

Eastwood



Nursery School

Eastwood Nursery

Handbook 2025-2026



Eastwood Nursery School
16 Bonnyrigg Drive
Glasgow
G43 1HW
Tel: 0141 632 9773

Email: headteacher@eastwood-nursery.glasgow.sch.uk

Warm welcome from the Head of Nursery...



Dear Parents/Carers

Welcome to Eastwood Nursery, where we hope your child and family have a very positive and enjoyable experience.

Our handbook is full of useful information about the nursery services and practice, which I am sure, will answer most of your questions.

I am always pleased to discuss any aspect of our nursery provision with you and look forward to a happy association with you and your family.

Angela McBride
Head of Nursery
on behalf of Team Eastwood



Section 1: All about Eastwood....



Contact Details and General information



Meet the Team



Our Vision, Values and Aims



Nurture at Eastwood



G.I.R.F.E.C



Contact Details

Eastwood Nursery School
16 Bonnyrigg Drive
Glasgow
G43 1HW

Tel: 0141 632 9773

Headteacher email:

headteacher@eastwood-nursery.glasgow.sch.uk

Clerical assistants email:

smcmillan@eastwood-nursery.glasgow.sch.uk
esmith@eastwood-nursery.glasgow.sch.uk

Care inspectorate no:


CS2003014876

Age Ranges catered for: 2-5yrs

Opening Hours

8am-6.00pm

**Eastwood is a 52 Week
Establishment**
We are open all year
excluding between
Christmas and New Year
and public holidays

**We are part of
Hillpark Learning
Community** 

Follow us on:

Facebook: @EastwoodNSGCC

X: @EastwoodNS_GCC

Meet Team Eastwood...

Senior Leadership Team

Head of Nursery: Angela McBride

Depute Head of Nursery: Leanne Pollard

Child Development Team Leader: Kerri Blair

Lead Practitioner of Attainment: Lynne MacArthur

Busy Bee Playroom (2-3's)

Child Development Officer: Michelle Stirling

Child Development Officer: Stephanie Miller (Maternity Leave)

Child Development Officer: Julie Bringan (Job Share Mon, Tues & Alternate Wednesday)

Child Development Officer: Shauni Millar (Job Share Thurs, Fri & Alternate Wednesday)

Child Development Officer: Julie Gilmour

Sunshine Room (3-5's - Term Time)

Child Development Officer: Susan Henderson

Child Development Officer: Gail McClory

Child Development Officer: Maryanne Menekbi

Support for Learning Worker: Tehreem Ilyas

Rainbow and Starlight Rooms (3-5's)

Child Development Officer: Pamela Mooney

Child Development Officer: Chloe Rooney

Child Development Officer: Shamia Ali (Maternity Leave)

Child Development Officer: Laura Penny (CDTL Secondment)

Child Development Officer: Hibah Asif (Supply Cover for Laura)

Child Development Officer: Zoyah Afzal (Supply Cover for Shamia)

Support for Learning Worker: Sajda Raza

Support for Learning Worker: Angela Belshaw

Clerical Assistant: Sharon McMillan

Clerical Assistant: Emma Smith

Caretaker: Michael Donnelly

Catering Assistant: Jacqueline

Catering Assistant: Carolanne



Our Vision, Values and Aims...



At Eastwood we want our children to become...

**Confident
Individuals**

**Responsible
Citizens**

**Successful
Learners**

**Effective
Contributors**

We Value:

- **Children's Individuality** - we want to encourage them to reach their full potential
- **Partnerships** - we actively work in partnership and cooperation with the local community and agencies that support all our children and families
- **Positive relationships** - we strive to develop positive relationships with parents/guardians. Relationships that invite partnership and develop confidence and trust
- **Practitioners commitment to Learning and Teaching** - staff are valued and supported to achieve the best outcomes for our learners

Our aims:

- To provide a safe, happy, loving, nurturing environment that is welcoming and well resourced
- To listen to and respect children's views and include them in planning and evaluating their own learning
- To respect that children, have the right to give their opinion. We will listen and take this seriously (Article 12 UNCRC)

Nurture at Eastwood Nursery

At Eastwood Nursery we work to create calm and happy environments for our children. Where a range of engaging and challenging opportunities for learning are on offer. Nurture Principals underpin our practice across all stages of early years.

