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Hilltop Nursery school

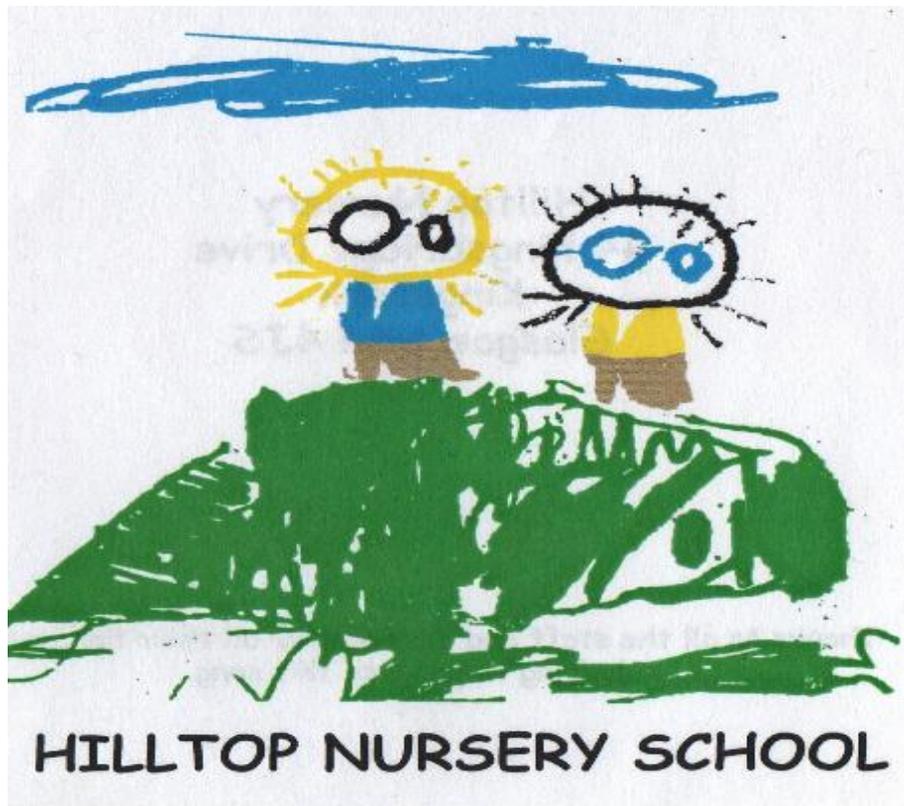
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Handbook 2025/2026

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Table of Contents

Section One

- Vision, Value & Aims

Section Two: General Information

- Names and Job Titles of our Staff Members
- Hours of opening
- Daily Sessions
- Age Range of Children in the Establishment
- What do Children Need to Bring to Nursery
- Admissions Policy
- Working with you
- Arrival and collection of children
- Emergency contacts
- Equal Opportunities Policy
- Dealing with Racial Harassment
- Dealing with Violence & Aggression to staff
- Promotion of Health & Wellbeing
- No Smoking Policy
- Health & Safety Policy
- Child Welfare & Safety
- Charges
- Trips and Excursions
- Parental Permission

Section Three: Medical Information

- Medical Information
- If your child becomes ill
- Accidents/Incidents
- Professional Partnerships

Section Four: Nursery Curriculum

- The Aim of our Curriculum
- What We Do - Birth to 3
- What We Do - 3-5 Curriculum for Excellence
- Observation and Assessment
- Additional Support Needs/Accessibility Strategy
- Outdoor Play

Section Five: Parental Partnership

- Our Aims for Promoting of Partnership
- Fundraising
- Working Together to Promote Positive Behaviour

The Wider Community

- The Establishment & the Community
- Services within the Community
- Inter-Agency Working
- Transition to Primary School



H = Happy children, families & staff

O = Opportunities to thrive & learn

P = Perseverance to succeed

E = Equity & Equality

H - Hilltop will promote good relationships to foster a happy and engaging environment for all.

O – Hilltop will provide opportunities for all staff, children & families to learn and grow together. We will foster & promote optimism, recognising that there is potential in everyone, and the culture & climate will be set where everyone matters and has a voice.

