

Broomloan Nursery School

Handbook 2025 - 2026



"Me and Millie standing beside the Teletubbie hills"



"It's the door I come in"



"Nursery, the nice flower, my mum and the sun and the rain"



"I like the Teletubbie hill. That's me on them"

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Broomloan Nursery

Dear Parent

We hope this handbook for 2025-2026 will help you to understand more about our school and how we plan for learning.

At Broomloan Nursery we encourage learning and offer support for all in a happy, safe and stimulating environment. Our curriculum is delivered through play which allows children to be active explorers of their environment. It is also fun! Through on-going monitoring, evaluation and review, we aim to tailor the curriculum to your child's needs. We also strive to build good working relationships between parents, community and other agencies.

We hope that your child will be happy with us and will respond to the many opportunities for learning which we offer through the wide range of activities and experiences in the nursery school.

We have divided the Handbook into seven sections for easy reference

- Information and procedures
- 'Curriculum for Excellence' and 'Pre Birth to Three National Guidance'
- Health and safety
- Child safety/child protection policy
- Parents
- Useful addresses
- School holidays

We look forward to working with you and your child.



Shona Pourvatan
Head of Nursery

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Vision

At Broomloan we aspire to provide a quality service which enables all children to reach their full potential.

We believe learning is fun.

Values		
Happy	Safe	Caring
Approachable	Fair	Respectful
Inclusive	Celebrate success	

Aims

- Through active learning offer the children a welcoming, stimulating and challenging environment which is responsive to their individual needs and caters for a variety of learning styles
- Help children to have a positive self-image
- Provide access to health, fun and exercise
- Present to children an inclusive, respectful environment
- Enable children to become effective contributors, responsible citizens, successful learners and confident individuals
- Offer children opportunities to develop literacy and numeracy skills
- Offer a broad and balanced curriculum, through planned experiences and outcomes, which develop children's thinking and understanding of the world around them
- Listen to children's views and involve them in planning and evaluating their own learning
- Ease transition between stages
- Work in partnership with other agencies

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Information and Procedures

Address

Broomloan Nursery School
Govan Road Campus
635 Govan Road
Glasgow
G51 2AQ

Phone

0141 440 0942

E-mail

headteacher@broomloan-nursery.glasgow.sch.uk

Learning Community

Govan / Bellahouston

Maximum roll

Morning session 80 children 3-5 Room - 15 Children 2-3 Room
Afternoon session 80 children 3-5 Room - 15 Children 2-3 Room

Age range

2 years - Primary School entry (5 years approximately)

Status

Non - denominational

Staff

Shona Pourvatan
Stacey Murray
Deborah McNaught
Angela Lynch
Paige Clark
Melissa DeMarco
Louise Doyle
Lily Farren
Robyn Foley
Salma Ghafoor
Suzanne Inglis
Katie McFall
Amanda McPhee
Tori Mullen
Ryan Neilson
Patricia Pereira

Job Title

Head of Centre
Depute Head of Centre
Child Development Team Leader
Lead Practitioner of Attainment
Child Development Officer
Child Development Officer (Job-share)
Child Development Officer
Child Development Officer
Child Development Officer
Child Development Officer

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Laura Tinney	Child Development Officer
Hayley Wright	Child Development Officer
Belinda Galbraith	Support for Learning Worker
Antoneta Kabashi	Support for Learning Worker
Sadaf Mughal	Support for Learning Worker
Shannon Watt	Support for Learning Worker
Elaine Wallace	Clerical Assistant
Georgina Hickey	Clerical Assistant
Brian Thomson	Facility Officer

Hours of opening

The nursery is open from 8.00 a.m. to 6.00 p.m.

Daily sessions

Morning session	8.00 a.m. to 12.45 a.m.
Afternoon session	1.000 p.m. to 5.45 p.m.
Full - time	Individual hours allocated according to need

Enrolment

Children's names will be accepted for the waiting list from two years of age for the 3-5 room and 1 year old for the 2-3 room. Admittance to the Nursery is from two years upwards depending on the availability of places. Places are allocated in line with Glasgow City Council Policy. Please see Head Centre for details. Parents seeking a place for their child at the Nursery are welcome to visit us at any time with their child to look around and see the nursery in progress.

All children are admitted to Glasgow City Council nurseries in accordance with Glasgow City Council's Admissions and Charging Policy for Early Years.

All placements are allocated by contract through the Local Area Admission Panel on behalf of Glasgow City Council and are based on the needs of the child and the family. Head of Nursery from:

Broomloan Nursery School
Festival Park Day Nursery
Govan Family Learning Centre
Ibrox Nursery Class
St Constantine's Nursery Class

The Head of Centre will write or phone the parent when a place becomes available for her/his child. Parents will be encouraged to stay with their child to help her/him settle in this new environment. The length of stay will depend on the

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individual needs of each child. For registration, the parent will need to bring to the nursery the child's Birth Certificate and proof of address.