The five principals:

- Children and young people's learning is understood developmentally.
- The Playroom/nurture corner offers a safe base.
- Nurture is important in the development of wellbeing.
- Language is a vital means of communication.
- Transitions are important in children and young people's lives.
- All Behaviour is Communication.

At Eastwood we work closely with children and their families. We want you to feel able to talk to any member of staff about worries you may have which will, of course, be treated with strict confidence. It is our role to interpret all of the many ways children communicate and ensure they are supported and reduce the barriers to learning, supporting them to access the curriculum. Nurturing approaches are implemented across the nursery by all staff with cosy quiet corners being created in our playrooms to support children. We are also in the process to developing a Sensory Room.

We currently have 2 Nurture Accredited Members of Staff:

Angela McBride - Head of Nursery

Laura Penny - Child Development Officer



G.I.R.F.E.C 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).

Every child and young person in Scotland is on a journey through life; experiencing rapid development and change as they make the transition from childhood through adolescence and into adulthood.

As they progress, some may have temporary difficulties, some may live with challenges that distract them on their journey and some may experience more complex issues. No matter where they live or whatever their needs children and families should know that they can find help and that the right support will be available to them.

We want all our children to be fully supported as they grow and develop to be:

Safe - protected from abuse, neglect or harm at home, nursery and in the community

Healthy - experiencing the highest standards of physical and mental health and supported to make healthy, safe choices

Achieving - receiving support and guidance in their learning-boosting their skills, confidence and self esteem

Nurtured - having a nurturing and stimulating place to live and grow







Active - offered opportunities to take part in a wide range of activities. helping them to build a fulfilling and happy future

Respected - to be given a voice and involved in the decisions that affect their wellbeing

Responsible - taking an active role within their schools and communities

Included - receiving help and guidance to overcome social, educational, physical and economic inequalities; accepted as full members of the communities in which they live and learn

Section 2: Attending Eastwood....

-  Rooms, Age ranges and Capacity
-  Admissions, Enrolment & Settling in
-  Arrival and Collection of Children, Attendance, Emergency Contacts & Keyworker system
-  Excursions & Suitable Clothing
-  Snacks and Lunch
-  Child Protection



At Eastwood Nursery we have capacity for:

3-5 year olds: 60

2-3 year olds: 15

Busy Bee Playroom - 2-3's

Our Busy Bee Playroom is for our 2-3 children.

This room has a capacity of 15 children at any time and is facilitated by 4 Child Development Officers.

The ratio for 2-3 children is 5 children to 1 adult.



Sunshine and Rainbow Room- 3-5's

Our 3-5 playrooms have a total capacity of 60 children.

We have 3 playrooms for our 3-5 year old children.

The ratio for 3-5 year old children is 8 children to 1 adult.



The Rainbow Room has children who are predominantly on a 52 week contract. It is facilitated by 4 Child Development Officers and 2 Support for Learning Workers



Our Sunshine Room is a Term Time only playroom.

It is facilitated by 3 Child Development Officers and a Support for Learning Worker



Admissions

All nursery places are allocated in line with the Council's Admissions and Charging Policy for the Early Years (Management Circular 3a) and staff will be happy to advise you how this policy operates when you apply. Payment for children under three and extended hours are invoiced by Glasgow City Council directly through the Early Years Charging Team and we cannot accept payment within our establishment. An Admissions Panel meets 4 times per year to decide how nursery places will be allocated. The Panel consists of a Chairperson, Heads of Nursery and Area Manager. Our panel consists of 5 nurseries - Eastwood Nursery, Shaw Mhor Early Years Centre, Limetree Day Nursery, Carmichael Nursery and Deanpark Nursery.

A Term Time contract is 30 hours per week this can be 4 half days and one full day.
Term Time hours are 8.00am – 1pm or 1.00pm – 5.30pm
52-week contract is 25 hours per week this can be morning or afternoon
52-week hours are 8.00am – 12.45pm or 1.00pm – 5.30pm
We will be as flexible as we can to support your request for hours.