P – Hilltop will promote a culture of perseverance, where everyone will be encouraged to try their best and it is ok to make mistakes and try again.

E – Hilltop will provide equity for the staff, children & families regardless of their life circumstances. Everyone will be treated as an individual, with access to an environment promoting equal opportunities.

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Culture

- Everyone matters and is valued
- Everyone has a voice
- Everyone has opportunity for leadership roles
- Everyone has professional integrity
- Everyone values partnerships & collaborative working
- Everyone promotes a fun environment
- Everyone respects each other
- Everyone values reflection & CPD

Climate

- an environment that supports learning for all
- an environment that is stimulating & engaging
- an environment that is nurturing for all
- an environment that promotes learning for sustainability
- an environment that promotes fun experiences
- an environment you can hear laughter in
- an environment promoting positive relationships
- an environment that is inclusive for all
- an environment that embraces change



Hours of opening:

The nursery is open from 8am to 6pm.

We are open 50 weeks of the year

We are closed for all Scottish Public Holidays and in between Christmas and New Year.

There are five In-Service days to support staff development.

<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

Hours/days of attendance.

Our capacity:

3 to 5 years 80 children at any one time

Staff to Child ratio 1:8

2-3 years 20 children at any one time

Staff to child ratio 1:5

Am session - 8am-1pm /Term Time or 8am-12.45pm /50 weeks

Pm session - 1pm-6pm /Term Time or 1pm-5.45pm /50 weeks

Full day session - 8am-6pm /term time or 8am-5.45pm /50 weeks

All allocations are delivered in line with Glasgow City Council Area Admissions Policy and by the arrangement of the Head of Nursery.

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Children learn as they play.....

- During messy experiences such as painting we will always try to encourage the use of aprons, however accidents happen, so please dress your child in clothes that are suitable for these types of experiences.
- All children can access outdoors daily. Please make sure that your child has appropriate clothing for the weather. The nursery has waterproof suits if you need one, please let a member of staff know, however if you could please leave a pair of wellies at nursery and ensure your child's name is on them.
- Please leave a spare set of named clothing in the bag at your child's peg.



As with all Glasgow City Council Nurseries, applications received are input into the Nursery Application Management System (NAMS) database.

All nursery places are allocated in line with the Council's Admission Policy and the nursery staff will be happy to advise you how this policy operates when you apply for a place for your child.

Please note that the length of time a child's name has been on the register will not affect the child's priority for admission. Early Years Admission Policy Guidelines are available from the Office.

A register of all applicants will be kept by the Head of Nursery and the information contained in the application will be considered by the Admissions Panel to assist in the allocation of places.

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When your child is offered a place, you and your child will be offered a home visit by a member of the management team and your child's key worker. You will be given a start date and time along with other important information to aid the enrolment process.

Together we will complete a care plan for your child which gives us information so we can get to know you and your child better.

On the first day your child will stay for one hour and we ask that you or a responsible adult waits with them in the nursery.

Children are all individual therefore we take our lead from the child, after settling and observing your child, yourself and your child's Keyworker can plan together to gradually extend your child hours until they are ready for a full part-time session or extended session as appropriate.

Arrival & Collection of Children:

It is expected that a responsible adult (16yrs +) brings and collects your child. In the interest of your child's safety, please notify the nursery staff if someone unknown to them or not expected by them, will be collecting your child. This avoids a difficult situation where a child cannot be allowed to leave with an adult who is a stranger to the staff or is not the person expected.



We ask that you provide us with two emergency contacts. Please ensure telephone contact numbers include one landline as sometimes mobiles are switched off.

It is very important that you inform the nursery immediately of any changes.

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Equal Opportunities

All pre-five services should reflect Glasgow City Council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work or to care for children. Provision should take account of the needs of children with additional needs. These principles are reflected in the criteria used to admit children to nursery and in the Curriculum of all the establishments.

The establishment has a duty to ensure that all our children have equal access to the Curriculum, supported as appropriate to their individual needs. This covers not only the content of planned experiences and teaching strategies but also minor adaptations to the physical environment of our building to address the needs of children with physical or sensory impairments. We recognise that the environment is 'interactions, experiences and spaces'

We also need to ensure that parents and carers who have a disability, have equal access to information about their child. This will involve for example, provision of an interpreter for people who have a hearing impairment or English as Additional Language or agreeing a phone contact system to provide direct feedback to parents/carers, usually twice a year.

