



Adelphi Nursery School

Hand Book 2023-2024



Adelphi Nursery School
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Find us on Twitter: @Adelphi Nursery

Our website: <http://www.adelphi-nursery.glasgow.sch.uk>

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Some comment about Adelphi Nursery from Our Parents ...

"I feel that my son is ready for school and we can't thank the nursery enough, he has loved his time here and I think he will miss all of you for quite some time."

"Special thank you to the Head of Adelphi Nursery for all the planning and meetings we had, the admin work involved for the placement at Linn PSIADC and the support we received during lockdown so I could take my son back. Thank you for the key worker providing a very supportive and positive approach and solutions for my son during his time in the nursery."

"I love this nursery keep it up good teachers' you guys are so welcoming, helped my daughter so much with her speech."



**Dear Parent and Carers,
Welcome to Adelphi Nursery,**

Our connections with children and their families are at the heart of our service delivery.

We are Adaptable, Approachable, Ambitious, Caring, Fun Loving, Inclusive & Professional and we trust these values are evident in our daily routines. We Care, We Nurture, We PLAY. Our fully qualified and experienced staff are ready to introduce you and your child to nursery life

Here at Adelphi nursery we have created a warm and caring environment which supports and develops our attachment led childcare provision. We recognise that the year 0 to 5 years are most important years of a child's life and here at Adelphi Nursery we strive to ensure that our 2 to 5 years are provided with the best possible experiences. Over the years, there has been a wealth of research to indicate that the environment a child is exposed to, prior to birth and in the very early years, will have a massive impact on how they develop cognitively, emotionally and socially.

We are fully committed to Outdoor Learning with children of all ages having daily access to outdoor play. So please remember to bring your wellies and jackets

Our service is open from 8:00 am to 5:30 pm Monday to Friday. We offer flexible 52 weeks and term-time contracts for children aged 2 to 5-year-old and have funding available to those who are eligible.

We hope that the time you and your child spend with us will be happy and filled with learning opportunities for you and your family as we play, learn and grow together.



Our Nursery Staff Team

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

Head of Centre:	Karen O'Hara (52wks) ko'hara@adelphi-nursery.glasgow.sch.uk
Depute Head of Centre:	Leeanne King (52wks)
Acting Team Leader:	Fiona Graham McElhoney (52wks)
Lead Practitioner of Attainment:	Katy McHugh (52wks)
Clerical Assistant:	Alison Bow (52wks) & Kim McDonnell (52wks)
Child Development Officers:	Ann Marie Rankin (52wks) Brittany Mullen (52wks) Coleen Sands (Term Time) Chloe Leask (52wks) Elizabeth Smith (52wks) Ewan Kinloch (52wks) Emma Kane (52wks) Joanne Hampson (J/S) (Term Time) Kim Young (52wks) Mahrukh Abid (52wks) Mhairi Fyfe (52wks) Megan Arundel (52wks) Michelle Sharp (J/S) (Term Time) Rachael McClure (52wks) (M/L) Salma Raja (Term Time) Shameem Khan (J/S) (Term Time) Courtney O'Boy (52wks) Lindsay Docherty (52wks) (M/L) Sarah-Louise Robertson (52wks)
Support for Learning:	Janice Kerr (52wks) Fiona Jack (52wks) Shona McKinnon (52 wks) Claire McGlynn (52wks)
Janitor:	Sandy Campbellton (52wks)
Catering Assistants:	Margaret Hughes and Angela Thomson
Cleaner:	Lynn Clark

Our Missions Statement

Our vision in Adelphi Nursery is cultural inclusion for all our service users.

We aim to support all children to reach their full potential and support progression using a nurturing and holistic approach.

We value and respect each individual children's rights and differences supporting them to have a voice and be heard.

In Adelphi our main priority will be for the wellbeing, happiness and holistic development of each individual child, family and staff team. We aim to have honest and supportive interactions with all of our families to ensure that you are supported and nurtured at Adelphi.

We encourage all our children to explore and make choices within our learning environment both indoors and outdoors on a daily all-day basis. Our children feel safe and protected in Adelphi Nursery and we strive to nurture and develop each child's skills for learning, skills for work and skills for life.