Additional block sessions can be purchased at an additional cost this can be discussed with the Head of Nursery and this is guided by Glasgow City Council's charging policy which is reviewed yearly.
Please be aware that children should be picked up at least 15 minutes before their session ends to ensure you can talk to your child's keyworker about their day.

Enrolment

When you are offered a place, you will receive a, '**Offer of Place**' letter that will state the child's enrolment/start date and details of placement. You will be invited in to meet with a member of the leadership team and your child's keyworker either in the nursery or by home visit. This session is to get to know you and your child, together we will go over the nursery 'Welcome Pack' and 'Care Plan'. During our meeting we will answer any questions you have. The "Welcome Pack" contains information that is relevant to your child's care and learning within the nursery. All our Policies are available within the nursery and on our website:

www.eastwood-nursery.glasgow.sch.uk/

Eastwood



Nursery School

Settling

Your initial visit at nursery will involve completing the relevant enrolment paperwork and meeting with your child's Key Worker and other members of staff who will be responsible for your child's care. Thereafter, the Key Worker will arrange times for your child to settle into nursery. There is no set time limit on the settling in period, as it very much depends on the individuality of each child.

You can find a copy of our 'Settling in' Policy in your Enrolment Welcome Pack or in the Policy Folder within the nursery.

As children get older, they make the transition to the next room. There is always a settling in period and staff are sensitive to the individual needs of the child. Some children may take longer than others to settle, but everything is done to ensure a happy transition. There are full-time, part-time and part-week sessions. When your child is admitted to the nursery, you will be advised what sessions have been granted. As your needs and those of the nursery may change throughout the term, your sessions may change accordingly. This will only be done after full consultation.

We will work closely with our feeder Primary Schools to ensure smooth transitions are then made to school. Further information can be viewed on the Glasgow City Council Going to School website.

www.glasgow.gov.uk/en/residents/goingtoschool

Arrival and Collection of Children

A responsible adult should bring your child to and from nursery. No one under the age of 16 is permitted to drop off or pick up your child. You should ensure that your child is dropped off and picked up on time. The nursery needs to ensure that appropriate staff/child ratios are in place at all times.

You should aim for your child to be picked up and out of the building by the time their session ends.

In the interests of your child's safety, please inform a member of staff if he/she is to be collected by someone unknown to the nursery, avoiding difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.

You will be asked to provide a password for anyone picking up your child, they should be able to tell a member of staff this on pick up.

Attendance

We hope you make full use of your child's placement at nursery. If, however, your child is ill and is going to be absent, please telephone us on 0141 632 9773 and let us know. If your child is absent and you do not call we will contact you as part of our management of absence policy.

Emergency Contacts

Parents/Carers are asked to provide names, addresses and telephone numbers of two contact persons for use in case of an emergency. When choosing a contact person they must be aware that if the Nursery phones them they would be expected to collect the child as soon as possible. Any changes must be reported to the main office

Keyworker System

At Eastwood we facilitate a Keyworker System to support your child's wellbeing and learning. Your child will be allocated a member of staff to look after them and support your child through their learning journey. You will be introduced to your child's keyworker at your enrolment meeting and they will work with you to ensure your child is safe, happy and supported at Eastwood Nursery.

Excursions and Consent Forms

At Eastwood, when outings/excursions are planned, a member of the Leadership Team or a staff member will advise you to complete a consent form, giving your permission. Children cannot take part in outings unless a consent form has been submitted by their parent/carers.

Permission for local outings such as visits to the local shops, library, walks around the community etc, should be given when completing the care plan.



Suitable Clothing

There are forms of dress which are unacceptable in our 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;
- carry advertising, particularly for alcohol and tobacco; and
- could be used to inflict damage on other children or be used by others to do so.

Glasgow City Council is concerned at the level of claims being received regarding the loss of children's and young peoples' 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 the 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.