Dealing with Racial Harassment

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

In 1999, the guidelines 'Dealing with Racial Harassment' were issued to assist all teaching staff in dealing with such incidents.

The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child in Glasgow has the right to be happy and secure at establishment.

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Dealing with Violence and Aggression towards Staff

Glasgow City Council has a Zero Tolerance policy towards violence and aggression within their establishments. We welcome your support in ensuring our environment is safe and respectful.



Promotion of Health & Wellbeing

We are a Health Promoting Nursery. Children attending will receive a snack in line with our Health Eating Policy. All Children attending will be served a two-course lunch, again encouraging Healthy Eating i.e. vegetables and fruit.

No Smoking Policy

In accordance with Glasgow City Council, there is strictly **NO SMOKING** allowed in the building or in its grounds.

Health & Safety Policy

It is our policy to take all reasonable and practical steps to ensure the health, safety and welfare of all staff and children.

We can only allow one adult in the building at drop off and collection due to children moving freely between indoors and outdoors. The corridor and cloakroom area can become very congested at this time. All school aged children need to remain outside the nursery also.

No prams are permitted inside the building.

Various risk assessments are completed to minimise or reduce risks such as daily outdoors, medications, behaviour, evacuation plans etc.

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Keeping Children and Young People Safe



Educational 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 health and wellbeing is central to the curriculum.
- ensure that staff are aware of Management Circular 57 and child protection procedures and concerns.
- ensuring that any CP or Safeguarding concerns are progressed as per MC57 guidance.
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.
- ensuring the name of the Child Protection Coordinator and Depute Child Protection Coordinator(s) is on display within the establishment.

Name of CP Coordinator: Patricia Mills

Name of Depute CP Coordinator(s): Tracey Aitken

All educational establishments and services must take positive steps to help children and young people by ensuring that safeguarding is promoted through all elements of education including leadership, values, vision, the curriculum, learning and teaching, positive relationships, ethos and building resilience in our learners.

Safeguarding supports the development of learner's knowledge, skills and resilience to keep themselves safe and to protect themselves and develop an understanding of the world so that they can respond to a range of issues and potential risky situations arising throughout their lives.

Safeguarding and wellbeing issues are addressed through our personal, social and health education curriculum and care should be taken to ensure our children have opportunity to develop such knowledge and understanding within our establishments.

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

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Charges

If you are required to pay charges to Glasgow City Council, you will be informed at enrolment. Conditions apply as in line with Glasgow City Council's Early Years Admissions and Charging Policy.



Trips & Excursions

When outings or excursions for children are planned, staff will advise you in advance. 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 parents/carers.

Parental Permissions

We take photographs of the children as a matter of course to record children's work and achievements etc. On enrolment, you will be asked if you wish to give consent. We also ask for consent for your child's learning to be documented onto an online learning platform called seesaw.

Administration of Medication



If your child needs emergency medication during nursery hours, that cannot be administered at home you should discuss details with the head of nursery or any member of the SLT. Prescribed drugs will be given at their discretion; however, you will need to complete a form which authorises nursery staff to administer the drugs. All medication's first dose must have been administered at home before the nursery will administer to ensure there is no adverse reaction. Medication should have the child's name, DOB, address and dosage on a printed label to verify that it has been prescribed only to them.

If your child suffers from asthma, epilepsy, nut allergy, or any other allergies please discuss with SLT any treatment necessary and plans already in place. Parents/carers will be required to provide a letter from GP to pass to the caterers to ensure any food given to your child is safe. All staff will be alerted to allergy & dietary requirements. This information will be displayed in playrooms and other areas on our 'remember boards'.

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If your child is ill

Please call the nursery if your child is not able to attend nursery because of illness.

In line with infection control policy if your child has symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend nursery for 48 hours after the symptoms have stopped.



If your child becomes ill at nursery we will ensure they are as comfortable as possible and call you to alert you to this to arrange for them to be collected.

