

Lime Tree Day Nursery Handbook

I would like to welcome you and your child to Lime Tree Day Nursery. This handbook contains a range of information that you might find helpful. Please do not hesitate to contact the nursery if you need more information.

I hope that this handbook gives you a glimpse of life at Lime Tree Day Nursery. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership.

Ann Langridge Allan
Head of Centre

Last updated 23.02.26

School Vision & Values

In Lime Tree Nursery we will provide a welcoming and friendly environment, which celebrates the diversity of our community.

We are a nurturing setting where everyone feels safe, happy and valued and all children are supported to reach their full potential. This is achieved through working together with children, their families and the community, based on a shared sense of direction.

Values:

- Respect
- Equality & inclusion
- Love & growth
- Quality
- Nurturing & Caring
- Positivity
- Rights based
- Community focused

School Information

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required.

Contact Details:

Lime Tree Day Nursery

50 Friarton Road

G43 2PP

Phone: 0141 633 1920

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

Background information:

- Acorns age birth-2 years capacity 6 children
- Willows age 2-3 years capacity 15 children
- Oaks age 3-5 years capacity 30 children
- Maples age 3-5 years capacity 40 children

Nursery staff

Meet the team (as of October 2025)

Ann Langridge Allan – Head of Centre

Johanne Dickie – Depue Head of Centre

Lesley Murray – Acting Depute Head of Centre

Debbie Hanvidge - Team Leader

Stephanie Gilroy – Team Leader

Nicola Roussin – CDO (52wk full time)

Nicole Tracy – CDO (52wk full time)

June Cook – CDO (52wk full time)

Colette Fletcher- CDO (52wk full time)

Jackie Croal- CDO (52wk full time)

Rachel Thomson- CDO (52wk part time)

Rebecca Bell- CDO (52wk full time supply)

Carmen Strathearn – CDO (52wk full time)

Claire Gibson- CDO (52wk full time)

Lianne Logan – CDO (39wk part time)

Anna McCullough – CDO (52wk part time)

Ruth Doherty – CDO (52wk full time)

Noreen Malik – CDO (52wk part time)

Maryam Abdallah – CDO (52wk part time)

Erin McCann- CDO (52wk full time)

Lynsey McDonald- CDO (52wk full time)

Jenna O’Leary – CDO (52wk full time)

Rachelle Costello – CDO (52wk part time)

Sarah Louise Travers – CDO (52wk part time)

Claire McGowan – CDO (52wk part time) supply

Alisha Wilson – CDO (52wk full time supply)

Timea Kiraly – CDO (52wk full time supply)

Stacey Mack – SFLW (52wk)

Farzana Maqsood – SFLW (52wk)

Sana Akram SFLW (term time)

Moyra Graham – Clerical Assistant

Kevin – Janitor

Katie – Kitchen Assistant

Veronica – Kitchen Assistant

Barbara – Day Cleaner

The Nursery Day

Your child will have been allocated an attendance pattern that will have been agreed with you before starting nursery, you will also have a set start and finish time. It is important not to go over your pickup time or drop off before your time as our staff work shifts and we have ratios to adhere to. When your child comes into nursery, they will have the choice of playing indoors or outdoors, there will be a variety of learning experiences available to your child throughout the session. Learning at Lime Tree takes a child centred approach; staff are skilled in observing interests and supporting these through planned learning experiences as well as responsive planning. There is no set group time, but children are encouraged to take part in small group activities throughout the day with adult support. Areas are set up to provoke curiosity and develop language and problem solving skills.

Funding and entitlement

All children aged 3-5 years and eligible 2 year olds are entitled to government funded hours. For a 52 week contact your child will be entitled to 5 morning sessions from 8.30 am to 12.30pm or 5 afternoon sessions from 1pm to 5.30pm or 2.5 days, a full day would start at 8.30 and finish at 5.30 and they will be able to attend during the school holiday periods. For children with a term time contract, they are entitled to 4 morning sessions and a full day or 4 afternoon sessions and a full day, they would not come in on any school holidays. The start and finish times for term time am session is 8am to 12.45pm and the pm session is 1pm to 5.54pm a full day for term time would be 8 am – 5.45pm.

Lunch time and snacks

Snack time takes place in the morning and in the afternoon and those children that have a funded place will have lunch included. If you have a place in the baby room or the 2-3 room, you will be charged for lunches unless you qualify for the eligible 2 status. You will find further information at this web address <https://www.gfis.org.uk/> We have menus available for parents to view. These menus are created by Glasgow City Council the nursery has no input in the development of these. They have been devised to ensure that the food is of nutritional value, low in salt and sugar. Lunch time is from 11.30, we operate a rolling lunch system, this means that play does not stop for an all sit down lunch. Children can continue to play and come to lunch when they are ready, they will be encouraged to come if needed. Rolling lunches allows for a more child centred approach, making it a more relaxed and a more sociable experience. Children are encouraged to serve themselves and clear away once they are finished.

Registration for Primary 1

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Enrolment is now conducted online – see the link below.

Families living out with the catchment area are welcome to make a placing request to attend their preferred Primary School but must enrol their child online as a first step. Further information is available using the following <https://www.glasgow.gov.uk/index.aspx?articleid=18426>

School Term Dates

Details of school term dates are available on the Glasgow City Council website: <https://www.glasgow.gov.uk/index.aspx?articleid=17024>

Pupil Absence

Attendance at nursery is not compulsory, but it is best for your child to make sure they attend regularly for continuity. Parents are asked to advise if their son or daughter is going to be absent. If your child is going to be absent for some time, it would be helpful to know at the earliest opportunity.

