

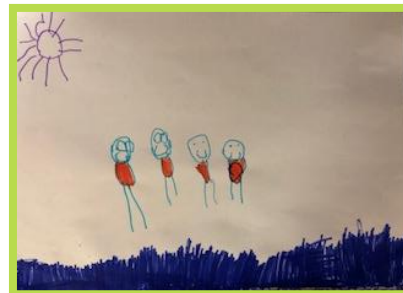


## Handbook 2022-2023



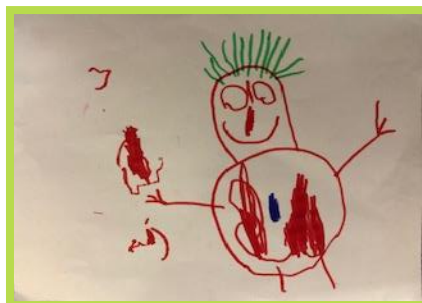
"this is me and my necklace, I done some names too"

Joyce age 4



"My family, we are at the water, this is my dad, mum, me and my sister. This is the sun"

Bayan Age 4



"That's me, that's my ninja and that's his helmet"

Taylor Age 4



"Mummy and baby"

Inaaya Age 3



Dear Parent

We hope this handbook for 2022-2023 will help you to understand more about our nursery 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.

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.

A handwritten signature in black ink, appearing to read 'Shona Pourvatan'.

Shona Pourvatan  
Head of Nursery

## 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

## Information and Procedures

### ***Address***

Broomloan Nursery  
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  
All 3-5 children and some eligible 2 year olds are entitled to lunch.

### ***Age range***

2 years - Primary School entry (5 years approximately)

### ***Status***

Non - denominational

### ***Hours of opening***

The nursery is open from 8.00 a.m. to 5.45 p.m.

### ***Daily sessions***

Morning session	8.00a.m. to 12.45 p.m.
Afternoon session	1.00 p.m. to 5.45p.m.
Full - time	Individual hours allocated according to need

Staff

Shona Pourvatan	Head of Nursery
Christine McMahon	Depute Head of Nursery
Deborah McNaught	Team Leader
Mandy McClymont	Team Leader
Jennifer Bell	Lead Practitioner of Attainment
Robyn Foley	Child Development Officer
Dominika Chwedeczko	Child Development Officer
Paige Clark	Child Development Officer (Job Share)
Melissa DeMarco	Child Development Officer
Louise Doyle	Child Development Officer
Lily Farren	Child Development Officer
Salma Ghafoor	Child Development Officer
Suzanne Inglis	Child Development Officer
Gemma Kelly	Child Development Officer (Job Share)
Ainslie Leatham	Child Development Officer (Job Share)
Patricia Pereira	Child Development Officer
Gillian McAllister	Child Development Officer
Katie McFall	Child Development Officer
Amanda McPhee	Child Development Officer
Samantha Milliken	Child Development Officer (Job Share)
Tori Mullen	Child Development Officer
Heather Riddell	Child Development Officer
Ryan Neilson	Child Development Officer
Laura Tinney	Child Development Officer (Job Share)
Hayley Wright	Child Development Officer
Elaine Wallace	Clerical Assistant
Georgina Hickey	Clerical Assistant
Kaci Alexander	Modern Apprentice
Belinda Galbraith	Support for Learning worker
Sadaf Mughal	Support for Learning worker
Marion Rossi	Support for Learning worker
Brian Thomson	Facilities Officer
Charlene McGill	Day Cleaner

***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 School is from two years upwards depending on the availability of places. Places are allocated in line with Glasgow City Council's Admissions Policy. Please see Head of Nursery 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. The Panel consists of a Health Visitor, a Social Worker and representatives from:

<b>Broomloan Nursery School</b>	<b>Craigton Nursery Class</b>	<b>Festival Park Day Nursery</b>	<b>Govan Family Learning Centre</b>
<b>Ibrox Nursery Class</b>	<b>Lourdes Nursery Class</b>	<b>Our Lady of the Rosary Nursery Class</b>	<b>St Constantine's Nursery Class</b>

***Enrolment and Settling procedures***

Once your child has been allocated a place at Broomloan Nursery, you will be contacted to arrange a home visit and a starting date. For registration, the parent will need to bring to the nursery the child's Birth Certificate and proof of address.