Absence

If your child is not at nursery and you have not informed us why we will give you a call after 2 days. This helps us update our registers and allows us to ask if you require any support.

Accidents

We try to ensure that all our children are playing in a safe environment however accidents do happen. Staff will use their judgement on whether you should be alerted at the time and if not, you will be informed as you collect your child. However, if your child suffers a bump to the head, however small, we will always call you to inform you of this. A First aider will advise you if they feel further intervention is required although ultimately it will be your decision to seek medical attention. Staff will complete an Accident Form, which you will be asked to sign when you collect your child.

Incidents

Common incidents and children displaying distressed behaviour can on occasions cause harm or upset to other children. If your child is involved in an incident, it will be recorded, and you will be informed if further action is required. All staff are trained in 'all behaviour is communication'

Risk Assessments

The nursery regularly carries out Risk Assessments to identify possible hazards inside and outside. The children are involved in these activities as it encourages them to demonstrate safe play. Any risk identified is dealt with immediately to ensure our children have a safe environment to play in.

Visit to the Establishment by Medical Staff

The nursery has regular visits from NHS Staff i.e. Vision Screening and Oral Health Management. Staff will inform parents when these visits take place. Health Visitors for individual children may also visit to see the children.

Other partners

If your child has diagnosed additional support needs or is in the process of being assessed other professionals involved in their care may visit to assist in their care or assessment and to have professional dialogue with the staff.



We use **Curriculum for Excellence - Early Level outcomes and experiences** when working with children 3 - 5 years.

We use **Pre-birth to three** national guidance when working with children 2-3 years. Alongside these we use **Realising the Ambition** to support provision for all children and families.

To ensure we are delivering high quality learning experiences we also use a document called a new **shared framework**. This helps us to self-evaluate and monitor the impact on children's learning. There are copies of these documents in the nursery and can also be accessed online. Education Scotland and Care inspectorate will use this document when carrying out our inspections.

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We deliver the curriculum through **play and active learning using** children's own experiences and interests as our starting point. We are currently developing a curriculum rationale.

The learning experiences offered to children promote **curiosity, creativity and enquiry**. All children are given the opportunity to explore, and problem solve in an environment that provides open ended resources to encourage these skills and development.

At Hilltop Nursery School, we are very fortunate to have an extensive garden and playground area for our children's learning. Children have access to this area in all weathers throughout the year, experiencing a range of play experiences. Please ensure your child is dress appropriately i.e. waterproof jacket, wellington boots and change of clothes. They have opportunities to take part in risky play and therefore will develop skills for life in negotiating and problem solving. Each day children can choose whether to play & learn indoors or outdoors. We would ask for your support with this and for you to respect your child's decision. Staff track and monitor children accessing indoors or outdoors using our registers.

We recognise that parents/carers are the prime educators of the child and provide for continuity of learning experiences between the home, the community and other educational establishments therefore, it is important we work together to ensure that your child has the best early years' experience.



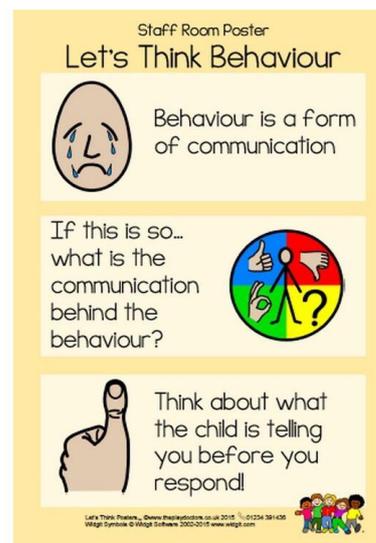
Observation & Assessment 'Actions, words & emotions'

Hilltop Nursery School is a place where everyone learns together.

Each child will have 2 Key Workers who will be responsible for observing, recording and planning for your child, considering their age, developmental stage, interests and needs. They will compile a Learning Journey with learning stories of the children's success and achievements and next steps in learning. Your child's learning journey will be documents through See Saw online learning journals and you will receive a joining code or invite when your child starts. There will be a paper copy of your child's learning stored in children's folders in their playrooms. Children can access these to reflect on their learning and all parents/carers and welcome to look through these also.

