



[Handbook 2021-2022](#)

ਸਹਿਯੋਗ
spolupráca
izbirliği
collaboration
współpraca
colaborare
اشتراک
تعاون
همکار

ਆਦਰ
rešpekt
ygi
szacunek
respect
ਮਹਿਰਾਬ
كرنا
درناوی

diversitate
rozmanitost
diversity
cézilitik
różnorodność
ବିବਿଧਤ
تنوع
ਭਿੰਨਤ

hrať
joacă
play
grăc
वज़
وکرہ
ayun

individuality
individualitate
individualność
osobitost
شخصية
व्यक्तित्व
انفرادیت
şahsiyet
ਵਿਅਕਤੀਗਤਤ

Our Values

inclusion
zahrnutie
işerme
includere
إدراجہ
włączenie
includere
ਸਮਾਵੇਸ਼ੀਕਰਣ
ਸਮਾਮਲ

पालनपोषण
besleyici
ošetřující
wychowanie
cultivarea
पोषण
رعاية
كول يالنه
nurtune

ਸਿਹਤ
zdrowie
sağlık
здоровье
sanaate
میتھ

ਸਮਾਨਤਾ
başarı
achievement
osiagniecie
realizare
úspech
کامیابی
لاستہ
उपलब्ध
موہلات
راورنہ

ਸਮਾਨਤਾ
równost
egalitate
equality
nównosc
समानत
مسأواة
مساوات
esitlik



Our Vision

Govanhill Nursery is in itself a **diverse community** in its staffing and families. We work together with other **agencies** to support every **individual** child to reach their full potential. Every child's nursery journey of development starts with them and their **family**, and as a team we respond to each child's individual skills and needs and promote these through a safe, nurturing and stimulating environment.

Hi Chatty
Charlie
here.....



Please follow our mascot
Chatty Charlie and learn
all about our Nursery ,
and your child can spot
him on the page.....

Welcome to all our families.

Administration:

Govanhill Nursery School

335 Allison Street

Govanhill

Glasgow

G42 8HH

headteacher@govanhill-nursery.glasgow.sch.uk

0141 424 1063

Our Team at Govanhill Nursery

Head of Nursery: Nicola George

Team Leader: _____

Acting Team Leader: Patricia Liddell

Lead Practitioner of Attainment: Shauna Ennen

Clerical Assistant: Pamela Downie

EAL Teacher: Lynda Darroch Kate Devlin

Child Development Officers:	Katrina Hope	Ann Galloway
	Frances O'Reilly	Laura O'Donnall
	Claire Carruthers	Gillian McKay
	Michelle Dickson	Tracy Oates
	Ruth Young	Jemma McKirdy
	Paula MacNeil	
	Carol Ferguson	Lara Gorevan
	Mahboubah Ghaynoor	Lynn McCreath

Support for Learning Nadia Iqbal Jye Mee Chong

Janitor/Cleaner: Tony Davis Alma Devlin

Catering Assistant Kitty Kerr & Yvonne Docherty

***Please note all information is accurate at time of publication.**

Welcome to Govanhill Nursery School. We are a non- denominational, culturally diverse nursery school providing education and care for children 3-5 years. We provide rich learning experiences for children at the early level, following A Curriculum for Excellence, bringing life to learning and learning to life!

This handbook provides parents/carers with vital information to enable us to work in partnership with our families

Govanhill Nursery Holiday dates 2021-2022

August

- Thursday 12 , Friday 13 (Return date for Teachers & In-Service Day)

Monday 15 Children return to Govanhill Nursery

September Weekend

- Friday 24 September

Monday 27 September

October

- Friday 8 October (In-Service Day)

Monday 11 to Friday 15 October (October Week)

December - Christmas and New Year

- Wednesday 22 December 2021 Nursery closes for TERM TIME CHILDREN
- returning on the Wednesday 5 January 2022
- Friday 24 December 2021 closes for FULL TIME CHILDREN
- returning Wednesday 5 January 2022