We want your child's experience of Broomloan Nursery to be a happy one. It is important that each child feels secure in a caring environment. The move from home to nursery can be difficult for many children. There are new people to meet, new routines to learn and unfamiliar spaces for the children to find their way around.

When your child starts at the nursery it is important that they are given time to settle into this new environment and begin to bond with the staff and other children. This means that a parent, relative or friend will stay with the child until they are familiar with their new surroundings and confident to be left.

At first the adult will leave the child for a short time only and be close at hand; then if the child is settling the time will be extended each day until the child can be left for the whole session. It is important to let your child know where you are going and to reassure them that

## OFFICIAL - SENSITIVE: Operational

you will come back. Once your child is settled, you are most welcome to Stay and Play with your child at any time.

Every child is an individual and some take longer than others to settle. The settling procedure is very important and ensures that your child is happy and secure in the nursery. Our staff are very experienced in settling children and will work closely with you to plan the best way forward for your child.

### **Early Years Expansion**

Children become eligible for 1140 hours of free childcare per year at the start of the term following their third birthday. Three year olds are entitled to these hours funded provision in line with government policy. Some two year old children will also be eligible for 1140 hours.

If you stay out with Glasgow, a Glasgow City Council charge will apply.

**Additional sessions are allocated by the Area Admission Panel and will incur a charge.**

**Please see the Head of Nursery for further details.**

Please see [www.gfis.org.uk](http://www.gfis.org.uk) for useful information on Early Years provision.

### **Meals**

All children aged 3-5 years are entitled to 1140 hours and free school meals and snacks.

Some 2 year olds are also entitled to up to 1140 hours per year of funded childcare where they meet the criteria set out in Section 4 of this guide. If your 2 year 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

If you receive tax credits or universal credit, then you can earn a certain amount of money and still be eligible.

If you receive :

- Child Tax Credit but not Working Tax Credit, then your earnings can be £16,480 or less
- Child Tax Credit and Working Tax Credit and income is £7,500 or less
- Universal Credit and household take-home pay is £625 a month or less

Please inform the Head Teacher if your child has any dietary requirements so that arrangements can be made prior to entry.

### **Snacks**

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

### **Attendance**

Regular attendance will ensure that your child gains maximum benefit from their Early Learning and Childcare place. If your child is going to be absent from nursery, we ask you

## OFFICIAL - SENSITIVE: Operational

to contact us on the day of her/his absence either by telephone **0141 440-0942** or e-mail [headteacher@broomloan-nursery.glasgow.sch.uk](mailto:headteacher@broomloan-nursery.glasgow.sch.uk)

Following NHS guidelines, children who have been unable to attend nursery due to sickness/diarrhoea should not return **until they have been free of symptoms for 48 hours**

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

### ***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. Any adult collecting your child from nursery must be brought to the nursery and introduced to staff.

### ***Safety of children***

At Broomloan Nursery, we take the care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within the family centre, home and community. Please help by **not opening the front door to let in other adults, or holding it open** on your way out.

### ***Outings and Consent Forms***

When outings or excursions for children are planned, a member of staff will advise you in advance. The children also participate in visits within the local area. You will be asked to complete consent forms which give your permission for your child's participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/guardian.

### ***Clothing***

There are forms of dress which are unacceptable in establishment, such as items of clothing which:

- potentially, encourage faction (such as football colours);
- could cause offence (such as anti-religious symbolism or political slogans);
- could cause health and safety difficulties, such as loose fitting clothing, dangling earrings;

OFFICIAL - SENSITIVE: Operational



## OFFICIAL - SENSITIVE: Operational

- carry advertising, particularly for alcohol or tobacco; and
- could be used to inflict damage on other children or be used by others to do so.

### *Photographing Children*

Within the Nursery, we use photographs for display and include samples in your child's Learning Journal. We also share photographs on our Twitter page and website. We will seek your consent when your child starts the nursery for your child's photograph/ video to be included.



