Our Lady of the Rosary Nursery Class

Handbook

Session – 2025 - 2026

Our Lady of the Rosary Nursery Class
50 Tarfside Gardens
Cardonald
Glasgow
G52 3AA

Dear Parents/Guardians

May I welcome you and your child to Our Lady of the Rosary Nursery Class.

Our Nursery Class is attached to Our Lady of the Rosary Primary School and was opened in January 2004 catering for 80 children: 40 in the morning and 40 in the afternoon.

Our Mission Statement is:

In partnership with parents and through collaboration with professionals in outside agencies, we will ensure the needs of individual children are met. Within a safe and welcoming environment we will provide challenging, enjoyable and integrated learning experiences that will support and promote equality of opportunity for all. We wish to enable our children to become successful learners, confident individuals, responsible citizens and effective contributors.

In Our Lady of the Rosary Nursery Class we aim to:

- *Provide a safe and stimulating environment which enables our children to develop as confident individuals and feel happy and secure.*
- *Work in partnership with parents, children and professional from outside agencies to meet the needs of all children and enable them to become successful learners.*
- *Provide a secure and caring atmosphere, which will be welcoming for everyone involved with Our Lady of the Rosary.*
- *Encourage children to have positive attitudes towards themselves and others whilst developing confidence and self-esteem.*
- *Promote equal opportunities and social inclusion for all and make the nursery an important and active part of the local community.*
- *Provide a challenging and enjoyable curriculum that will motivate each child to become a successful learner, confident individual, responsible citizen and effective contributor.*
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You will always be made welcome in the nursery whenever you wish to discuss any matter pertaining to the education and development of your child.

This handbook has been prepared to provide you with helpful information about the Nursery Class. Please feel free to discuss any part of it with myself or any member of staff.

All the staff, and I look forward to working with you and your child.

Yours sincerely

Mrs Sharron McMillan
Head Teacher

NAMES AND JOB TITLES OF OUR STAFF MEMBERS

Head of Establishment	Mrs Sharron McMillan
Depute Head Teachers	Mr Martin Muir
	Mrs Deborah McGroarty (with responsibility for Nursery)
Nursery Team Leader	Mrs Sandra Robertson
Child Development Officers	Mrs Nikki Hulley
	Ms Joanna Raneri
	Ms Louise Toal
	Ms Amy Fitzpatrick
	Ms Natasha Thomson (temproary)
	Ms Kirsty Naismith
Clerical Assistants	Ms Stephanie Hamilton
	Ms Stephanie Anderson
Janitor	Vacant Post
Student	From time to time we may have students train in in the Nursery. In the main they will be student teachers, student child development officers or work experience students.

NURSERY CLASS INFORMATION

Our Lady of the Rosary Nursery Class
50 Tarfside Gardens
Glasgow G52 3AA

Telephone	0141 892 2019
E-mail	headteacher@ourladyoftherosary-pri.glasgow.sch.uk
Main Contact E-mail	srobertson@ourladyoftherosary-pri.glasgow.sch.uk
	shamilton@ourladyoftherosary-pri.glasgow.sch.uk

Numbers of children:	Mornings	40 children
	Afternoons	40 children
Age range catered for:	3-5yr olds	
Nursery Class hours:	Morning session	08.30 – 11.45a.m
	Afternoon session	12.45 - 3.55p.m
	Full day (24 places)	08.30 – 3.30 p.m

NON-DENOMINATIONAL POLICY OF THE NURSERY

The Nursery Class is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

EQUAL OPPORTUNITIES

All pre-5 services should reflect the 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 care for children. Our provision takes account of the needs of people who have special needs or chronic illness. These principles are reflected in the criteria used to admit children to the nursery and in the curriculum of all the establishments.

DEALING WITH RACIAL HARRASSMENT

The Race Relations Act 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 the 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 part one 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 nursery.

ADMISSIONS POLICY

All nursery places are allocated in line with Glasgow City Council's Pre-5 Admissions Policy. A copy of this policy is available online at Glasgow City Council website. A member of staff will be happy to explain this policy to you.

