

The nursery has regular visits from NHS staff i.e. Vision Screening and Oral Health Management. Staff will inform parents when these visits take place. Health visitors for individual children may also visit to see children in consultation with parents at all times



**Other Partners**

If your child has diagnosed additional support needs or is in the process of being assessed other professionals involved in their care may visit to assist in their care or assessment and to have professional dialogue with the staff.

**Promoting Positive Behaviour**

We strive to create a safe, welcoming, nurturing and stimulating learning environment which promotes a real sense of security, impacting positively on the children’s learning.

We are committed to inclusion for all our children, planning effectively to ensure flexibility and differentiation in the curriculum to meet each child’s individual needs. We use early intervention and multi-agency co-ordinated approaches to meet individual needs for each child and family where appropriate.

Nurture principles are embedded in our daily routines and the children also participate in PAThS sessions designed to support the development of emotional awareness, reducing challenging behaviour and increasing self-control and emotional literacy.



**Child Welfare and Safety**

We take positive steps to help children protect themselves by:

* ensuring that children are respected and listened to
* ensuring staff are aware of our child protection procedures
* Working in partnership with other agencies to ensure professionals collaborate effectively to protect children and families
* Implementing positive messages for young 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.

The Head of Centre or the person deputising for the Head, 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 Services area office of the circumstances.

**Data Protection Act 1998**

Information on children and young people, parents/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 Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information, please contact the establishment.

**Dealing with Racial Harassment**

The Race Relations Act of 1976 makes it unlawful to discriminate against someone because of his/her colour, race, 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 in Glasgow has the right to be happy and secure at establishment.

**Dealing with Violence and Aggression towards Staff**

Glasgow City Council has a zero tolerance policy towards violence and aggression within their establishments. We welcome your support in ensuring our environment is safe and respectful.

**Freedom of Information (Scotland) Act 2002**

The Freedom of Information (Scotland) Act 2002 (FOI) enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish Public

Authorities including: Scottish Executive and its agencies; Scottish Parliament; Local

Authorities; NHS Scotland; Universities and further education colleges and the Police.

****Public authorities have to allow access to any information which they hold including information about:

* **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 date held by Scottish Public Authorities. From 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions and exemptions.

Further information is provided on the Glasgow City Council website.

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

**No Smoking Policy**

In accordance with Glasgow City Council, there is strictly **NO SMOKING** allowed in the building or within the grounds of the campus.

**Health & Safety Policy**

It is our policy to take all reasonable and practical steps to ensure the health, safety and welfare of all staff and service users.



**Compliments, Comments and ComplaintsC:\Users\mf00013163\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\C5901JTG\blockpage[1].gif**

If you have a comment, or complaint, please approach the Head of Establishment in the first instance.

If your verbal contact has not been met with a satisfactory response then you require to state clearly in writing the nature of any complaint. The Head shall respond in writing and should this still not be to your satisfaction you would then require to contact our Customer Liaison Unit who will:

• Take a totally 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 Unit can be contacted by phone or e-mail:

 Phone 0141 287 5384 ; E-mail: [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)

Customer Liaison Unit

Education Services,

Glasgow City Council

City Chambers East,

40 John Street

Glasgow, G1 1JL

**0141 287 5384**

**Address and Contacts**



 Care Inspectorate

4th Floor,

1 Smithhills Street

Paisley,PA1 !EB

0141 8434230

 Early Years Charging Team

Glasgow City Council

40 John Street

Glasgow G1 1JL

0141 287 4702

 Executive Director of Education

Education Services

Glasgow City Council

City Chambers East

40 John Street

Glasgow G1 1JL