### *What Children need to bring*

- When you bring your children to nursery, please help them to take off their outdoor clothing and change into their sandshoes. **Indoor shoes** must be worn every day. **Please label all items of clothing** that your child will take off in the family centre.
- Your child will be allocated a peg which they may share with another child who attends the other session (morning/afternoon). We will provide a bag with their name on it. Please provide a **set of spare clothes** inside your child's bag and hang this on your child's peg. Items left in the cloakroom area are left at the owner's risk. **Please take all items home each day.**
- Early learning is about discovering, creating and experimenting and a lot of this entails working with messy materials. Please bring your child to the nursery in **comfortable, washable clothes, with sleeves which roll up easily and trousers which allow independence.** Jogging bottoms are much easier for children than zips or buttons.
- **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.
- Even if you come by car, please ensure your child always has suitable **outdoor clothes including wellingtons**, as the children play outside every day in all weathers. Dependent on the weather, please provide a sunhat and apply sun cream before coming to nursery.



**OFFICIAL - SENSITIVE: Operational**

In the winter, please provide a hat, warm clothing and gloves. We will provide waterproof clothing.

- **Car park:** If any parent or carer is accessing the car park please ensure you park in a car parking space, if there are no spaces available please park your vehicle in the street and use the walk way at **Vicarfield Street** to enter the playground.

***No smoking policy***

The nursery has a no smoking policy for the health of the children and all users. Smoking is not permitted in the Nursery building or grounds.

***Mobile Phones***



In the interest of Child Protection, Please do not use your mobile phone within the Nursery or our grounds.





**AT BROOMLOAN NURSERY, WE ARE A NUT FREE ZONE - PLEASE DO NOT GIVE YOUR CHILD ANY NUT BASED PRODUCTS – e.g. Peanut butter/Nutella/some cereal bars etc.**



## MEDICAL INFORMATION

**We follow national guidance to protect the health of all the children in our care.**

**If your child has had symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend nursery until 48 hours after the symptoms have stopped. If you're not sure, please phone us before you bring your child to the centre.**

**If your child is going to be absent you should contact us. Please let us know if your child is suffering from any infectious diseases, as these can have serious implications for other children, parents and staff. We may share information on the notice board, but your child will not be identified.**

### ***Medication***

If your child is in need of medication during his/her time at nursery you should discuss his/her requirements with the Management Team. Only prescribed medication will be given. You will need to fill in a consent form which authorises Nursery staff to administer the medication to your child.

### ***If your child becomes ill or has an accident***

If your child becomes ill or has an accident in the nursery, we will try to make them comfortable while we contact you or the emergency contact as soon as possible. In the event of a serious emergency, the child's parents will be informed and arrangements will be made to meet them at the casualty department of the hospital should this be necessary.

**Please inform the office, if you change your address or telephone number.**

It is very important that full details of your child's medical history are provided when completing enrolment forms. This ensures that staff are as well prepared as possible for any health emergency which may arise. We will seek medical advice and additional training as required.



### ***Equal Opportunities and Social Inclusion***

At Broomloan Nursery, we believe that everyone has an important contribution to make to our centre and that their efforts should be treated with respect. Everyone who is part of our centre should feel that they are fairly treated and equally valued. Bias, segregation, stereotyping or discrimination are completely unacceptable to all at Broomloan Nursery. All staff are responsible for ensuring that this policy is carried out through every aspect of nursery life. We are very proud of our centre's rich cultural diversity, with children and parents/carers from many different religions and cultural backgrounds. As part of their learning, children find out about different religious and cultural festivals, with an emphasis on similarities and respect for each other's views.



## Equalities

Glasgow City Council Education Department is committed to ensuring equality and fairness for all. In accordance with the requirements set out by the Equalities and Human Rights Commission, we seek to -

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2012
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not.

### ***Additional Support Needs (ASN)/Accessibility Strategy***

Our aim at Broomloan Nursery is to support children with Additional Support Needs to be fully involved in all aspects of our family centre and enjoy and celebrate success in their learning.