We support all of our children to become confident individuals, effective contributors, successful learners and responsible citizens.

Be Bold – Be Brave – Be You!

Yellow parental views collated and in Blue children's views collated.

Some Quotes from Parents; when asked, what does Adelphi mean to you?

"It has been great to see the progress our child has made during his time at Adelphi Nursery and especially watching his confidence levels grow.

"Teachers made a great bond with all of you"

"She has loved nursery and will miss it after only a short time there"

"I am happy with all of my child's progress and agree with everything in the key worker's comment. I am so proud of her!"

Settling in

At Adelphi Nursery we are very aware that this may be the first period of separation between the child and parent/carer and that it can be an upsetting time for both. Staff are very sensitive to individual needs and will take time to get to know the family and build relationships. We want to make sure that you and your child feel safe, settled and secure. The best way to do this is to get to know you both, to build relationships between you and the staff team and to make sure all your questions and possible anxieties are addressed.

With this in mind here are 4 simple steps to help your child settle and feel secure.

1. Be prepared to stay with your child until staff say it's okay for you to go, this varies from child to child but we do ask that every child has a familiar adult to stay with them for at least the first couple of days.
2. Be guided by your own feelings and the expertise of the staff as to how long the settling in process takes. You may only need to wait in the parent's area for the first couple of days until they feel comfortable in the playrooms, (Relax! Have a cuppa, read a magazine ...remember those days!). Some children may take a little longer.
3. When your child has become confident in the room you will be encouraged to leave the nursery for a short time (an hour at first, then gradually build up to the full session), please make sure you are back on time as this will reassure your child and build their confidence during the settling process.
4. Staff will extend your time away as quickly as your child's needs allow. Follow these steps and, in no time at all, your child should be settled, and happily engaged for the full session.

When you bring your child to nursery each day they will be welcomed by all the staff in the room, the staff member will then add your child to the registers, this means that your child is accounted for in the building and he or she can move freely between areas both indoors and outdoors in their allocated playroom.

Equal Opportunities

Adelphi Nursery reflects the Council's equal opportunities policy, being anti-racist, anti-sexist and multi-cultured. The provision will take account of children's individual needs and each child will be offered equality of access to opportunity to learn and develop, so working towards his/her potential. These principles are reflected in the criteria used to submit children to the nursery and the curriculum of the establishment.

Emergency contacts

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

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changes in this information. This is particularly important if you have a mobile phone as these numbers can change regularly



Emergency closure arrangements

The nursery will be open on the times already outlined, but circumstances may arise which mean the nursery has to close. If this is during the nursery session we may contact you to collect your child early and/or relocate to an emergency base and contact you.

Establishments may be unable to open if affected by severe weather, transport problems, power failures or difficulties with fuel supplies and heating. In this event we will do all we can to keep you informed of details of the closure and re-opening. In really severe weather it is best to phone and check first before setting out.

We may keep in touch by telephone, through our online learning programme – See Saw, social media, and by announcements in the press and on local radio.

SOCIAL MEDIA/WEBSITE/INTERNET ACCESS - PARENTAL PERMISSIONS UPDATE

Our nursery is in the process of updating our ICT network and we would like to further improve our communication with parents, carers and the local community.

This will include a number of existing communication tools within the school – the Nursery handbook and website, automated text and newsletters which we would like to illustrate with images of our children at work and play.

As a nursery, we are also looking to promote and celebrate good news stories and successes through the media, social media (Twitter) and local community and would like to host photo calls and may, from time to time, send out media releases – either directly or via the council's media office.

As you know, social media is a fast and effective way to communicate and a good way to share important information with a large group at the same time.

To enable us to do this safely we would like to take this opportunity to update our parental permissions in line with council media and social media guidelines.

Please can you let a member of staff know if you would **NOT** like your child's photograph or name used in any promotional material or on our website and Twitter feeds

Please also let us know during the school year if your decision regarding photographs changes or of any circumstances which could affect your child and we will amend permissions accordingly.