Children have good fun when they are doing messy work. We will always try to make sure they wear aprons but accidents happen and we would appreciate if you could supply a spare set of clothing which can be stored at your child's peg in a small back pack. Please dress your child in suitable outdoor clothing for the weather as outdoor play is on offer daily.

Snacks and Lunch

Morning Snack is provided between 9.30am and 10am. It consists of a selection of cereals, toast, fresh fruit and milk or water.

Lunch is currently only provided for children who attend for a morning session or all day. Lunch is served between 11.30am and 11.45am.

Afternoon snack is provided at 3pm. Afternoon snack varies daily, we could be provided with a toasted tea cake, banana loaf, crackers and cheese, breadsticks and crudites etc. All served with milk, water and fresh fruit.

Tinto Primary School kitchen provides all cooked food within our establishment, and we are provided with healthy eating options in line with **Setting the Table, nutritional guidance for early years, food choices for children aged 1-5 years in early education and childcare settings** (Scottish Executive, 2015) and **fun first foods** (Scottish Government, 2013).

Parents/Carers of children who have allergies or require a special diet should inform the Leadership Team at enrolment and we will ensure this is provided as and when required.

If your child requires a special diet due to an allergy/intolerance, confirmation of this must be provided from a GP. We will provide a special dietary meal for those who require due to religious reasons, however requests due to personal preference may not be considered.



Child Protection

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 ensure children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

At Eastwood we have 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 Centre, who is our Child Protection Coordinator or Depute Head of Centre. She, after judging that there may be grounds for concern, must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances.

It is everyone's job to make sure children are safe. If you have any concerns, please approach the Leadership Team. If you are worried or know of a child who could be at risk of abuse or neglect please speak to the Child Protection Coordinator or a member of staff within our building.

Social Work Services

Glasgow South Office
Tel: 0141 276 8840
or 0141 287 0555

Social Work - South Children's Services

Tel: 0141 420 0060

Health & Social Care Connect

Tel: 0141 287 0555
Email:
www.glasgow.gov.uk/socialcare

Strathclyde Police Family Protection Unit

Tel: 0141 532 4914

Local Fire Stations

Pollok Fire Station
Levernside Crescent
Glasgow, G52 2JY
Tel: 0141 882 4872

Clarkston Fire Station
Dorian Drive
Glasgow, G76
Tel: 0141 638 2222

Giffnock Police Station

Braidholm Road
Giffnock
Tel: 101



**Child Protection
Coordinator**
Angela McBride
Head of Nursery

Section 3: Medical Information....

- 🐻 Administration of Medications
- 🐻 If your child becomes ill
- 🐻 Minor accidents and upsets



Arrival and Collection of Children

If medication is needed by your child at nursery, please discuss their requirements with the Leadership Team. Prescribed medicines, inhalers for asthma sufferers, or if your child suffers from epileptic seizures, all must be discussed with the Leadership Team and a form must be completed authorising staff to administer medications for your child.

All medicines must be new and unopened unless it is antibiotics (which policy states your child must have had for at least 48 hours before returning to nursery to ensure they have no adverse effect on your child)

The nursery will not administer Calpol or any other form of paracetamol unless prescribed by a GP for a specific medical need. This will be at the discretion of the Head of Nursery/leadership team.

Medicines are reviewed every 3 months and continuously monitored for changes.

If your child becomes ill...

Please telephone the nursery if your child is ill and unable to attend nursery. If your child becomes ill at nursery you may be asked to take your child home. If your child has sickness and/or diarrhoea they must stay at home for at least 48 hours after their last bout. This helps to limit the risk of infection to other children and staff.

If your child requires paracetamol for any reason we would insist they aren't well enough to be at nursery.



Minor accidents and upsets

Minor accidents are dealt with immediately and recorded on the Learning Journals App for you to sign. More serious accidents will be recorded in the nurseries Accident Book. If the accident is of a very serious nature, we will contact you immediately and your child will be taken to hospital. If your child has had an accident at home, we ask that you let us know.

Section 4: Curriculum....