Our learning experiences start from the needs and interests of the children. We adapt our teaching methods and approaches to individual requirements. Any child may need extra support in his/her learning at some point. This may be a short-term need (for example if the child has experienced bereavement) or the child may have long-term learning difficulties. Early identification of children's Additional Support Needs

## **OFFICIAL - SENSITIVE: Operational**

is a very important part of our work. Careful observations are made of the children's learning and these are discussed as a team. Plans for additional support are prepared in partnership with parents and any visiting specialists.

The requirements of children may be met by:-

- Care Plans or Well-being and Assessment Plans (where appropriate)
- observing Local Authority and National policies and procedures, including Child Protection
- attending case conferences and reviews
- maintaining good communication with parents and other agencies involved
- consultation and planning time is made available for all staff working with children who may require support
- using appropriate learning and teaching strategies to support children
- participating in discussion of future school placement with Psychological Services (where appropriate)
- liaising and supporting at the transfer stage

Your child's key worker will be able to share information about how they are doing in the family centre and is always interested in hearing about their learning and development at home.

### ***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.

### ***Getting It Right For Every Child***

GIRFEC stands for 'Getting It Right For Every Child'. Part of The Children and Young People Act (Scotland) 2014, it is the Scottish Government-led approach to making sure that our children and young people - and their parents or carers - can get all the help and support they need from birth right through to age 18 (or beyond if still in school).

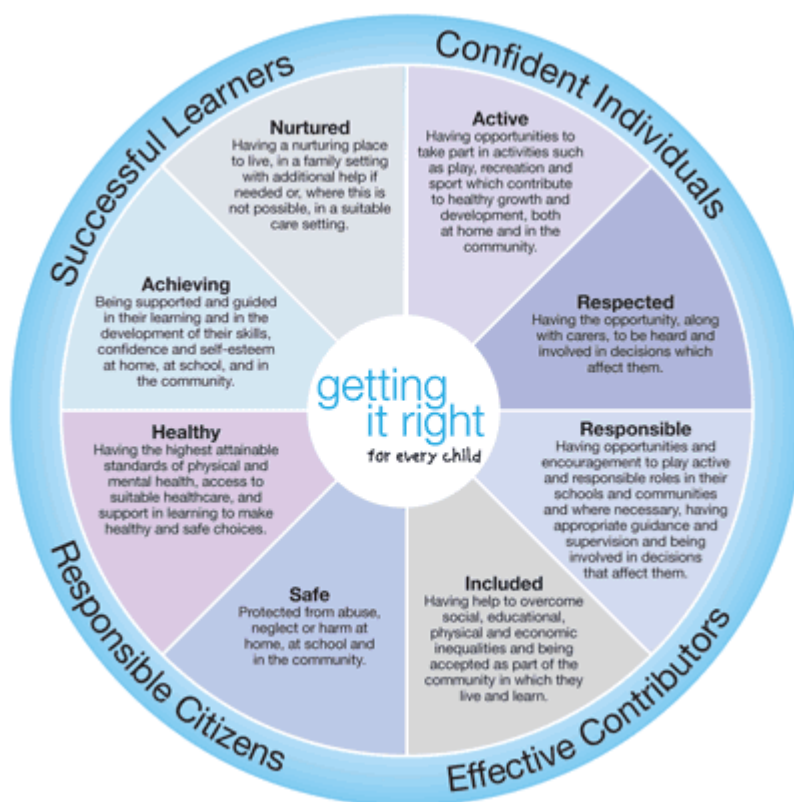
The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as

## **OFFICIAL - SENSITIVE: Operational**

## OFFICIAL - SENSITIVE: Operational

easy as possible for any child or young person (and their parents) to get that help or support if they need it.

To provide that support when needed, every child in Scotland has a single point of contact. This person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents. The Health Visitor is the Point of Contact for all children from birth until they start primary school. Please do not hesitate to contact your child's Health Visitor or speak with one of the Broomloan management team if you require support at any time.



### *Nurture Corner*

It is so important for us to get it right for every child and at Broomloan Nursery we are dedicated to giving every child the best possible start in life and guide them through their own personal journey to develop and learn.

Nurture groups have been in existence since the 1970's with the main focus being on children's social and emotional development. The group works on the foundation of the six

## OFFICIAL - SENSITIVE: Operational

## **OFFICIAL - SENSITIVE: Operational**

nurturing principles, which are embedded within our nursery. Children need time to reach their developmental milestones and nurture allows this journey to progress through careful support, strategies and planning to meet the needs of individual children; raising confidence and self-esteem.