Nurture Principles

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Glasgow City Council and Education Services are committed to the continuing development of nurture provision and nurturing approaches as part of our dedication to early and effective intervention. We wish to meet the emotional needs of our most vulnerable children.

Glasgow City Council Nurturing Principles are:

- *Children's learning is understood developmentally*
- *The playroom offers a safe base*
- *The importance of nurture for the development of self-esteem*
- *Language is a vital means of communication*
- *All behaviour is communication*
- *The importance of transition in children's lives*

Here at Adelphi, we aim to be a nurturing school and follow Glasgow City Council's Nurturing Principles through a range of ways.

1. All staff have nurture training and training on brain development.
2. We provide a safe, secure and caring environment for all children.
3. We develop children's self-esteem and positive behaviour in a wide range of ways but specifically through our PATHs programme. (Promoting Alternative Thinking Strategies).
4. We develop children's skills in literacy and language through a wide range of experiences and activities.
5. We operate an effective transition programme to support children through times of change.

STEM

STEM stands for science, technology, engineering and mathematics. STEM is all around us. For example, we are scientists when we are growing plants or making food, we use technology when we are using our phones, computers or even an electric cooker, we are engineers when we build new furniture or change a light bulb and we use mathematics when we estimate how long it will take to walk to a destination or we work out how much our shop will cost.

<https://www.stemglasgow.co.uk/> states that:

“The key sectors for Glasgow's economy, as defined by Glasgow's Economic Leadership, are Low Carbon Industries, Engineering, Life Sciences, Finance and Business Services, Tourism and Higher/Further education. STEM is integral to most of these and the development of STEM skills in our young people will allow them to be well equipped for these growth areas in their future.”

In Adelphi Nursery, we want to ensure that our children are prepared for their future, learning STEM skills through play. Here are some examples of how we develop STEM in our playroom:

- Making play-dough
- Baking

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- Water play
- Songs
- Stories
- Counting
- Ipad/Smart Board
- Construction play
- Planting seeds, Bug hunting
- Loose part play
- Making paint
- Bee bots

If you have any questions regarding STEM, please do not hesitate to ask Katy or Rachael (our STEM champions).

Family Learning

Parents are welcome to work alongside children and staff in the playroom or to bring their special talents into our setting. We welcome your involvement in all aspects of the nursery.

We have Stay Play and Learn sessions
Book bus sessions
Monthly parent catch up meetings
Progress meetings – twice yearly
Garden/Eco Committee
Baby Massage sessions

All up to date information and new events will also be in the newsletter posted on the website and on seesaw.

We have an "open door" approach at the nursery and are happy to talk to you at any time. If you have any comments, questions or worries you wish to express, please do not hesitate in approaching either Karen or any member of the staff team.

If you would like to make a more formal arrangement we would be happy to organise a meeting at a mutually convenient time.

THE NURSERY CURRICULUM

Early education adopts a holistic approach to young children's learning and responds to each child's individual needs and values learning from home. All Glasgow City Council Nurseries base their curriculums which are guided by national practice guidance, Pre- Birth to Three, Curriculum for Excellence, GIRFEC and Realising the Ambition.

How we promote Learning

Throughout the nursery we value play as the best way for your child to learn, develop and reach their full potential. In the nursery the children are offered many opportunities to explore experiment and research their surroundings which will help them become curious, ambitious and enthusiastic learners

The Rainbow Room (2-3 year olds)

Within 2-3's we use Pre-birth to Three, GIRFEC and Realising the Ambition which underpins how we plan, care and evaluate to support your child's individual needs. There is a huge emphasis on using natural and real-life resources to enrich and support the child's senses at this crucial stage of learning. We have created an environment which supports the individual needs of our children, which focuses on our interactions, experiences offered and the space within the environment developing and challenging or children communication and language, confidence, creativity and curiosity, movement and co-ordination skills. In doing so our skilful practitioners ensure that the key principles and the key feature of Pre- Birth to Three are embed into our practice as we care and

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nurture your child in our learning environment providing them with the highest standards of care and education based on the following key principles for best starts and positive outcomes and using evidence-based approaches. The four Key Principles that are the basis of our approach are a focus on:

- Rights of the Child
- Relationships
- Responsive Care
- Respect.