Updated school term dates 2022

January

All children return on Wednesday 5 January 2022

February Mid-term break

- Monday 14 February 2022
- Tuesday 15 February 2022

Wednesday 16 February 2022 (In-service day)

April - Spring Holiday (Easter)

- Nursery closes on Friday 1 April 2022 for TERMTIME CHILDREN
- return on Tuesday 19 April 2022
- Good Friday 15 April 2022 Nursery closed to all CHILDREN AND STAFF
- Easter Monday 5 April 2022 Nursery closed to all CHILDREN AND STAFF

All children and staff return on Tuesday 19 April 2022

May

- Monday 2 May 2022 (May Holiday)
- Thursday 5 May 2022 (In-Service day to coincide with Scottish Parliament Elections)

Friday 27 May and Monday, 30 May 2022 (May Weekend)

June

- Nursery Closes for TERM TIME CHILDREN
- Friday 24 June 2022

August

Thursday 11 Friday 12 (in service training for teachers)



Covid Virus



Please be aware that information is changing daily as to testing and isolation periods, we as an establishment will be following Glasgow City Council Guidelines which is in line with Scottish Government Guidelines.

If families have any problems or are struggling with what they should do if their family be affected by Covid, regarding their child during this time please contact the nursery

During this time your children will be collected at the gate by a member of staff and will be brought to you at the gate at the end of their session.

Children are washing their hands when entering and exiting the building throughout the day and as always before and after eating.

Toys and surfaces are being cleaned after each session and our day cleaner is on hand cleaning all areas throughout the day.

Please work with us to keep Govanhill Nursery a safe place for everyone to be.

Tooth Brushing

Your child will be encouraged to brush their teeth every day to promote good oral hygiene. Support us by encouraging your child to do brush at home morning and night, to help protect their teeth and gums.



Health Promoting

Healthy snacks and meals will be provided during your child's day at nursery, promoting good nutrition and a balanced diet. Water is available throughout the day.



Illness

Call the nursery **0141 424 1063** before your child's session is due to start. Tell us about the illness and inform us when they will be returning. Please keep us updated, if they are going to be off for a longer period.

If you have been asked by a member of staff to keep your child off nursery for a period of time, please do not return until the date stated.



Medication

If your child has to receive medication during their session, you will be asked to fill out appropriate paper work to allow our trained first aiders to administer the medication.

Personal Information

It is **essential** that the information we have such as phone numbers and contacts is correct in the event of an emergency. **You must update as soon as changes occur.**

Health and Safety

- A security entry system is in place which is monitored at all times.
- **Your Contact and emergency numbers must be kept up to date for your child's safety. Change of address or phone number must be given to the office as soon as possible.**
- Please dress your child in the appropriate clothes for the weather and for play indoors and outdoors.
- Jewellery is discouraged in nursery as it can get lost or damaged and earrings can get caught when your child is playing and cause injury.



No Smoking



This is a nut free area!
Thank you for helping keep our children safe.



**Please switch off
mobiles**



What's going on in nursery

Keep an eye on our Facebook page all information and events are regularly posted there.





Key Worker

- Every child is allocated a key worker who will work closely with the child and family's. You and your child will meet them on their induction day.
- The key worker will be your first point of contact if support is needed. The key worker will check in with you daily or weekly about general information and concerns (if any) on your child.
- The key worker will report formally to you twice a year on your child progress and development.
- If you have any concerns please mention to your child's key worker.
- If your child needs support with language and development. The Head of centre will arrange meeting with outside agencies.

Photographs/Facebook

- Consent will be asked for at your child's enrolment and a form will be filled out and signed to allow this to happen throughout the year.
- You will be asked for a facebook account so you can be added to the Govanhill FB page, if you do not wish your child to be on FB please inform a member of management.
- Data Protection information can be found at the end of the handbook.