Curriculum for Excellence, Realising The Ambition - Nurturing My Potential & Self Evaluation



Supporting Our Learners



Assessment and Reporting



Outdoor Learning & Digital Learning



Language and Communication Friendly Establishment



Think Equal



Our Curricular Documents....

Curriculum for Excellence

In line with all educational establishments in Scotland we are implementing the Curriculum for Excellence which is the national curriculum framework from the Scottish Government for children and young people age 3-18 years. The purpose of the curriculum is encapsulated in four capacities - to enable each child and young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor. We use Curriculum for Excellence - Early Level outcomes and experiences when working with children 3 - 5 years for guidance when planning.



Realising The Ambition - Nurturing My Potential

For our children who are under three we use Realising the Ambition (Scottish Government, 2020) and Glasgow City Council's supporting document "Nurturing my Potential" to provide quality interactions, experiences and spaces for our 2-3 year old children.



How Good is Our Early Learning and Childcare

In order to ensure we are delivering high quality learning experiences and environments we also use a document called 'How Good is our Early learning and Childcare' (Scottish Government, 2016) which helps us to self evaluate and monitor our impact on children's learning.



There are copies of these documents in the nursery and can also be accessed online at Education Scotland. (<http://www.educationscotland.gov.uk/>).

Supporting our Learners

Throughout Eastwood and in our online learning journals there are displays of children's learning and the curriculum in action. We deliver the curriculum through active learning using children's own experiences, next steps and interests as our starting point. The learning experiences offered to children will include outdoor learning, ICT – smart board, creative art, sand and water, cooking, baking, discovery, problem solving, music, puzzles, construction and physical play, and this list is not exhaustive. They enjoy finding out about other cultures, looking after one another and the environment. If you wish to discuss curricular planning, please do not hesitate to ask.

We give home learning bags to parents to allow you to support your child with the learning experiences that they have been accessing at nursery.

We work hard to support our children with additional support needs providing them with learning environments and activities that meet their learning needs. We work closely with other agencies such as speech and language therapists, health visitors, our link educational psychologist and feeder primary schools to support your child in the best way possible.



Assessment and Reporting

Each child will have their own learning profile which their Key Worker, your child and you, will add to as they progress. We use a variety of methods for assessing progress such as observation, peer assessment, self assessment as well as informal chats with you.

Observation and assessment of each child as he/she develops existing skills and learns new ones is vitally important. Each keyworker will record children's learning and development on the child's online learning journal on the Seesaw app. This is for every child in his/her group and will use their observations as the foundation for achievement in outcomes. Your child's Seesaw journal should describe your child's development and progress over a period of time.

Parents/carers can request information about their child's development and learning at any point in time. There will also be opportunities to have formal meetings with staff to discuss your child's progress throughout their time at nursery.



Outdoor Learning



At Eastwood we believe that all children should have access to an outdoor space, this is why we support children to learn outdoors in all weathers. Our outdoor environment offers opportunities for the children to explore, problem solve and take part in risky play, allowing children to develop and use skills in a real life context.

Due to the ever-changing Scottish weather we would as that children bring a change of clothing in case our explorations get messy.

We have a large front garden and a smaller garden to the rear of the nursery which has sensory beds and a willow den. We are currently in the process of developing our outdoor spaces and intend on working closely with the community to develop a small community garden area in our back garden.



Digital Learning

One of our aims at Eastwood is to support children to develop the skills for lifelong learning and work. As society progresses so do technological advancements. Experts predict that 85% of the jobs available by 2030 haven't been invented yet and these vary from drone pilots to autonomous vehicle designers with the quickest advancements being in the tech industry. We support children to begin their digital learning journey with us by providing innovative and engaging learning opportunities that teach children how to use every day technologies such as iPads and computer and more recently QR Codes, this work aims to nurture a more independent learner in the digital field.

Language and Communication Friendly Establishment

Eastwood Nursery is an accredited Language and Communication Friendly Establishment.

We strive to promote an environment that supports and develop the language and communication skills of all children. We do this through the use of visuals, objects of reference, written word, Makaton signs, repetition, singing and using the speech and language tip of the month.