At Adelphi Nursery, our approach is based on sensitive and respectful ways of interacting that are beneficial to children and families. The guidance identifies nine features to put these principles into practice.

These are:

- Partnership working
- Environments
- Attachments
- Play
- Transitions
- Health and well-being
- Role of staff
- Literacy and Numeracy
- Observation, Assessment and Planning

The Secret Garden (3-5-year olds)

In the 3-5's, we use, GIRFEC, Realising the Ambition and Curriculum for Excellence which underpins how we plan, care and evaluate to support your child's individual needs. We recognise the importance of play-based learning that;

“Children learn by doing, thinking, exploring, through high quality interactions, interventions and relationships, founded on children's interests and abilities across a variety of contexts. All combining to building the four capacities for each child” Scottish Executive 2007”

Our skilful Practitioner carry out observation and evaluations which are responsive to a child led approach, which ensures that your child's interests and individual learning needs are met based on embedding the CFE, 7 principles of

- Challenge and enjoyment
- Relevance
- Coherence
- Breadth
- Progression
- Depth
- Personalisation and choice

with a focus on the National Priorities, Literacy, Health & Wellbeing and Numeracy to support us in providing the best possible education for your child, which will enable children in becoming

successful learners	confident individuals	responsible citizens	effective contributors
attributes <ul style="list-style-type: none"> • enthusiasm and motivation for learning • determination to reach high standards of achievement • openness to new thinking and ideas capabilities <ul style="list-style-type: none"> • use literacy, communication and numeracy skills • use technology for learning • think creatively and independently • develop and communicate their own beliefs and view of the world 	attributes <ul style="list-style-type: none"> • self-respect • a sense of physical, mental and emotional well-being • secure values and beliefs • ambition capabilities <ul style="list-style-type: none"> • relate to others and manage themselves • pursue a healthy and active lifestyle • be self-aware 	attributes <ul style="list-style-type: none"> • respect for others • commitment to participate responsibly in political, economic, social and cultural life capabilities <ul style="list-style-type: none"> • develop knowledge and understanding of the world and Scotland's place in it • understand different beliefs and cultures • make informed choices and decisions • evaluate environmental, political and social issues 	attributes <ul style="list-style-type: none"> • an enterprising attitude • resilience • self-reliance capabilities <ul style="list-style-type: none"> • communicate in different ways and in different settings • work in partnership and in teams • take the initiative and lead • apply critical thinking in new contexts • create and develop • solve problems

Throughout your child's day at nursery they will be consulted about their learning, and offered a wide range of learning experiences in a carefully planned learning environment both indoors and outdoors across a coherent curriculum offering experiences relating to all eight areas of the CFE, which are Numeracy, Literacy, Health & Wellbeing, Expressive Arts, Technologies, Social Studies, Science and Religious and morals Education.

These opportunities offered will contribute to the overall development of your child. The learning environment and planned programme of the Nursery will encourage your child to ask questions, to seek explanations, to solve problems, to develop self-awareness and to develop communication skills.

For further information on "a Curriculum for Excellence" please follow this link:

<http://www.educationscotland.gov.uk/parentzone/index.asp>

Outdoor Learning

We promote Outdoor Learning which provides our children with opportunities to actively participate in a wide range of experiences on a daily basis in our outdoor environment. Here at Adelphi we recognise the importance of learning outdoors and the benefits it has on our child some of which are;

Being in the outdoor environment is both positive from a health perspective but also for connecting children with the environment.

Only by being outside can children enjoy the light and shade of different times of day, seasons and observe the subtle changes that take place as one season passes into another. This appreciation helps them to understand the world as well as to develop their imagination.

Developing an awareness of nature and the natural world helps children to understand the importance of caring for plants, animals and other creatures – key to personal and social development as well as to Understanding the World.

Outdoor spaces can provide opportunities to move and explore that are often lacking in many environments. Finding out and exploring are significant in terms of the Characteristics of Effective Learning.