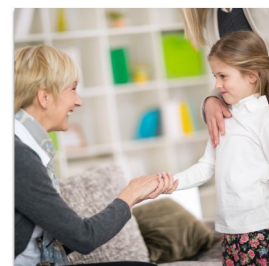
Typical Day for your child Information

- YOUR CHILD WILL BE WELCOMED BY A MEMBER OF STAFF AND TAKEN TO THEIR ROOM.
- STAFF WILL SIGN YOUR CHILD IN. THIS IS IMPORTANT SO ALL STAFF CAN SEE WHO IS IN, TO ENSURE THE FIRE REGISTER IS ACCURATE.
- YOUR CHILD WILL HANG THEIR COAT AND BAG ON THEIR OWN PERSONAL PEG.
- YOUR CHILD WILL WASH THEIR HANDS BEFORE GOING INTO THE PLAY ROOM.
- YOUR CHILD SHOULD USE THE TOILET BY THEMSELF, BUT IF NOT STAFF WILL SUPPORT THEM WHEN THEY COME TO NURSERY. (PLEASE ENCOURAGE THIS AT HOME)
- PLEASE DRESS YOUR CHILD FOR THE WEATHER HATS COATS GLOVES/SUNHATS LONG SLEEVES / WELLINGTONS/SHOES DEPENDING ON WEATHER.
- PLEASE SUPPLY YOUR CHILD WITH A BACKPACK WITH SPARE CLOTHES IN IT JUST IN CASE THEY NEED CHANGED FOR SOME REASON. (PERSONAL ITEMS ARE DISCOURAGED)

Nursery Information

The nursery operates from 8am - 6pm
Children's places are offered either 50 weeks or 39 weeks (term time) basis and hours are confirmed at your child enrolment.

WELCOME



HANG THEIR COAT



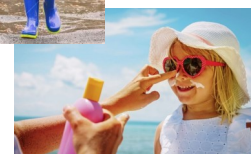
WASH THEIR HANDS



ENCOURAGE GOING TO THE TOILET BY THEMSELF



DRESS YOUR CHILD FOR THE WEATHER



Moving on to School

Children starting school in **August 2022** will be informed of enrolment arrangements for our local schools, in November 2021 and January 2022.

We work with our local Primary schools to ensure that the children and parents are confident in making the transition from nursery to school.

We are part of the **HOLYROOD LEARNING COMMUNITY** and our local schools include:

St Albert's Primary

Head Teacher Clare Harker



St Bride's Primary

Acting Head Louise Kerr



Holycross Primary

Head Teacher Claire Gray



Annette Street Primary

Head Teacher Andrew Blaikie



Battlefield Primary

Head Teacher Stacy Wilson



Cuthbertson Primary

Head Teacher Lesley Murrie



Holyrood Secondary

Head Teacher Sharon Watson



Learning, Development and Curriculum for Excellence

Your child will be offered a variety of planned experiences both indoors, outdoors and in the local community to develop their learning across the eight curricular areas of Scotland's national Curriculum for Excellence:

- Health and Wellbeing
- Literacy and English
- Numeracy and Maths
- Expressive and Aesthetic
- Science
- Religious and Moral Education
- Technologies
- Social Studies.



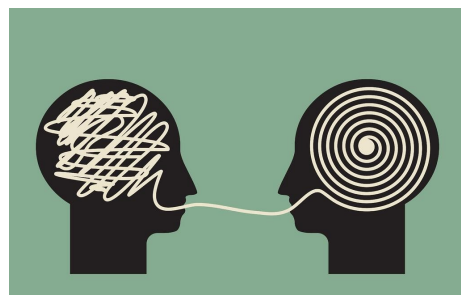
Your child will follow this same curriculum from nursery, through primary and into secondary school. We look forward to supporting and nurturing your child's unique talents, interests and abilities on their learning journey.

Assessment

- Staff are continuously assessing the progress made by the individual children in their groups and individually whilst planning work accordingly
- Parents can speak informally on a daily basis to the staff and more specifically at arranged times to discuss development.
- A report will be made on all pre-school children. Parents will be invited to a meeting to discuss this. The information on the report will be able to be shared with and utilised by the receiving school.
- The nursery works closely with a number of primary schools to ensure an effective transition.