Eastwood has a large number of children with English as an additional language. We strongly encourage the use of the child's home language. A strong foundation and understanding of their home language helps to foster better understanding of English.

Think Equal



At Eastwood we offer the 'Think Equal' programme to our 3-5 children.

Think Equal is a programme for children aged 3-6. It focusses on building a child's social and emotional intelligence.

This helps children to:

- Manage their own emotions and impulsive behaviours
- Build their confidence and self esteem
- Have empathy and show consideration for others
- Solve problems effectively and learn to make responsible decisions
- Maintain healthy relationships and learn to collaborate

Why do we teach Social and Emotional Learning?

Supporting your child's social and emotional intelligence has been shown to improve academic results later in life, create social and connected children who build close relationships with peers/practitioners/teachers and decreases anger, anxiety and aggressive behaviours

WHY?

Why am I teaching this content?

Why is equality so important?

Why is empathy so important?

Structure

30 Weeks

3 Lessons per week

30+ Minutes per lesson

How is the programme facilitated?

The programme runs for 30 weeks with three half-hour lessons each week. Each lesson focuses on an element of social and emotional learning. The programme using a variety of learning activities to do this.


How can I support my child's social and emotional learning at home?

We very much hope you will support your child in their learning by taking part in the home learning activities. Please make yourself familiar with the Think Equal display board in your child's playroom and in the corridor near reception.


Section 5: Parental Partnerships



 Parental Involvement

 Family Learning

 Birthdays

 Nursery Fund



Parental Involvement at Eastwood

Our aim is for you to always feel welcomed and valued when you come to Eastwood Nursery. You can speak to the staff on a day to day basis, when possible we are happy to provide you with information about your child's day. You can come to the office and speak to our Leadership Team at any time whether for advice or just to chat. We operate an open-door policy at Eastwood and welcome you to get to know our staff as we work together to look after and educate your children. We also provide regular updates through our children's Learning Journals, Newsletters and our closed Facebook group to keep you up to date with what's happening at Eastwood.



Family Learning

At Eastwood we aim to involve families in nursery life whenever we can. This is done through: Home link bags/activities, families in partnership transition packs, stay and play sessions, parents nights, gardening days, sing-a-long sessions, sponsored walks and Christmas fairs - to name a few.

Feel free to ask about the availability of these opportunities.

If you have an exciting job role that you would be happy to come and talk to our children about we would love to have you come and share this with us. Please let us know if this is something you would be interested in!

Celebrating Birthdays

At Eastwood we celebrate birthdays by having a small party. A few days before your child's birthday you should speak to your child's keyworker regarding when you would like their party. For the sum of £5 we can provide a small cake, a book and a card.

Unfortunately we cannot allow you to provide your own cake due to the varying allergies we have to accommodate.



Nursery Fund

What is Nursery Fund?

Nursery Fund is a voluntary donation of £2 per week which helps the nursery fund a variety of things. It is **not included** in any fees you pay directly to Glasgow City Council for additional hours. It helps us to fund baking and playdough ingredients, gifts, celebrations, surprises and outings including many other resources. It is a great source of income for the nursery. It can be paid to a member of the leadership team or to Sharon or Emma our clerical assistants at the front office. As always your contribution is greatly appreciated and goes towards providing the very best experiences for your child.






Last year (2024-2025) nursery fund helped us to buy malleable and sensory resources for our children, buy new playroom resources, party food for any festivals we have celebrated such as Christmas, Easter and Eid, helped us to go on trips and so much more!

This year we hope to:

- Develop the nursery garden
- provide lots of opportunities for sensory and malleable play
- Go on more trips!
- Have fantastic celebrations
- Get some new resources and soft furnishings for our playrooms and our new Sensory room and lounge area

Please pick up a Nursery Fund leaflet at reception or in the middle hall for further information!

Section 6: Eastwood and the wider community

-  Breastfeeding Friendly Establishment, Childsmile & Visual Screening
-  Other Agencies
-  Contingency Plan
-  Local Primary Schools
-  Transitions



Breastfeeding Friendly



Eastwood Nursery is a Breastfeeding Friendly Establishment.