### **Aims**

- ✓ To recognise the needs of the child through the Boxall profile
- ✓ To understand and practice the 6 nurturing principles
- ✓ For all children to have a sense of belonging
- ✓ To build relationships based on trust and respect
- ✓ To listen to the children
- ✓ To include parents as partners
- ✓ To be consistent and set clear boundaries
- ✓

## **Our Curriculum**

### **Realising the ambition: Being me National practice guidance for early years in Scotland**

Realising the Ambition: Being Me is the national guidance on early years practice for Scotland. This practice guidance document sets out expectations and aims relating to child development, which are based on research and evidence.

Realising the Ambition focuses on the following three things to achieve its aims:

- Interactions
- Experiences
- Spaces

It considers ways within these three areas that practitioners can give babies and young children the best chances to learn and grow. The document itself is split into ten sections. These are:

Section 1: Introduction

Section 2: Being Me - Starting Strong

Section 3: What I Need to Grow and Develop

Section 4: Child's Work: The Importance of Play

Section 5: Early Childhood Curriculum and Pedagogical Leadership

Section 6: Putting Pedagogy into Practice

Section 7: Ensuring Quality through Critically Reflective Practice

Section 8: Transitions Matter; To Me

## **OFFICIAL - SENSITIVE: Operational**



## OFFICIAL - SENSITIVE: Operational

Section 9: What Can We Learn from Other Curriculum Approaches

Section 10: Conclusions

Realising the Ambition looks at children's development from their first few days of life, through to their first few days in primary school. This time in a child's education is categorised in Scotland as Early Learning and Childcare.

## Curriculum for Excellence

### **Curriculum for Excellence 3-18**

In line with all other educational establishments throughout Scotland, Early Learning and Childcare centres are implementing Curriculum for Excellence. This has been designed to help children build the skills, knowledge and attitudes which will help them in our fast changing world.

### **At Broomloan Nursery we can all become**

#### **Confident Individuals** which means we -

- Have respect for ourselves
- Are healthy and happy
- Look forward to the future

To help us do this we -

- Listen and try to understand others
- We are healthy and active
- Can think of new ideas by ourselves
- Try to understand the world around us
- Decide what is right and wrong

#### **Successful Learners** which means we -

- Are interested in learning new things
- Do the best we can
- Think about new ideas

To help us do this we -

- Use maths, language, talking and listening
- Use technology



OFFICIAL - SENSITIVE: Operational

## OFFICIAL - SENSITIVE: Operational

- Can think of new ideas by ourselves
- Learn by ourselves and in a group
- Think about the good points and bad points of new ideas
- Use all of these different things when learning new ideas

### Responsible Citizens which means we -

- Have respect for other people
- Take part in making decisions

To help us, we need to -

- Understand the world around us and Scotland's place in it
- Understand different people from around the world
- Listen to different ideas and opinions before making decisions
- Think about issues in the world around us and develop views about them

### Effective Contributors by -

- Being enterprising and thinking of new ideas
- Thinking up ideas for ourselves

We can -

- Find different ways of telling people our ideas
- Work with a partner and a bigger team
- Lead a group when working
- Take what we have learned and use it in a new situation
- Solve problems

### Principles of the Curriculum

Challenge And Enjoyment	Breadth	Progression	Depth	Personalisation And choice	Coherence	Relevance
-------------------------------	---------	-------------	-------	-------------------------------	-----------	-----------

Learning Outcomes			
Health & Wellbeing	Religious & Moral Education	Literacy Languages	Sciences
Social Studies	Technologies	Numeracy and Maths	Expressive Arts

## OFFICIAL - SENSITIVE: Operational

**OFFICIAL - SENSITIVE: Operational**

Further information can be found at <https://scotlandscurriculum.scot/>

We plan for children's learning based on children's interests and development needs. In addition to the planned focus for learning, children learn through daily investigations in our sand, water, art, computer, construction and outdoor areas.