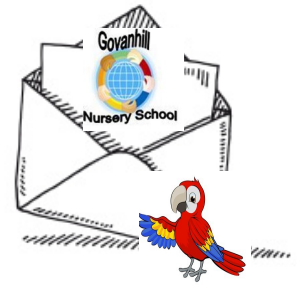


Interpreters: The nursery can provide interpreting services to provide support to parents who have little or no English. This can be arranged directly with the nursery.



Settling Procedures

1. You will have receive a letter stating your child has a place in nursery.
2. You will receive a letter / phone call inviting you to come and enrol your child, your child can come visit at this point.



3. You will be expected to stay and complete essential paper work whilst your child plays and becomes familiar with the nursery. During this time your child begins to build a relationship with their key worker.



4. Your child's next visit maybe short or long depending on your child, you maybe asked to stay or be close by in case your child gets upset, keep your mobile telephone switched on at all times, this may happen a few times whilst your child is settling.

5. It is vital every child feels safe in their new environment and have formed a relationship with their key worker or a member of staff and you as a parent are happy to leave them.



Safety an Security

1. Security procedures are in place o protect our services users during busy periods throughout the day.
2. Pick up time depend on your children's hours so start times and pick ups may differ.
3. When collecting your child please wait at the gate for a member of staff to bring your child to you.
4. If you need to pick your child up early for any reason and have not told staff at drop off, please call the nursery before you come to pick up so we know you are coming early or if someone else is picking your child up.
5. During these uncertain time can we ask where possible one adult to come at drop off and picking up time

Promoting Positive Behaviour

The nursery encourages the children to follow COOL RULES to promote friendship and caring. We work with the children on a behavioural management program to enable them to understand their feelings and self regulate their behaviour . This is called PATHS. They meet different characters who help them understand and access their feeling through stories.



Additional Support for Learning

- If you have concerns about your child's progress please talk to the child's key worker who can advise you of appropriate support strategies and targets.
- If we have concerns about any aspect of your child's learning and development, we will arrange a meeting with you to discuss assessment, additional support and next steps,
- On enrolment you will have signed permission for working in partnership with agencies and we will always inform you before we enter into any discussions with other professionals regarding your child.





Policies:

If you wish to view our policy folder at any time please ask a member of our team.

Over the course of your child's time at nursery you may be asked to contribute to the formation of our policies through questionnaires and informal discussion. This way we can ensure you are fully involved in the life and work of the nursery

All suggestions are discussed and action taken where appropriate.



Evacuation procedures

In the event of an evacuation your child will be accompanied to Annette Street Primary School.

Annette Street Primary School

27 Annette Street

Glasgow G42 8YB

Tel. 0141 423 0192



Child Protection Procedures:

Glasgow City Council

Education Services

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. 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 the 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.

Child Protection Committee Glasgow

- As explained at induction Govanhill Nursery School adhere to strict child protection policies and procedures.
 - If we have any concerns about a child's safety and welfare the Head Teacher (The Child Protection Co-ordinator) will initiate child protection procedures in line with our policy.
- If you have concerns about your (or any other) child in the nursery, please contact **Nicola George**, the Head immediately.
 - If you have any concerns about a staff member please contact **Nicola** immediately.

Police: 101



Gorbals Social
0060 or Standby

work: 0141 420
0800811505

Gorbals Children & Families: 0141 420 0060

Social Care & Social Work

Improvement Scotland: 0845 600 9527

Complaints procedure

If you are unhappy about the service your family receive at Govanhill Nursery School we ask you follow the procedures to resolve any issue or conflict you may have regarding the nursery service.

- In the first instance, speak directly with your Key worker who should be able to resolve the issue with you.
- If it remains unresolved, please ask to speak to a member of the management team. Who will try to resolve the issue through investigating the facts/incident within the nursery and reporting back to you within 5 working days.
- We aim to have been of assistance and to have addressed your complaint and taken action on points raised through the investigation. However if you remain unhappy then you should write to
Glasgow City Council Education Department.
Customer Liaison Department, Education Department,
City Chambers East, 40 John Street, Glasgow G1 1JL.