Charges

All children aged 3 to 5 years are entitled to up to 1140 hours per year of funded ELC. In Glasgow nurseries, you can access your child's funded entitlement from the Monday after their 3rd birthday.

Some 2year olds may also be eligible for up to 1140 hours of funded ELC if they meet the eligibility criteria. Here is where to find more information on who is eligible for a funded place from age 2: [Eligible two year old criteria](#) and [Eligible 2s Application Guidance for Parents](#)

If your 2year old meets the criteria for funded ELC, they can access it from the start of the first term AFTER their second birthday OR the start of the first term AFTER you start receiving any of the named benefits or tax credits within the eligibility criteria. You can check your eligibility for a 2 year old place online using the following link: [Early Learning and Childcare - Glasgow City Council](#)

Additional sessions are allocated by the Area Admission Panel and will incur a charge. Please see the Head of Centre for further details.

Please see leaflet "Pre-School Education - What does it mean for your child and you?"

Meals

Council Charging Rates

Non-resident Standard Rate (3 to 5's years)	£5.50 per Hour
Resident Discounted Rate (3 to 5's years)	£4.50 per Hour
Non-resident Standard Rate (0 to 3's years)	£4.00 per Hour
Resident Discounted Rate (0 to 3's years)	£3.00 per Hour
Resident Reduced Rate	£1.00 per Hour
Resident Second Child Rate	£2.20 per Hour
Resident Third Child Rate	£1.70 per Hour
Breakfast	£0.50 per Meal
Lunch	£1.52 per Meal

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

Attendance

Your child should attend daily unless she/he is ill. ***Please telephone and let us know what is wrong and when she/he is returning.***

There is a great demand for nursery school places, so please let the Head of Centre know if you no longer require a place for your child.

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Arrival and collection of children

We will ask you to sign your child in and out of the nursery. We will also ask you to let us know if someone other than yourself is coming to collect your child. This avoids difficult situations when a child cannot be allowed to leave with an adult we are not expecting.

Outings

When outings are planned for the children the Head of Centre or a member of staff will advise you in advance. You will be asked to give your permission for your child's participation by completing a consent form.

Snacks

During the morning and afternoon sessions the children are encouraged to take a drink of milk or water and eat fruit. The nursery operates a healthy eating policy intended to promote the consumption of healthy foods. During enrolment the Head of Centre will take note of any dietary requirements.

Clothing

Children have the best fun when they are doing creative activities. We will always try to make sure they wear aprons, but accidents happen so please dress your child in suitable clothes. Remember lots of fun and learning takes place outdoors, could you please ensure your child is dressed for the weather hail, rain or shine. If your child travels by car, please make sure they have a suitable jacket. It helps if you put your child's name on their clothing to prevent confusion should we have two items the same. We also ask that your child has soft shoes in nursery to change into from their outdoor shoes.

Glasgow City Council is concerned at the level of claims being received regarding the loss of children's and young people's clothing and/or personal belongings.

Parents/Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to establishment.

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

Please put names on everything left in the cloakroom area.

Sandshoes

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For health and safety please, on arrival, change your child into soft shoes.

Sandshoes (slip-on gym shoes) are a good idea. They are available to buy in the nursery school.

Play Clothes

Play clothes are best to wear in nursery. Although they wear aprons when painting, accidents can happen. We want your child to feel relaxed and comfortable and able to take part in messy play, without being anxious about what they wear. Outdoor activities are part of the curriculum so please make sure your child has suitable outdoor clothing (jumper/cardigan for cold weather).

Transfer to Primary School

Children normally go to Primary School between four and a half years and five years of age.

Information on registration and enrolment procedures for Primary Schools will be given in the local press early in the calendar year. Please note that the children *must* be registered at their local school.

For more information go to [Glasgow City Council - Going to School](#)

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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 School.

Additional Support Needs/Accessibility Strategy

The establishment has a duty to ensure that all our children have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of planned activities and teaching strategies but also minor adaptations to the physical environment of our buildings to address the needs of children with physical or sensory impairments, including the relocation of playrooms to the ground floor where feasible. We also need to ensure that parents and carers who have a disability have equal access to information about their child. This will involve, for example, relocating the venue for parents/carers, meetings to facilitate physical access; provision of an interpreter for people who have a hearing impairment; agreeing a phone contact system to provide direct feedback to parents and carers.

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Physical Access

The school is on one level with easy access to all rooms from a wide central corridor. The front doors are sufficiently wide for all uses.

Communication

Our parents' meetings are frequent and regular and we make separate arrangements for any parent unable to attend.

Supporting children with additional needs

If a child is thought to require additional support in relation to speech, hearing, sight or learning, the Head Centre will discuss this with you, and with your consent, get in touch with the appropriate agency that will help your child.

