

Westercraigs Nursery School

Lifelong Learning



Westercraigs Nursery

HANDBOOK

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Section One

Our Vision and Values

Our nursery Vision, Values and Aims were created in consultation with staff, children and families.

They decided that the word FAMILY was the best way to describe the ethos of the service and have created an easy to remember Vision for the service underpinned by "Family Values".

Our Nursery celebrates the Rights of all learners through a Culture of Family Relationships which support and nurture all.

FAMILY

F-Fun and fairness for all.

A-Achievement and Learning.

M- My voice is heard. We listen.

I-Inclusive, enabling opportunities.

L-Love and attachment.

Y-You are unique.

OUR AIMS

- We aim to meet the needs of all learners through play.
- We aim to promote the skills for life-long learning.
- We aim to maintain a positive place in our local community.
- We aim to nurture and support strong resilient learners.
- We aim to work in partnership with our families.
- We aim to recognise and celebrate success and achievement in all.
- We aim to create an environment where everyone is valued.

Section Two

GENERAL INFORMATION

Names and Job Titles of Our Staff Members

Nadeen Stewart	Head of Nursery
Lauren McIntyre	Team Leader (Job Share)
Megan Sutherland	Team Leader (Job Share)
Samantha McAvoy	Team Leader
Mary Fraser	Clerical Assistant
Nicola Smith	Child Development Officer
Nicola Curran	Child Development Officer
Nicole Fox	Child Development Officer
Emma Haughey	Child Development Officer
Aileen Johnstone	Child Development Officer
Debbie Goldstein	Child Development Officer
Monica Queen	Child Development Officer
Nichola McQuillan	Child Development Officer
Hayley McFadyen	Child Development Officer
Iqra Adeel	Support for Learning Worker
Sezen Celik	Support for Learning Worker
Alex Fraser	Janitor
Annemarie Traynor	Catering
Amanda Smith	Catering
Claire Blyth	Cleaner
Sharon Montgomery	Cleaner

In addition to the above members of staff, the nursery often accommodates students from high school, college and/or university. Students may be male or female.

TIMES OF OPENING

Currently the nursery is open from 8.00am until 6.00pm, Monday to Friday, 50 weeks of the year, with the exception of public holidays and in-service training days. Each child's times of attendance vary within these hours and are allocated on the basis of need.



AGE RANGE OF CHILDREN

The nursery has provision for 64 children from 3 to 5 years.

KEYWORKER SYSTEM

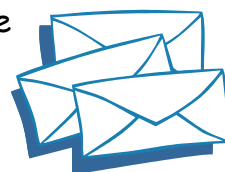
Each child has their own allocated member of staff within their playroom. That member of staff will be the primary point of contact within the nursery and will take a particular interest in the child's needs, personal care, wellbeing and development, working with the family to ensure that the maximum benefit is gained from attending nursery.

REGISTER OF APPLICANTS

A register of applicants will be kept by the Head of Nursery. Each application will be prioritised for admission in accordance with Glasgow City Council policy, considering each family's circumstances. Parents/Carers may ask to see their application at any time and any changes of circumstances that may affect the application must be notified to the Head of Nursery.

ENROLMENT

When a place becomes available for a child, we will contact the family regarding the enrolment procedures. The family will be invited along to the nursery to meet the staff, complete paperwork and begin the process of settling the child into the nursery.



CHARGES

When a child is allocated a nursery placement there may be charges which apply. In line with Glasgow City Council policies parents/carers will be asked to verify their circumstances i.e. proof of employment, benefits, address etc. and any charges will be applied according to individual family circumstances. In order that we provide adequate nursery provision to meet requirements, parents/carers may be asked for this information every six months. Please note failure to provide this documentation could result in a review of the offer of the nursery placement.

CONDITION OF PLACEMENT FORM

Parents/carers will be required to complete a Condition of Placement Form for their child. All places allocated will be subject to a six-monthly review at which the Head of Nursery will have the right to modify the placement offered or charges levied.

This review will consider any changes in circumstance. Any changes agreed at this review will be implemented in the following school term.

Should family circumstances change within the six-month period you should notify the Head of Nursery in writing giving a four-week period of notice.