Supporting Children Experiencing Difficulties

Our staff team at Adelphi are committed to the wellbeing and development of all our children. The staff are highly qualified and experienced with a wide range of skills that provides them with the knowledge and understanding of supporting children that may be experiencing difficulties with speech, learning, socialising and physical mobility. If staff identify that your child is having any difficulty in progressing we will discuss this with you and, with your consent, will put in place strategies to support you and your child. Sometime this may be small adjustments within the room routine or the way we deliver learning opportunities, other times it may include involving other agencies such as Speech Therapy or Educational Psychologist.

Maintaining Standards

Learning programmes are based on children's interests and seasonal events and follow the National Curriculum for Scotland - *A Curriculum for Excellence*.

To ensure the highest standards for your children, the nursery is inspected annually by the Care Inspectorate and by Her Majesty's Inspectorate for Education (HMIe), approximately every 7 years. It is also reviewed every three years by Glasgow City Council.

Glasgow City Council regulates the work of the nursery through its Management Circulars, Health and Safety regulations, Policy guidelines and meetings.

Standards are monitored annually within the nursery using the Performance Indicators and National Care Standards.

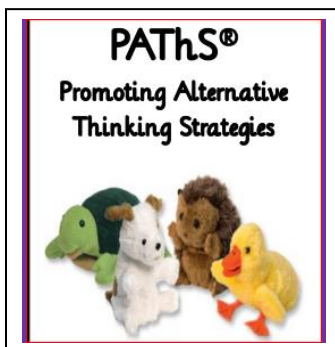
Staff work in partnership with all other agencies to support the care and well-being of all our children.

Promoting Positive Behaviour

We recognise that all children and young people need the support of our Education System to help them to learn and to achieve their full potential. By offering your child a secure and stable environment in the Nursery a relationship of mutual respect and trust will develop between the child and the staff. Parents will be consulted about any problems that may arise concerning their child and it is hoped that both the staff and the parents will work as a team for the benefit of the child. Within the nursery we use the programme PATHS which provides the children with opportunities to develop emotionally, socially, physically and intellectually.

The PATHS programme is designed to facilitate the development of self-control, positive self-esteem, emotional competence and understanding in children.

Children are encouraged to learn about the feelings of others and learn skills to support them to learn about respect the needs and wishes of others.



This will help your child understand that they are a member of a community which looks after each other and works together.

The whole staff Team use the PATHS* approach (*Promoting Alternative Thinking Strategies) to support our children.

Attendance

Regular attendance at nursery is very important. Your child should attend on a daily basis unless they are ill. If your child is absent from nursery please telephone 0141-429-1474 and let us know what is wrong and when they will be returning. If we do not hear from you we will contact you about your child's absence.

Arrival and Collection of Children

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

A responsible person must be: over 16 years of age, know the child, and be fit to take on the care of the child.

Council Guidelines for Managing Incidents of Drugs Involving Adults

"If staff are not confident that an adult is able to provide appropriate care and supervision of a child or young person because they are under the influence of drugs or alcohol, they should attempt to contact an alternative carer before contacting social work, and, if necessary, the police.

If there are concerns about the safety of a child- - staff should attempt to persuade the adult not to leave with the child- - until appropriate help arrives. If the adult insists on leaving with the child- - staff should not attempt to restrain them but immediately inform social work and the police."

Dress code

For Health & Safety children should have a change of shoes for nursery, black slip on gym shoes are a good choice as they are inexpensive and have non-slip soles. Please leave a pair, with your child's name written inside, in the cloakroom.

We want your child to feel relaxed and comfortable and able to take part in messy play, without being anxious about what they are wearing so please send them in casual clothes suitable for play and easily washed. We provide outdoor jackets and overalls for messy activities but children still find ways to get wet, muddy and messy! ☺.

Football colours are not permitted.

We ask that your child does not wear jewellery (e.g. chains, bracelets, large earrings) to nursery as they may be lost or catch on equipment and cause accidents.