This may result in an investigation with a response provided within 20 working days. This will be signed off by Senior Management.

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

If you do not wish to contact GCC then you may report your concern to **SCWIS** a non departmental body set up under the Regulation of Care Act 2001 to regulate the service throughout Scotland.

- Write to The Care Inspectorate 4th Floor, 1 Smithshill St, Paisley, PA1 1EB
- Or Telephone 0845 600 9527 fax: 01382 207289
- Or complete an online complaints form at www.scswis.com
- Or email : enquiries@careinspectorate.com





Inspections

We are inspected and reviewed by the two external bodies, HMIE and The Care Inspectorate.

The Care Inspectorate inspections are based on
The National Care Standards.

The main principles of the Care Inspectorate Standards are --

Dignity, privacy, choice, safety, realising potential, equality and diversity.

Copies of the most up to date inspection reports are available online and are also displayed on the Parents' Noticeboard.

Admissions Policy

All nursery places are allocated in with the council's admission policy the nursery staff will be happy to you how this policy operates when apply for a place for your child. An admissions panel will meet at regular intervals throughout the year to decide how nursery places will be allocated. The panel will consist of all head teachers of early years establishments in the area, and where applicable, a representative from divisional offices and representatives of other agencies involved in supporting children and their families e.g. Social Work Department, Health Board.



line
and
advise
you
admis-

Register of Applicants

All applications are logged on Glasgow City Council's Nursery Application Management

System (NAMS) database and the information contained in the applications will be

considered, by the admissions panel to assist in the allocation of places. Parents can ask

to see their application at any time. If circumstances change which affect the application you should speak to the Head. Applications are accepted once your child has

reached 2 years of age. You can choose up to three nurseries but the application must be submitted to your first choice nursery. If multiple applications are submitted, it is

assumed that the most recent application reflects your preferred option and any previous applications will

Glasgow City Council

Education Services

Privacy statement for an Application for an Early Learning and Childcare Place

Privacy statement for Enrolment and Charging for an Early Learning and Childcare Place

Privacy statement for Consent for Photography/Videos

Who we are:

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: dataprotection@glasgow.gov.uk, and by telephone on 0141 287 1055.

Why do we need your personal information and what do we do with it? – Application

You are giving us your personal information to allow us to assess your application for a place for your child in an Early Learning setting within Glasgow City Council. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Why do we need your personal information and what do we do with it? - Enrolment and Charging

You are giving us your personal information to allow us to enrol your child in an Early Learning and Childcare setting, to process charging where applicable and collect it. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Why do we need your personal information and what do we do with it? - Photographs & Videos

You are giving us your personal information to allow us to take and use images for educational purposes. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information:

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at www.glasgow.gov.uk/privacy. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you

We may also need to process more sensitive personal information about you in order to protect your vital interests/the vital interests of others in circumstances where we will not be able to seek your consent.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We will also share information with health and wellbeing services and may share information with other external agencies and organisations who provide or assist with educational provision and with online payment solution providers.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We will keep your personal information until your child transitions to primary school or leaves the service. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at www.glasgow.gov.uk/rrds or you can request a hard copy from the contact address stated above.

Your rights under data protection law:

access to your information – you have the right to request a copy of the personal information that we hold about you.

correcting your information – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.

Deletion of your information – you have the right to ask us to delete personal information about you where:

you think that we no longer need to hold the information for the purposes for which it was originally obtained

you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below

our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people:

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact those people in the event of an emergency. If they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk.

Complaints:

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their web-site for more information at- <https://ico.org.uk/concerns>

[If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at www.glasgow.gov.uk/complaints](http://www.glasgow.gov.uk/complaints)

More information:

For more details on how we process your personal information visit www.glasgow.gov.uk/privacy

If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.