SETTLING IN

On the first day a child attends nursery they will be welcomed by the Keyworker and parents/carers will be asked to stay with the child to complete the enrolment paperwork. The child will have the opportunity to play and familiarise themselves with the new surroundings and faces. As the days pass parents/carers will have the opportunity to leave their child in the care of their Keyworker for increasingly longer periods of time and the child's hours of attendance will lengthen. There is no set formula or time span for this as all children react differently to separating from their parents/carers.

EMERGENCY CONTACTS

Parents/carers will be asked to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in the case of emergency. Parents/carers should bring those persons to the centre to be introduced to the staff at the earliest opportunity and keep staff up to date as to changes to their details.

ARRIVAL AND COLLECTION OF CHILDREN

It is expected that a responsible adult, **aged 16 years or over**, will always bring and collect the child. If parents/carers or the person expected to collect the child have been delayed, they should make every effort to let us know. Children cannot be allowed to leave with any person who is a stranger to the staff under any circumstances. In an emergency parents/carer can set a password and give it to the appointed adult collecting the child, as well as passing this on to staff. In the event that no-one arrives to collect the child staff will try to get in touch with the parents/carers and then the emergency contacts. If no-one can be contacted and the child is still in nursery when it is due to close, staff will contact Social Care Connect so that the child can continue to be cared for until parents/carers are located.



SECURITY

The centre operates a security entry system. Please press the call button and ring the bell to gain entry. Always close the door firmly behind you and do not let any adults who are not in your company enter as you come in or leave, as they may not be known to staff and therefore may require to be met at the door. Whoever brings or collects a child from the centre must sign them in and out.

ATTENDANCE

Due to pressure on places, we cannot hold a place open for a child who does not use it. Parents/carers should inform staff if they no longer require a place and if a child is off for more than a couple of days due to illness or holidays. When a child has been absent with no communication or contact, on day two staff will try to get in touch with a parent/carer by telephone or letter.

SUITABLE CLOTHING

Children have fun doing messy work and although we encourage them to wear aprons, clothes are often affected so children should not come to nursery in their best outfits. A change of clothing can be kept in each child's bag on their peg (several changes may be required during toilet training).

Children will not be excluded from participating in activities on any grounds other than medical or religious ones, as we are bound to provide every child with a broad and balanced curriculum. Soft shoes are best worn in nursery to avoid accidental injury and aid physical play, these will need to be provided by the parent/carer. Additionally, parents/carers should provide outdoor clothing suitable for the weather and outdoor play or in the event a trip is planned.

Please note: Due to health and safety reasons children should not wear jewellery of any type to nursery.

OUTINGS AND CONSENT FORMS

When trips are planned parents/carers will be informed in advance. No child can be included in trips without a Consent Form having been completed.

INSURANCE

Children are insured whilst on a nursery trip for which your consent has been obtained, however, Glasgow City Council will accept no responsibility for loss of or damage to clothing or personal belongings either within the nursery or out with.

EMERGENCY CLOSURE ARRANGEMENTS

On occasion it may be necessary to close the building at short notice. This could be due to power failure or severe weather conditions, etc. If this happens, we will do our best to let parents/carers know what's happening. We may keep in touch by telephone, letter, social media and Seesaw. Remuneration of charges will be decided at a later date by Customer Business Services (CBS).

MEALS, SNACKS AND HEALTHY EATING



Meals and snacks are supplied by Glasgow City Council.

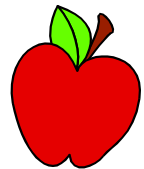
Menus are based on low salt, low sugar and low-fat foods, which reflect a balanced diet. If a child has specific dietary requirement, staff need this in writing from a dietician or a child's doctor. If this is a religious choice, parents/carers should notify a member of staff who will liaise with Glasgow City Council to provide an alternative food choice.

HEALTHY SNACKS POLICY

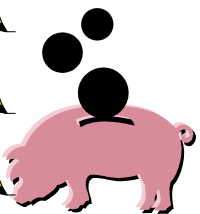
Westercraigs Nursery School is a **SMILE TOO NURSERY**.

Our Aims:

- ❖ To reduce the intake of sugary foods.
- ❖ To promote regular teeth cleaning with a fluoride toothpaste.
- ❖ To promote a healthy nutritious diet.
- ❖ To promote fruit and vegetables as a snack food.
- ❖ To give children milk or water as drinks at the nursery.
- ❖ To promote early registration with a family dentist.
- ❖ To reduce children's tooth decay.



FUNDRAISING



Some things are not provided for by our Council funding.