Birthdays and other celebrations

On your child's birthday, if you wish, you can provide a small cake (sorry, not home baked) the birthday child will receive a card from Adelphi Nursery School and will celebrate with their friends at group time.

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Please do not bring in sweets, treats or goodie bags as we promote healthy choices at our snack area. At any cultural celebrations we will offer snack linked to the cultural theme. For example, at Diwali (Hindu festival of light) or St. Andrew's Day (Patron saint of Scotland) we will have food linked to that particular tradition whilst ensuring that all dietary considerations are still observed.

FUND RAISING

Your weekly parental donation of £3.00 donation covers expenses incurred by the Nursery programme – e.g. baking materials, small outings, extra resources, parties and celebrations. We may also have fund raising events organised by parents and staff during the year. The money raised is spent on nursery outings, presents, children's parties and new equipment for the nursery. An accurate record of all monies received is kept and regularly audited. These records are available in our secretary's office to see at any time. *– see our secretary, Alison, for details.



Child Protection Procedure

The Child Protection Co-ordinator is Karen O'Hara (Head of Centre)

The care and welfare of the children is of the utmost importance to staff in Adelphi Nursery. We believe that all children have the right to be cared for and protected from abuse and harm. We promote an environment in which children feel safe and valued, and where decisions are made in the best interests of the child concerned.

All Staff employed in the nursery have undergone full disclosure checks and are registered with SSSC. We are regularly trained according to Circular 57 "Child Welfare and Safety" and are kept up to date on any changes in legislation by the Senior Management Team. We are required to follow the guidelines within this and national documents such as "Getting it Right for Every Child" (GIRFEC).

Any concerns regarding the welfare of a child are immediately reported to our Child Protection Officer Mrs Karen O'Hara, (Head of Centre) who will follow Glasgow City Council Guidelines, and involve other agencies as appropriate. If at any time issues of child protection do arise we will deal with them sensitively, discretely and promptly. In such circumstances our prime responsibility is with the child.

If a child makes a disclosure to staff, they will

- Listen with care, and not ask any leading questions.
- Acknowledge what has been said, take the allegation seriously and reassure the child.
- Write down what the child has said, using the child's words.
- Record the date and time of the discussion and sign this.
- Report the matter immediately to the Child Protection Officer.

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- Any action taken will follow Glasgow City Council Guidelines on Child Protection, which is available to parent/carers on request.

Privacy Statement

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

However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with other public bodies or where otherwise required by law. We may also use any information for research purposes. However, 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 further information please see our full privacy statement at:

www.glasgow.gov.uk/index.aspx?articleid=2895.

Parental Involvement

Here at Adelphi Nursery we strive to ensure that the learning that has taken place within the family and community is recognised, valued and built upon within the nursery school setting. We welcome you our parents/carers to form a partnership with us that supports not only your child's learning and development but also the work of the nursery school and the community. We welcome your involvement in all aspects of the nursery.

We aim to ensure that regular and effective communication will take place throughout the year.

We will:

- Inform parents/carers regularly of events taking place in nursery
- Exchange and share information about their child's progress
- Tell parents/carers about their child's achievements
- Discuss any problems that may arise
- Develop a professional relationship with parents/carers that reflects the ethos of tolerance and respect
- Display warmth and courtesy
- Work together to create a rich learning environment where the learning experiences offered to children are of a high quality
- Provide curricular information to enable parents/carers to support and extend their children's learning

We have an "open door" approach at the nursery and are happy to talk to you at any time. If you have any comments, questions or worries you wish to express, please do not hesitate in approaching either Karen or any member of the staff team.

If you would like to make a more formal arrangement we would be happy to organise a meeting at a mutually convenient time.

ENROLMENT

Children's names will be accepted for the waiting list from two years of age. Admittance to the Nursery School is currently from three years upwards depending on the availability of places. Places are allocated in line with Council policy – please see the Head for details or use the links below

<http://www.gfis.org.uk/Pages/Show/23>

<https://beta.glasgow.gov.uk/index.aspx?articleid=9375>

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Parents seeking a place at the Nursery are welcome to arrange a visit with their child, to be shown around and see the Nursery in progress.