Medical & Healthcare

If a child becomes ill during the course of the day, he/she may require to be sent home. Please ensure that you keep the nursery informed of all contact details.

Parents should inform the nursery of any medical requirements or allergies relating to their child. If a child requires medication during the day, parents must complete the appropriate medical form. This is available on request from the office.

Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Nursery may be affected by, for example, severe weather, power failures or difficulties of fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

Clothing for nursery

There is no set uniform for nursery, but we would encourage you to make sure your child is dressed in comfortable clothing, that they can move around in easily and that you don't mind getting dirty. Nursery can be a very messy place, our children will play outdoors in the mud kitchen and with loose parts, they will play with water, and clay and paint, all of these very interesting experiences can be messy. The children will be provided with aprons when needed, these are not 100% effective. The children also have access to waterproof clothing for outdoor play in the rain, these are not always 100% effective. We suggest that you supply your child with a change of clothing each day. We also ask that you do not dress your child in football colours thank you.

Footwear

Please make sure that your child has shoes that fit properly and that are comfortable for them to take part in physical activities. We use our outdoor area all day every day Your child should have soft shoes that are for indoors, slippers are discouraged. We ask you if you can supply a pair of wellies.

Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (check link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

Communication with Parents

At Lime Tree Day Nursery we use a variety of ways to keep in touch.

Open Door Policy – the senior leadership team are available for all parents and carers at any time providing they are not in the playrooms or in another meeting. Please either pop into the nursery office or phone for an appointment.

Newsletters – will be sent out on a regular basis to keep parents informed of what is happening in the nursery. These will be sent via email, but hard copies can be created.

Letters – further information which requires a response may be sent out in letter form.

Text messaging/email– You may also receive text reminders about events/school closures etc.

Meetings - Parents and carers are welcome in the nursery to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. We have biannual parent evenings, April and October. These are split into 2 nights one for birth to 3 parents and one for 3-5 parents. Each meeting last for no longer than 15 mins, at this meeting you will discuss your child's progress and set targets for your child's care plan.

We have a parent's group which you are welcome to join, please ask a member of the SLT about this. We have regular stay and play events and hope to build up more family learning events.

Emergency Contact Information

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the nursery. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

Data Protection – use of information about children and parents/carers

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data

Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010> .

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/index.aspx?articleid=22069> .

Comments & Complaints

At Lime Tree Day Nursery we aim to have positive relationships across our nursery community. However, if you have a comment or complaint about any aspect of nursery life, please contact the Head of Centre in the first instance.

Glasgow City Council complaints procedures are available : <https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Customer Care Team
Customer & Business Services
Glasgow City Council
City Chambers
Glasgow G2 1DU

Tel: 0141 287 0900

e-mail: customercare@glasgow.gov.uk or education.customercare@glasgow.gov.uk

The above website also includes information on data protection and freedom of information.

Curriculum

Curriculum for Excellence 3-18

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE).

Through the experiences we provide at Lime Tree Day Nursery we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

Progress in learning is indicated through curriculum levels as detailed below.

Level	Stage
Early	The pre-school years and P1 or later
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & Fourth	S1-S3, but earlier for some

Expressive arts: The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

Health and wellbeing: Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.

Science: Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

Social Studies: Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

Religious and moral education: Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

Languages: Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.

Mathematics: Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

Technologies: The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

Useful websites

Education Scotland www.education.gov.scot

National Parent Forum of Scotland www.npfs.org.uk

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

Connect <https://connect.scot/>

Assessment & Reporting

Children's learning and development is assessed throughout the year and is recorded in the child's individual learning journal, any targets set in the child's care plan is done in collaboration with parents and the child's keyworker.

Support for Pupils

The nursery has a duty to ensure that all children have equal access to the curriculum and for our younger children learning supported by 'Nurturing my Potential', with appropriate support for their needs if required. This applies to the content of lessons, support strategies and minor adaptations to the nursery environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs. All of our interactions, experiences, and spaces are supported with 'Realising the Ambition' and self evaluated using 'A quality improvement framework for the early years and childcare sector; (2025)

Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>

Nurturing City

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to, and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers build an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

School Improvement

On an annual basis, you will receive a copy of our Standards and Quality report. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our parents. Any parent or carer seeking a copy of the plan can contact the nursery office.

Child Protection

The Head of Centre is the Child Protection coordinator this means that they have a duty of care to ensure that the children attending the service are protected and safe. You will see photos of the Child Protection coordinator throughout the nursery. If a staff member has concerns about the way a child is presenting or has said something of concern to a staff member, this will be reported to the Child Protection Coordinator and they will follow the correct procedure according to the Management Circular 57 Child Protection and Safeguarding.

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

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 programmes of health and wellbeing 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.

The name of the Child Protection Coordinator and depute Child Protection Coordinator should be on display in the establishment.

Home Learning

The nursery provides home link activities for all age groups. These will be provided by keyworkers and given out on loan to be brought back for use by other families. The premise is that you as a family will have the chance to work together on some of the learning that the children have been doing in nursery, none of this is seen as 'homework', just another form of communication between Nursery and home.

Parent group

We have a parent group that all parents are welcome to join, we cover anything from organising and sharing ideas for the Spring/Christmas fair and fundraisers to have time just to connect with each other as parents. If you are interested, please speak to someone from SLT at the office.

Useful Contacts

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.

Connect

Connect is a national organisation that provides advice and resources for parents and carers. www.connect.scot

Enquire Scotland

Enquire is a national advice service for families with additional support needs. www.enquire.org.uk

Glasgow City Council

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40 John Street
Glasgow G1 1JL

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www.glasgow.gov.uk