For example: Christmas presents, outings and trips. For this reason, we ask parents/carers to contribute to our toy fund, currently £2.50 a week. It is also sometimes necessary to fundraise for specific purposes. We may ask parents/carers to participate in sponsored activities from time to time.



PROVISION OF TOILETRIES

Our budget doesn't extend to providing these items for children so parents/carers need to ensure their child has their own nappies/wipes/creams as required.

SMOKING

Please note that, in accordance with the law, smoking is not permitted within the building or anywhere else within the boundary.



CHARGES

The current charges are detailed below:

Non-Glasgow resident standard rate	£5.50 per hour
Glasgow resident discounted rate	£4.50 per hour
Glasgow resident reduced rate	£1.00 per hour
Glasgow resident second child rate	£2.20 per hour
Glasgow resident third child rate	£1.70 per hour

All charges, including those for meals are subject to review and any changes will be notified to parents/carers by the Head of Nursery.

Charges are paid directly to Glasgow City Council and in advance. Parents/carers will be provided with an Early Years Admissions and Charges booklet, outlining how the charges are calculated.

Section Three

MEDICAL INFORMATION

MEDICATION

If a child requires medication during their time at nursery this must be arranged in advance and the relevant forms completed. Note that only prescribed medication can be given, from the container with the prescription label on it. If a child has a specific health need, then parents/carers will be asked to fill in a Health Care Plan specific to the child's needs.

Please note; Whilst every effort will be made to administer medicines to a child, this will be at the Head of Nursery's discretion.

IF A CHILD BECOMES ILL AT NURSERY

Staff welcome a call from parents/carers if their child is unable to come to nursery due to illness. Should a child become ill whilst at the nursery staff would follow The National Services Scotland (NHS) Exclusion Criteria for day care and child-minding settings. In the first instance, we will try to contact the parent/carer before telephoning one of the child's emergency contacts.

If the illness seems serious, medical advice will be sought without delay, as parents/carers would have previously been asked on the enrolment forms if they consent to emergency medical/dental treatment. If the nursery staff take a child for treatment, staff will continue trying to contact parents/carers or an emergency contact until one of them are reached.

MINOR ACCIDENTS AND UPSETS

Occasional bumps and bruises are inevitable when children play together anywhere. Should a child sustain an injury in nursery then this will be recorded on an accident form. The parent/carer will be required to sign the accident form on collection.



If a child has an injury/bump above the neck this is classed as a head injury and staff will contact parents/carers to make them aware of the accident in line with our policy.

Section Four

THE NURSERY CURRICULUM

CURRICULAR AIMS

Staff seek to:

- ❖ Develop self-esteem in every child.
- ❖ Empower each child with the attitudes, skills and understanding necessary to promote effective learning.
- ❖ Foster achievement.
- ❖ Encourage the development of positive interpersonal relationships.

HOW WE PROMOTE LEARNING

The Curriculum for Excellence

The Curriculum for Excellence's underpinning values are wisdom, justice, compassion and integrity with the child at the centre of learning.

The purpose of the curriculum is to enable the child to develop within the "Four Capacities":

Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

The curriculum is inclusive and a stimulus for personal achievement with a range of broadening experiences of the world which allows for encouragement towards informed and responsible citizenship.

Experiences and outcomes set out expectations for learning and development in:

- ❖ Language and Literacy
- ❖ Health & Wellbeing
- ❖ Numeracy & Mathematics
- ❖ Expressive Arts
- ❖ Religious & Moral Education
- ❖ Sciences

The experiences and outcomes in the range of curriculum areas build in relevant attributes and capabilities which support the development of the four capacities.

LANGUAGE AND COMMUNICATION FRIENDLY ESTABLISHMENT

We are working towards a Language and Communication Friendly Establishment accreditation, with the plan to have this secured in 2025. This accreditation is awarded to Education Establishments that demonstrate consistent and excellent practice in supporting children's communication and language.

ASSESSMENT

Each child is respected and recognised as an individual. As every child is unique in their prior experience, knowledge and personality, staff observe each child in order to get to know their abilities and characters in depth and to provide us with enough knowledge to tailor the curriculum to their needs and interests. Progress will be recorded and this will be discussed with the parent/carer during GIRFEC/Transition report meetings that take place twice a year.