Staff development

Ongoing staff development ensures all staff develops the skills and expertise necessary to meet the professional needs and the needs of the service.

Pre Birth to Three National Guidance ***Positive Outcomes for Scotland's Children and Families***

The Pre-birth to Three Guidance is built on national and international research developed through recognition and importance of the earliest months and years of a child's life. The guidance sets out four key principles for best starts and positive outcomes, through which effective support and learning opportunities for very young children can be promoted:

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

These four principles link closely with *Curriculum for Excellence* to ensure a natural transition when your child progresses to the next stage of nursery.

Curriculum for Excellence

In line with all other educational establishments, we are implementing the new Curriculum for Excellence.

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Our curriculum is based on the Scottish Office's *Curriculum for Excellence* for 3year old children through to secondary school aged children. It is firmly focused on the needs of the child and designed to enable them to develop into **successful learners, confident individuals, responsible citizens** and **effective contributors**.

We adopt a holistic approach to your child's learning which responds to their changing developmental needs. At this early stage of learning we support children in all aspects of their emotional, social and physical development. Your child is a partner in the learning process, actively participating in the planning, shaping and directing of their own learning.

With sensitive adult support your child will learn how to make good, informed choices and take responsibility for their own learning.

The learning environment is relaxed and supportive with opportunity for observation, interaction and further exploration of interests and activities. It is imaginatively resources and stimulating in order to promote exploratory and spontaneous play. The space and resources are organized to create opportunities for children to work independently or collaboratively. The children are actively engaged in their learning, which is interactive, purposeful and defined within the outcomes and experiences which are:-

- Health and Wellbeing
- Literacy and English
- Numeracy and Mathematics
- Expressive Arts
- Sciences
- Social Studies
- Technologies
- Religious and Moral Education

Literacy, numeracy and **health and wellbeing** are central themes which run through all our activities and help develop skills for learning, for life and for work.

Social, Moral and Cultural Values

The school ethos is founded on the principles of respect and awareness of the needs and feelings of others. We seek to engender in children consideration and care for themselves, other children and adults. Through example and activities we show children how to value and care for their environment.

Promoting Positive Behaviour -

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We help your child to express his/her feelings in a positive way and to respect themselves and others. We use the *Star Rules* to encourage and promote positive behaviour.

Star Rules -

- We play nicely
- We listen

This will help your child understand and feel that they are a member of a community who look after each other and work together.

Learning together

It is hoped that in offering your child a secure and stable environment in the nursery a relationship of mutual respect and trust will develop between your child and the nursery staff. Parents will be consulted about any issues that may arise concerning their child and it is hoped that both staff and parents will work as a team for the benefit of the child.

Celebrating success

Every child in the nursery will have an individual Profile of Achievement. The profile will contain a number of photographs and a selection of their work illustrating their progress in the nursery. Please encourage your child to use their profile by taking time to choose pieces of work for them.

Health and Safety

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

In exceptional circumstances such as the anal administration of medication the head

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of establishment will seek the advice of the Education Department and the Community Medical Specialist, and, where necessary, will request that the parent/adult responsible for the child will administer the medication.

Dental Care

We are a 'Smile Too' nursery and encourage the development of good dental habits.

Emergency contacts

In order to ensure the safety of your child you will be required to provide the names, addresses and telephone numbers of **two responsible persons** who may be contacted in the event of an emergency. If for any reason the contact persons have to be changed, you must inform the Head Teacher immediately.

It is the responsibility of the parent/guardian to ensure that a responsible adult takes children to and from nursery. Heads of establishments **must** be informed of any change in the normal arrangements.

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 Centre's, announcements in local places of worship and announcements in the press and on local radio. Also see Glasgow City Council's Twitter page twitter.com/glasgowcc

No smoking policy

A 'no smoking' policy operates in all areas of the school.

Data Protection Act 1998

Information on children and young people, parents and 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.

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities including: The Scottish Government and its agencies; Scottish

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Parliament; local authorities; NHS Scotland; universities and further education colleges; and the police.

Public authorities have to allow access to the following information:

- 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 data held by the Scottish public authorities. From 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

Further information is provided on the Glasgow City Council web-site:
www.glasgow.gov.uk/en/yourcouncil/freedomofinformation

Dealing with Racial Harassment

The Race Relations Act of 1976 makes it unlawful to discriminate against someone because of his/ her colour, race, and nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination.

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 recognizes 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.

Bullying

Bullying behaviour will not be tolerated within Glasgow City Council's educational establishments. All children in Glasgow's educational establishments have an entitlement "to work (and play) in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination". (A Standard for Pastoral Care in Glasgow Establishments).