An Admission Panel operates in this area. Applications are prioritised in accordance with Council Policy.

MEMBERS OF THE ADMISSION PANEL

Representatives from: -

- St Francis Nursery Class
- Laurieston Nursery
- Govanhill Nursery
- Adelphi Nursery
- Cuthbertson Nursery Class
- Glasgow City Council

We will contact all applicants with the outcome of our panel for their child. For registration, the Parent will need to bring the child's Birth Certificate and proof of address to the Nursery School.

CHARGES

All eligible 3- and 4-year olds qualify for 1140 hours of time in nursery throughout the academic year. If you are seeking service which exceeds this, a charge applies

Please contact the Nursery for details or go to

<http://www.gfis.org.uk/Pages/Show/8>

MEALS

Where children are receiving the 1140 hours provision, they will be entitled to one meal per day. This will be breakfast, lunch or afternoon tea, depending on your child's hours of attendance. For further information, please ask a member of staff.

TRANSPORT

Transport is not normally provided for children attending pre-five establishments.

MEDICAL AND HEALTH CARE

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

If your child becomes ill or has an accident while attending the nursery, every attempt will be made to inform you. If the illness or accident is of a serious nature your child will be taken to the nearest hospital/accident department and you will be contacted and advised to join the child at hospital. Children who are obviously unwell should be kept at home where they will be more comfortable.

If a child has Diarrhoea and/or vomiting they are excluded until they have been well for 48 hours after an episode.

Should a child require a medication this should, whenever possible, be administered by the parent, in exceptional circumstances arrangements may be made for prescribed medication to be administered by a member of staff. Parents will be asked to complete a Parental Request Form – Administration of Medicines.

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In exceptional medical circumstances, for example, injections, the Head will seek the advice of the Education Department, and the Community Medical Specialist

INSURANCE (PUBLIC LIABILITY)

“The City Council is concerned at the level of claims being received in respect of the loss of pupils’ clothing and/or personal belongings. “Parents are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to Nurser

Adelphi Nursery Closure Dates 2023/2024	
Term Time (38 weeks)	
In-service Days	Mon 14 th Aug & Tues 15 th Aug 2023
Return to Nursery for children	Wed 16 th Aug 2023
September weekend	Fri 22 nd Sep & Mon 25 th Sep 2023
In-service Day	Fri 13 th Oct 2023
October week	Mon 16 th Oct till Fri 20 th Oct 2023
Christmas/New Year	Fri 22 nd of Dec 2023 till Fri 5 th Jan 2024 (Inclusive)
Return to Nursery	Mon 8 th Jan 2024
February Mid-Term break	Mon 12 th of Feb & 13 th of Feb 2024
In Service Day	Wed 14 th of Feb 2024
Spring Break	Fri 29 th Mar till Fri 12 th Apr 2024
Return to Nursery	15 th of April 2024
In-service Day	Thurs 2 nd of May 2024
May Holiday	Mon 6 th May 2024
May Weekend	Fri 24 th May to Mon 27 th of May 2024
Summer Break begins	Wed 26 th Jun 2024
In-Service Days	Thurs 15 th Aug & Fri 16 th Aug 2024
Return to Nursery for children	Mon 19 th Aug 2024

2023-2024

Adelphi Nursery Closure Dates 2023/2024	
Full Time (52 weeks)	
In-service Days	Mon 14 th Aug & Tues 15 th Aug 2023
Return to Nursery for children	Wed 16 th Aug 2023
September weekend	Fri 22 nd Sep & Mon 25 th Sep 2023
In-service Day	Fri 13 th Oct 2023
Christmas/New Year	Fri 22 nd of Dec 2023 till Thurs 4 th Jan 2024 (Inclusive)
Return to Nursery	Fri 5 th Jan 2024
In Service Day	Wed 14 th of Feb 2024
Easter Break	Fri 29 th Mar & Mon 1 st Apr 2024
Return to Nursery	Tues 2 nd April 2024
In-service Day	Thurs 2 nd of May 2024
May Holiday	Mon 6 th May 2024
May Weekend	Fri 24 th May to Mon 27 th of May 2024
In-Service Days	Thurs 15 th Aug & Fri 16 th Aug 2024
Return to Nursery for children	Mon 19 th Aug 2024

In service days provide opportunities for on-going staff development that ensures all staff have the skills and expertise necessary to meet the professional needs of the service, staff will receive training: on in-service days; through the Glasgow City Council's professional development programme, through attending courses provided by the council, colleges and universities. Staff also make a commitment to continuous professional development through their own C.P.D. time.