SUPPORTING CHILDREN WHO REQUIRE ADDITIONAL SUPPORT FOR LEARNING

Parents/carers or a child's Keyworker may highlight that a child requires support in areas that they might find difficult in their development. Staff and parents/carers can work together to support the child's development needs. Occasionally it may be helpful to involve another Professional such as a Speech Therapist or Educational Psychologist, but this would be discussed with parents/carers to obtain consent before a referral could be completed.

If parents/carers have any concerns about their child they can arrange an appointment with their child's Keyworker and the Head of Nursery.

WORKING TOGETHER TO SUPPORT LEARNING

As the child's parents/carers are their primary educator and know them best, it is helpful for staff to be made aware of children's preferences, interests and experiences at home so that they can built upon at nursery.



Parents/carers will be kept informed (by Seesaw, newsletter, social media, displays and through conversation) of what their child has been learning. Consistency is the key to effectiveness, especially in matters of behaviour, so staff and parents/carers should work as a team to enable the child to make the most of their time at

nursery.

COMMUNICATING WITH PARENTS/CARERS

Methods to keep parents/carers up to date with what's happening in the nursery and special events e.g. Seesaw messages/posts, posters, newsletters, text messaging etc.

We also use Social Media i.e. X (previously Twitter) for which you will be asked to sign a consent form on your child's induction.

You can find and follow us on X (previously Twitter) at: @westercraigs1

MOBILE PHONES ARE NOT PERMITTED WITHIN THE NURSERY PLAYROOMS



Section Five

OTHER INFORMATION

SAFETY AND WELFARE FOR ALL CHILDREN

Getting it Right for Every Child (GIRFEC) states every adult in Scotland has a role in ensuring all children live safely and can reach their full potential. Nursery staff provide support to children and have a vital role in helping to protect them from harm. Our nursery has a Child Protection Policy and Child Protection Co-ordinator who responds to concerns for children's safety and wellbeing. If parents/carers have any concerns regarding the safety and wellbeing of a child, should share this with the child protection Co-ordinator (Nadeen Stewart-Head of Nursery) or any other member of staff. When a child is at risk of harm, abuse or neglect confidentiality is not an option. If staff suspect that a child needs protection, we are required to inform additional services such as Social Services to assist in the Safety and Welfare of that child. Where appropriate, staff will endeavour to speak with parents/carers prior to liaising with other services.

No single individual can protect children by acting alone. It is the sharing of information, collective thinking and collaborative action that enables decisions to be made in the best interests of children.

**Child Protection Co-ordinator is Nadeen Stewart (Head of Nursery).
In the absence of Nadeen, Lauren McIntyre/Megan Sutherland/Samantha McAvoy (Team Leaders) will resume the role of Child Protection Co-ordinator.**

Copies of departmental guidelines (Management Circular 57) are available from the Head of Nursery on request.

LINKS WITH PRIMARY SCHOOLS

The nursery has links with Golphill, Alexandra Parade, Haghill Park and St Denis' Primary Schools. As part of the transition to school a teacher may visit the nursery to meet the children, in order to make the transition from nursery to primary school as smooth as possible. Transition Reports which document children's learning and development are completed by the child's Keyworker and discussed with parents/carers before being passed over to the receiving primary school.

ACCESSIBILITY STRATEGY

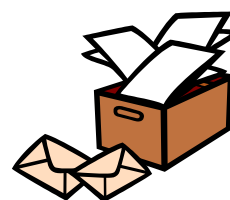
Standard Statement

The nursery has a duty to ensure that all children have equal access to the curriculum, personalised as appropriate to their individual needs. This covers not only the content of experiences and teaching strategies but also minor adaptations to the physical environment of the building to address the needs of children with physical or sensory impairments.

Staff also work to ensure that parents/carers who have a disability have equal access to information about their children. This could involve, for example, provision of an interpreter for the deaf or agreeing a telephone contact system to provide direct feedback to parents/carers.

SUGGESTIONS AND COMPLAINTS

In the first instance speak to the Head of Nursery or in their absence another Manager on duty who will do their best to resolve your issue.



If you feel you have not had your complaint dealt with to your satisfaction, Glasgow City Council has a robust Complaints Procedure dealt with through the Customer Care Team.

This can either be done via telephone: **0141 287 0900** or by completing an online form which can be accessed via www.glasgow.gov.uk/ContactUs

In the event that you are still dissatisfied please contact:

**Care Inspectorate
4th Floor
1 Smithhill Street
Paisley PA1 1EB**