At Eastwood we want mothers to know that we will be supportive of her right to breastfeed her baby on their premises - the mother should not be asked to move or stop feeding her baby. The scheme raises the profile of breastfeeding as a natural way to feed your baby.

Should the mother wish a private space to feed her baby, the nursery would be happy to find a suitable, comfortable space for her to do so.

Childsmile



Eastwood Nursery works in cooperation with the NHS Childsmile Fluoride Varnishing programme.

Fluoride varnishing provides extra protection against decay for children's teeth. Childsmile will offer to apply the varnish twice a year to children aged 3 and over in the nursery (this is in addition to the two applications you will be offered at your dental practice).

You will be required to give consent for the fluoride varnish to be applied to your child's teeth. As always this is entirely at your discretion and if you choose not to consent we will ensure to adhere to your wishes.

Visual Screening



We receive an annual visit from the NHS visual screening team.

During this visit our 3-5 year old children will be asked to participate in a visual screening exam. This is done in a very child friendly way and written feedback would be given by the optician who attends the nursery. If further screening is required you may also be asked to take your child to see a local optician or referred to the children's hospital.

Other Agencies



At Eastwood we aim to provide the best possible learning, teaching and care for your child. To help us do this we work closely with other agencies. During your child's care plan you will be asked to consent to the nursery contacting other agencies such as health visitors, primary schools, speech and language therapists and local primary schools.

We also work closely with local schools, colleges and universities to provide students with work experience in an early years setting.

Contingency Plan



In the event that we have to evacuate the building in an emergency, children and staff will walk to our designated place of safety:

Hillpark Secondary School
36 Cairngorm Road
Glasgow
G43 2XA

In the event that we cannot get back into the building you will be contacted to collect your child from Hillpark Secondary School from our emergency mobile number:

07918330895



Our Local Primary Schools:



Tinto Primary School

61 Nether Auldhouse Rd
Glasgow
G43 2XG

Ashpark Primary School

75 Kyleakin Rd
Glasgow
G46 8DQ

St Conval's Primary School

140 Shawhill Rd
Shawlands
Glasgow
G43 1SY

St Vincent's Primary School

40 Crebar St
Thornliebank
Glasgow
G46 8EQ

Transition to Primary School:













At Eastwood we have established good working links with many local primary schools. Whilst most of our children tend to move on to the schools above we continue to maintain good relationships with many other local primary schools. A copy of your child's Transition Record, prior to starting school, is shared you the parent and with the receiving school. This ensures the continuity of education for your child between nursery and school.

Information on registration and enrolment procedures for primary schools will be given in the local press early in the calendar year, will be shared with families through our online learning journals and social media pages and can be found on the nursery school notice board. This can be completed online via Glasgow City Council's website.

Please note that children must first be registered at their catchment school before application for a placement request to be considered.

Section 7: Any other information...

-  Relevant Policies
-  Information in case of emergencies
-  Dealing with racial harassment
-  Accessibility Strategy
-  Data Protection Act and Freedom of Scotland Act
-  Bullying
-  Parking
-  Comments and Complaints
-  Useful Contacts
-  Parents Comments



Non-Denominational Policy

The nursery is non-denominational; we respect and welcome and celebrate children and parents of all religions, faiths and beliefs.

Sun cream Policy

We are a Sun Safe accredited nursery. We are committed to providing a sun safe environment through protective measures and education.

In line with this policy we ask for you to ensure your child wears appropriate clothing that covers their shoulders, a suitable sun hat and consent to the nursery applying sun cream regularly.

More information on this is provided at enrolment.

Equal Opportunities Policy

Our service reflects the council's equal opportunities policies and is anti-racist, anti-sexist, and multi-cultural and recognises the rights of both men and women to work or to care for children. The nursery takes account of the needs of children with handicaps, disabilities or chronic illnesses and all of these principles are reflected in the criteria used to admit children to nursery and in our curriculum.