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TRANSFER TO PRIMARY SCHOOL

We work closely with both our local primary schools and nurseries, and have a transition programme that runs throughout the year, our goal is to make the move from nursery to school as seamless as possible

Children normally go to Primary School between four and a half years and five and a half years old. Information in registration and enrolment procedures for Primary Schools will be given in the local press this is usually around NOVEMBER. Local schools will provide the nursery with information posters near this time so please check the parents' notice board.

Please note that the children must be registered at their local school within their catchment area, even if you intend to apply for a placing request.

Accessibility Strategy

We at Adelphi Nursery have a duty to ensure that all our pupils have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of learning and teaching strategies but also minor adaptations to the physical environment of our building to address the needs of pupils with physical or sensory impairments, including the relocation of groups to another area where feasible. We also need to ensure that parents who have a disability have equal access to information about their children. Please make the Head of Nursery aware of any requirements you may have.

- **Physical Access** There is a ramp with railings at the main door. Please ask for assistance with the door when entering or leaving the building, all other areas in the nursery are level. There is no lift in this single-story building.
- **Communication** The nursery adopts a flexible approach to communicating with parents. The nursery will be happy to decide to talk to parents out with the regular meetings system.
- **Curriculum** Pre- Birth to Three and Curriculum for Excellence is used in this nursery. We will gather information from the parent/carer to cater for the child's needs and make reasonable adaptations where necessary.
- **Staff Development** Staff will be kept up to date on all children/parents and staff who have disabilities. Relevant training will be requested to develop staff in supporting the child.

As a staff team, we are committed to including all people, including those with any disabilities in the corporate life of our nursery and will endeavour to ensure that obstacles to inclusion will be dealt with quickly.

Complaints

In the first instance please speak to the Head, Karen O'Hara, who will work with you to try to resolve the matter.

If you are unable to resolve the matter and are not satisfied, you can put your complaint in writing to the Head of Nursery, who is required to reply within 10 days.

If you are not satisfied, you can write to:

Pre-Services
SOUTH Area Manager
Sharon Constable
Education Department
Glasgow City Council
25 Cochrane Street
GLASGOW G1 1HL

In the event that you are still dissatisfied, please contact:
The Care Inspectorate

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4th Floor
1 Smithhills Street
Paisley
PA1 1EB

Tel: 0141 843 6840

Email <http://www.careinspectorate.com/>

Keeping you informed.

It is hoped that this booklet has been informative and helpful. We recognise your importance as your child's first and continuing educator and hope that together we can develop your child's learning potential.

You will be kept informed through notices in the cloakroom, regular newsletters, social media, visual displays, See-Saw, formal and informal chats, feedback questionnaires and information sheets.

Formal parents' meetings will take place twice a year to keep you up to date with your child's progress and your child's profile is available in the main cloakroom area for you to read at any time.

USEFUL CONTACTS

DIRECTOR OF EDUCATION

Donald Hutchinson
Education Department
Glasgow City Council
25 Cochrane Street
GLASGOW G1 1HL

SOUTH AREA MANAGER

Sharon Constable
Education Department
Glasgow City Council
25 Cochrane Street
GLASGOW G1 1HL

PRINCIPAL OFFICER

Linda McIlroy
Glasgow City Council
Education Department
Glasgow City Council
25 Cochrane Street
GLASGOW G1 1HL

PRINCIPAL OFFICER

Amanda Kerr
GLASGOW CITY COUNCIL
EDUCATION SERVICES
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GLASGOW G1 1HL

The Care Inspectorate

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