In 2009, Glasgow City Council published its revised Anti-Bullying Policy, incorporating the requirement to record and report all discriminatory behaviours within educational establishments. All establishments are required to review their policy in light of this. Parents and carers have a significant role to play in helping to address this problem. For this reason any anti-bullying strategy must stress the importance of partnership with the parents and carers of their children.

Incidents of Drugs Misuse Involving Adults

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Please note the following Council Guidelines are issued to all staff to enable them to manage incidents of drugs misuse 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.'

Equal Opportunities and Social Inclusion

The school promotes children's awareness of self and develops their self-esteem by valuing and respecting their individuality and culture.

We respect everybody who enters the Nursery and we treat them with dignity.

Child Safety / Child Protection Policy

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

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

Schools, establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by

- ensuring that children are respected and listened to
- ensuring that programmes of health and personal safety are central to the curriculum
- ensuring that staff are aware of child protection issues and procedures

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- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting 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, or the person deputizing for the head, after judging that there may be grounds for concern regarding the welfare or safety of any pupil must then immediately advise the duty senior social worker at the local social work services area office of the circumstances.

Glasgow City Council Education Services - Management Circular, number 57, appendix 3

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Working with you

Parents are welcome to work alongside children and staff in the playroom and to have the opportunity to see what their children are doing. We recognize the central role that parents play in the life of their child and aim to harness that expertise and knowledge to enhance the child's experience in school. Our 'open door' approach is intended to maximize co-operation between parents and staff. If you have any comments, questions or worries you wish to express, please do not hesitate to approach the Head Teacher or a member of staff. We are available at all times. There is a suggestion box in reception.

Fundraising

We have a weekly parental contribution of £2.00. It covers expenses incurred by the Nursery programme, e.g. baking materials and visiting artists. We also have fundraising events organized by staff and parents throughout the year. The money raised is spent on outings and new equipment for the nursery. An accurate record of all monies received is kept and regularly audited. These records are available for parents to see at any time.

See the notice board for details of events within the nursery school or elsewhere.

Comments and Complaints

Any person who has any concerns or complaints about any aspects of the nursery service should talk to the Head Teacher.

You may wish to register a comment in the School's Suggestion Box which is available in the reception area.

If the Head Teacher does not resolve the issue to your satisfaction, you can contact:

Customer Liaison Unit Education Services

Glasgow City Council Wheatley House

25 Cochrane Street Merchant City GLASGOW G1 1HL

Phone 0141 287 5384 E-mail education@glasgow.gov.uk

Or

Care Inspectorate

4th Floor

No1 Smithhills Street

Paisley

PA1 1EB

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Useful addresses

Executive Director for Education

JOHN MCGHEE

Glasgow

City

Council

Department

of

Education

Wheatley

House

25

Cochrane

Street

Glasgow

G1 1HL

Telephone 0141 287 4551

G51 2AQ

Early Years' Service Manager

Heather Douglas

Early Years and Extended Childcare Services

Wheatley House 25 Cochrane Street

GLASGOW

G1

1HL

Telephone 0141 287 4493

Glasgow G51 2AQ

Telephone 0141 440 445 8904

Riverside Primary School

635 Govan Road

Glasgow G51 2AQ

Telephone

Care Inspectorate

4th Floor

No1 Smithhills Street

Paisley

PA1 1EB

Govan Help

635 Govan Road

Glasgow G51 2AQ

Telephone 0141 445 6481

St Saviours Primary School

635 Govan Road

Glasgow Life: Letting Section

Telephone 0141 302 2814/2815

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document:

- a) Before the commencement or during the course of the establishment year in question;
- b) In relation to subsequent establishment years.

School Holidays for 2025 – 2026

Return Date for Teachers	Tuesday 12th August 2025
Return Date for Pupils	Thursday 14th August 2025
In Service	Tuesday 12th August 2025 Wednesday 13th August 2025 Monday 19th October 2025
September Weekend	Friday 26th and Monday 29th September 2025

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First Mid-Term	Monday 12th to Friday 16th October 2025 (inclusive)
Christmas/NewYear	Wednesday 23rd December 2025 to Tuesday 5th January 2026 (inclusive) Please note that schools will close at 2.30pm on the last day before the holiday
2026	
2016 Return to School	Wednesday 5th January 2026
Second Mid-Term	Monday 16th Tuesday 17th February 2026
In Service	Wednesday 18th February 2026 Thursday 7th May 2026
Good Friday Spring Holiday (Easter) 	Good Friday 3rd April and Easter Monday 6th April 2026 Monday 6th April to Friday 17th April 2026 (inclusive) Nursery return on Monday, 20 April 2026
May Day	Monday 4th May 2026
In Service	Thursday 7th May 2026
May Weekend	Friday 22nd and Monday 25th May 2026
School Close	Thursday 25th June 2026 * Please note that schools will close at 1pm on the last school day before the holiday