All Behaviour is Communication

We want the nursery to be a calm and happy place for your child and high importance is given to ensure positive ethos. Therefore, with your help, we will always encourage positive, caring behaviour from the children. If a child's behaviour is distressing their Key Worker will discuss this with you and together, we will work together to support both you and your child. 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 the many way's children communicate and ensure they are supported and reduce the barriers to learning in order that they can access the curriculum.

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Priority will be given to:

- Praise and encouragement
- Listening
- Building an ethos of respect
- Setting clear expectations
- Modelling positive behaviour

Additional Support Needs/Accessibility Strategy

When a child is identified to be requiring additional support, he/she will be given support to assist their progress. Many of the difficulties that young children experience is temporary and will be resolved as they develop and learn however, when it is felt to be in the child's interest, the Head of Centre will consult with families and may arrange for specialist help e.g., Speech & Language Therapist or Educational Psychologist. Parents will always be consulted before such a step is taken.

The Professionals involved with the child will work co-operatively and contribute towards the child's Wellbeing and Assessment Plan.

The rights and responsibilities of parents/carers are respected, and they are actively encouraged to be involved in making decisions about the approaches taken to meet their child's needs. Parents/Carers will also be involved in regular review meetings.

Further information relating to Additional Support Needs is also available on the

Glasgow City Council Website. <http://www.glasgow.gov.uk>

This is in line with GCC inclusion policy.

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Partnership:

We welcome parental involvement in the nursery and will endeavour to keep you updated with your child's development and progress. Suggestions on how we can improve our service are welcome from parents/carers. Please speak to staff, complete any relevant questionnaires and feedback sheets.

We value parental input and look forward to building positive relationships.

Fundraising

We appreciate the support parents/carers offer in helping to raise funds for the Centre activities, such as attending our family nights and sponsored scavenger hunts etc. A contribution of £3 toy fund per week is requested. This is used to fund the children's outings, Christmas presents, breakfast, resources for learning experiences, equipment etc. Without this donation, the children would not benefit from these experiences.

Working Together to Promote an inclusive culture

We are a Language & Communication Friendly accredited establishment and use strategies and tips from this to reinforced positive interactions at all times. We are working towards being a nurture accredited nursery also.

Our staff have been trained to acknowledge that all behaviour is communication, and every child is treated with care and respect. We want everyone at hilltop to be included and feel welcome.

Should behaviour be causing concern, we will work together to positively address the situation at all times and seek professional advice if necessary.

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The Establishment and the Community

We are part of King's Park Learning Community. The nursery plays an important part in the community, linking with the other agencies who work with young children. We also provide work experience placements for local Secondary Schools and Colleges.

We work very closely with our colleagues in NHS, Social Work Services, Educational Psychologist and Speech and Language Therapists. We all work together to ensure that all the child's needs are being met.

Transition to Primary School

Important information is transferred from Nurseries to Schools during the transition process. This helps the move from Nursery to School to be as smooth a process as possible for the children and their families.

In nursery, we recognise that all children are unique and we will endeavour to liaise with all feeder schools to ensure your child gets the transition that best supports them.



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Suggestions & Complaints

Hilltop Nursery School is subject to Education Scotland & Care Inspectorate inspections, parents/carers can access current reports online. We strive to provide the highest quality service for children and families. We always welcome any suggestions from parents/carers which would enhance or develop or service.

If you are not satisfied with the service you receive in this Centre, there are a number of courses of action open to you. In the first instance, you can discuss your concerns with the Head of Centre, Patricia Mills. If you are not satisfied with the outcome of your discussion with the Head, you may wish to contact Glasgow City Council.

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Customer Liaison Unit
City Chambers
40 John Street
Glasgow G1 1JL
Tel: 0141 287 3655
education@glasgow.gov.uk



Care Inspectorate
03456009527



concerns@careinspectorate.gov.scot

The Health & Social Care Standards cover services for children and young people up to the age of 16 years which are to be regulated under the regulation of Care (Scotland) Act 2001. They apply equally to services operating in the public, private and voluntary sectors and in domestic or non-domestic premises which provide services for over two hours a day and for six days or more each year.



We are also inspected by Education Scotland

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