Eastwood



Nursery School

Mobile Phone Policy

Eastwood Nursery is a **NO PHONE ZONE.**

Mobile phones must be kept out of sight upon entering the nursery for the safety and privacy of our children. Eastwood Nursery reserve the right to ask for a mobile phone to be put away if someone entering the building has their phone visible. This also applies to our staff who must keep mobile phones locked away at all times unless on a break and within the staff areas.

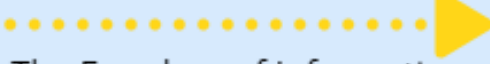
It is important to greet your child with a smile not a mobile!

Data Protection Act



As a local authority our schools and early years' 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.

Freedom and Scotland Act



The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from all Scottish public authorities, including: The Scottish Government and its agencies; Scottish 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 the 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 Glasgow City Council web-site.

Bullying



Bullying behaviour will not be tolerated within Glasgow City Council's educational establishments, and all children have an entitlement "to work (and play) in a learning environment in which they feel valued, respected, 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, to record and report all discriminatory behaviours within educational establishments. Parents and carers have a significant role to play in helping to address this problem. At Eastwood Nursery we use the Think Equal programme to teach children emotional literacy and help prevent bullying at nursery.

Parking



Parking is limited at Eastwood Nursery. We ask that you refrain from double parking outside the nursery as this limits access to pavements for those who are disabled and require a wheelchair, it also makes it incredibly difficult for the emergency services to get access to our neighbours should they need assistance.

Please be mindful when parking near the nursery.

Comments and Complaints

If you have a comment or complaint please approach Angela McBride Head of Nursery in the first instance.

If the Head of Nursery does not resolve the issue to your satisfaction, you should contact our Customer Liaison Unit who will:

- Take a totally neutral stance in fully investigating your complaint.
- Acknowledge receipt of your complaint within five working days
- Give a fully written response within a further 10 working days, unless another timescale has been arranged.

The Customer Liaison Unit can be contacted by phone or e-mail

Phone 0141 287 5384

E-mail education@glasgow.gov.uk

Customer Liaison Unit
Education Services
Glasgow City Council
Wheatley House
25 Cochrane Street
GLASGOW G1 1HL

In the event that you are still dissatisfied please contact:

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

Telephone: 0141 843 6840

E-mail address: enquiries@careinspectorate.com

The Scottish Commission for the Regulation of Care (The Care Inspectorate) is a National organization set up under the Regulation of Care (Scotland) Act 2001 to regulate and inspect Scottish care services. The Care Inspectorate operates throughout Scotland and has five regional offices with local resource offices to coordinate regulation of care services at a local level. The address of our local office is above.

Useful Contacts

Interim Executive Director of Education

John McGhee
Education Services
City Chambers
40 John Street
Glasgow
G1 1JL
Tel: 0141 287 4551
Email: john.mcghee@glasgow.gov.uk

Local Councillor

Stephen Curran
Executive Member for Education
City Chambers
40 John Street
Glasgow
G2 1DU
Tel: 0141 287 4382
Email: stephen.curran@councillors.glasgow.gov.uk

Quality Improvement Officer

Donna Bailey
Education Services
Glasgow City Council
City Chambers
GLASGOW
G2 1DU
Tel: 0141 287 2000

Early Years Service Manager

Education Services
City Chambers
40 John Street
Glasgow
G1 1JL
Tel: 0141 287 4551



Parent/Carer Comments



'I am confident staff are nurturing and responsive to my child's needs'.

"Staff work well together and are very knowledgeable and hard working."

'My child has access to a good range of quality toys and play materials'

"A good variety of learning environments, a lot to explore and there are new things for the kids to play with in each area"

"I think the quality of care is amazing at Eastwood and my child had progressed a lot with the support she receives"

'The staff at Eastwood Nursery provide a supportive, inclusive, nurturing setting for all their children'.

"The staff are amazing! They go above and beyond."



Although this information is correct at the time of printing it should not be assumed that there will be no change affecting any of the matters dealt with in the document.:-

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

Should you have any questions, feel free to contact us on:

Eastwood Nursery School

16 Bonnyrigg Drive

Glasgow

G43 1HW

Tel: 0141 632 9773

Email: headteacher@eastwood-nursery.glasgow.sch.uk