The following national websites are excellent sources of information on the curriculum:

<https://education.gov.scot/parentzone>

<https://education.gov.scot/scottish-education-system/Early%20learning%20and%20childcare>



***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.

***How we promote learning***

We promote learning by:

- Getting to know the children; observing, talking and listening with them to find out more about their needs and interests.
- Planning and organising a well-balanced programme to meet the children's needs
- Careful assessment and recording of the children's progress
- Regular monitoring and adjusting of our provision to aid children's learning

When your child starts at the nursery, you will be asked to help them complete a *Careplan/All About Me*. This will be the starting point for your child's learning journey in the centre. We will also observe the children as they settle, in order to find out more about them. We will plan interesting and varied experiences, to build on the learning that you have started at home and help children develop the skills and attitudes that they will need in life.

**OFFICIAL - SENSITIVE: Operational**

## 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
- 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 deputising 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.

The Child Protection Co-ordinator for the family centre is **Shona Pourvatan (Head of Nursery)**. If you wish any further information or a copy of the Nursery policy, please contact the nursery office. If you wish to discuss this important matter further, please make an appointment with the Head of Nursery or the Depute Head of Nursery.

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

## **PARENTAL PARTNERSHIP**

Our aims for Parental Partnership

We aim to develop a good working relationship with parents so that staff and parents can support each other in the very important task of educating and preparing children for life. We value your experience as the main educators in your children's early years and hope that you will continue to play a major role in your child's learning when he/she starts nursery.

Our aims are to foster genuine partnership with parents by

- providing information
- encouraging involvement in the life of the Nursery
- offering support

### **Working with you**

- helps us to know your child
- enables us to offer an appropriate curriculum
- enables us to support the family when necessary

### **Parents' Consultations**

We have parents' consultations twice in the school year to give parents an opportunity to discuss their child's progress with a member of staff. You will be invited to choose an appointment time from a list of available timeslots. If you cannot manage at one of the allocated times, we will discuss with you to agree another mutually suitable time.

Parents are always welcome in the family centre to Stay and Play with their child or share their skills with the children. There are many areas of the centre where parents can help develop the children's learning, for example at the computer; reading stories; art; woodwork bench, gardening or helping with outings. Please tell us if you have a skill to share or would like to help on a regular or occasional basis. Regular volunteers will require to join the Protection of Vulnerable Groups scheme and undergo checks by Disclosure Scotland.

## Moving to Primary School

Transitions are important in all of our lives. The move from Early Learning and Childcare settings into primary education is among the most important of educational transitions. It is critical that transitions between early education and the greater formality of school are made smoothly.

The curriculum in primary schools will build on what your child has already learned at home and in the nursery. Play will still be important in Primary 1, but some approaches to learning will gradually change - for example, your child will begin to read and write more independently. Pupils normally transfer to primary school between the ages of four and a half and five and a half years. **If your child is born in January or February, you can have automatic right of deferral. Please speak to the Head of Nursery as soon as possible, if this is your intention.**

Information on registration/enrolment procedures for primary school will be given in the local press. We will also display notices in the foyer, send reminders via email and include information in our newsletter.

In Broomloan Nursery we:-

- Ensure that an effective liaison programme is established within associated primary schools in Glasgow.
- Provide associated primaries with a wide range of appropriate information to ensure an effective transition.

By sharing what we know, children are offered continuity and progression that is in their best interests in transition. Following discussion with you, the centre staff will pass on your child's end of pre-school report, so that the teacher in Primary 1 can plan the next stages in your child's learning.

## Useful addresses

### **Executive Director for Education**

Douglas Hutchison  
Executive Director of Education  
Glasgow City Council  
40 John Street  
Glasgow  
G1 1JL  
0141 287 4551

### **Early Years Service Manager**

Heather Douglas  
Early Learning & Childcare Manager  
Education Services  
City Chambers East  
40 John St  
Glasgow G1 1JL  
Phone 0141 287 4493

### **Area ELC Manager**

Sharon Constable  
Area Service Manager, South  
City Chambers (East Building)  
40 John Street  
Glasgow  
G1 1JL  
Phone: 0141 287 4453

### **Care Inspectorate**

Europa Building  
Ground Floor  
450 Argyle Street  
G2 8LH  
0141 242 0391

### **St Saviour's Primary School**

635 Govan Road  
Glasgow G51 2AQ  
Telephone 0141 440 445 8904

### **Riverside Primary School**

635 Govan Road  
Glasgow G51 2AQ  
Telephone

### **Govan Help**

The Pearce Institute  
840-860 Govan Road  
G51 3UU  
Telephone 0141 445 6481

### **City of Glasgow Councilors**

Alison Hunter  
Glasgow City Council  
City Chambers  
GLASGOW G2 1D  
Telephone 0141 287 2000

Shaukat Butt  
Glasgow City Council  
City Chambers  
GLASGOW G2 1D  
Telephone 0141 287 2000

Stephen Dornan  
Glasgow City Council  
City Chambers  
GLASGOW G2 1D  
Telephone 0141 287 2000



John Flanagan  
Glasgow City Council  
City Chambers  
GLASGOW G2 1D  
Telephone 0141 287 2000

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 39wk



### Aug 2022–June 2023

<i>Return Date for Teachers</i>	<i>Monday 15<sup>th</sup> August 2022</i>
<i>Return Date for Pupils</i>	<i>Wednesday 17<sup>th</sup> August 2022</i>
<i>September Weekend</i>	<i>Friday 23<sup>rd</sup> &amp; Monday 6<sup>th</sup> September 2022</i>
<i>In-Service Day</i>	<i>Friday 14<sup>th</sup> October 2022</i>
<i>First Mid-Term</i>	<i>Monday 7<sup>th</sup> October to Friday 21<sup>st</sup> October 2022</i>
<i>Christmas/New Year</i> 	<i>Thursday 23<sup>rd</sup> Dec 2022 - Tuesday 23<sup>rd</sup> Jan 2023</i>
<b>2022</b>	
<i>Return to School</i>	<i>Wednesday 4<sup>th</sup> January 2023</i>
<i>Second Mid-Term</i>	<i>Monday 13<sup>th</sup> February &amp; Tuesday 14<sup>th</sup> February 2023</i>
<i>In-Service Day</i>	<i>Wednesday 15<sup>th</sup> February 2023</i>
<i>Spring Holiday</i> 	<i>Monday 3<sup>rd</sup> April - Friday 14<sup>th</sup> April 2023</i>
<i>May Day</i>	<i>Monday 1<sup>st</sup> May 2023</i>
<i>In Service Day</i>	<i>Thursday 25<sup>th</sup> May 2023</i>
<i>May Weekend</i>	<i>Friday 26<sup>th</sup> &amp; Monday 29<sup>th</sup> May 2023</i>
<i>School Closes</i>	<i>Friday 23<sup>rd</sup> June 2023</i>



# School Holidays 52wk

## 2021

<b>Return to School</b>	<b>Tuesday 5<sup>th</sup> January 2022</b>
<b>In-Service Day</b>	<b>Wednesday 16<sup>th</sup> February 2022</b>
<b>Easter Weekend</b> 	<b>Good Friday 15<sup>th</sup> April &amp; Easter Monday 18<sup>th</sup> April</b>
<b>May Day</b>	<b>Monday 2<sup>nd</sup> May 2022</b>
<b>In-Service Day</b>	<b>Thursday 5<sup>th</sup> May 2022</b>
<b>May Weekend</b>	<b>Friday 27<sup>th</sup> May 2022</b>
<b>Glasgow Fair Monday</b>	<b>Monday 18<sup>th</sup> July 2022</b>
<b>In-Service Day's</b>	<b>Monday 15<sup>th</sup> &amp; Tuesday 16<sup>th</sup> August 2022</b>
<b>September Weekend</b>	<b>Friday 23<sup>th</sup> and Monday 26<sup>th</sup> September 2022</b>
<b>In-Service Day</b>	<b>Friday 14<sup>th</sup> October 2022</b>
<b>Christmas/New Year</b> 	<b>Monday 26<sup>th</sup> December 2022 - Tuesday 3<sup>rd</sup> January 2023</b>
<b>Return to School</b>	<b>Wednesday 4<sup>th</sup> January 2023</b>