APPLICATIONS

A child's name can be put on the register of application after the child's second birthday. Parents who wish to apply for a nursery place will be invited into the nursery with your child to complete an application form, remember to bring along your child with their birth certificate/passport and proof of address. Children become eligible for a place from their third birthday.

NURSERY CHARGES

Toy Fund 50p per session.

This is used to enhance the child's learning and to provide extra resources, trips or visitors to the nursery. Throughout the year we have many celebrations such as birthdays, Christmas, graduation and many more, the toy fund and any fundraising allows us to make these occasions memorable and special to our families.

Scottish Government Funded Hours

All children have an entitlement to 1140 hours per year. As nursery classes we are unable to offer the full entitlement to our families and offer a blended model. This means that the hours not used at our nursery can be shared with another registered provider. Funding follows the child. If you need more information regarding this please contact the nursery.

School Term Dates 2025-2026

August	
Tuesday, 12 August 2025 Wednesday, 13 August 2025 Thursday, 14 August 2025	Return date for staff & In-Service Day In-Service Day Return date for Pupils
September	
Friday, 27 and 30 September '24	September weekend holiday
October	
Friday, 10 October 2025 Monday, 13 to Friday, 17 October 2025	In-Service Day October Week
December – Christmas and New Year **Nursery closes at 2.30 pm Friday 19th December**	
Monday, 22 Dec '25 – Friday, 2 Jan '26	Christmas holidays
January	
Monday, 5 January 2026	Nursery returns
February	
Mon, 16 & Tues, 17 Feb '26	mid term break
Wednesday, 17 February '26	In-service day
April Nursery closes at 2.30 pm on Thursday, 2nd April 2026	
Mon, 6 April – Frid, 17 April '26	Spring Holiday (Easter) Schools return on Monday, 20 April '26
May	
Monday, 4 May '26	May Holiday
Thursday, 7 May '26	In-service day
Frid 22 and Mon, 26 May '26	May Weekend
June	
Thursday, 25 June '26	Nursery Closes at 1.00 pm
August 2026	
Tuesday, 10 & 11 August '26	Staff Return & In-Service Day
Wednesday, 12 August '26	Return date for Pupils

YOUR CHILD'S KEY WORKER

Each child is allocated to a particular member of staff who will be there for both of you in the nursery. We call that person your child's Key Worker. They will take a special interest in your child by getting to know him/her through you and helping him/her to settle into nursery. Please bring your child to their key worker when he/she arrives each day, then you can have a chat and keep each other up to date with things.

STARTING NURSERY

Nursery is not like primary school. We do not start all the children at once. Instead children start in groups of three or four at a time. We will give you a starting date and time – usually later than the normal starting time, so that the other children are busy allowing your key worker to look after you both.



There is a lot to talk about on the first few days and forms to fill in too. This is an important time for us to fill in information. This is the first time for you to tell us all we need to know about your child so we can look after him/her the way you want and the time for us to answer your questions. Most importantly, we need to talk together about helping your child to get to know and trust their key worker to help him/her settle in the nursery. Every child is unique and they all take their own time to relax into the nursery.

There is so much to see, so many people around and it is so exciting and new that it is natural to sometimes feel a bit lost and nervous. Just like adults, a child can feel uncertain about being in a new group of people at first – everyone else seems to know what is going on and what the rules are. For this reason, initially we encourage you to stay and help settle your child.

Your Key Worker is experienced at settling children in the nursery and they will guide you through those first days. We usually start children off with about an hour the first day – long enough to fill up forms and get a taste of things. After that, we gradually lengthen the time you both stay in the playroom.

As soon as we feel your child is ready, we will ask you to leave the playroom for a short period of time. We will gradually increase the time you are away each day until your child is comfortable staying for the whole session.

SNACKS

All children have snack provided for them each day.

The morning snack is available for the children arriving until about 9.30. The children will be offered a selection of fruit or cereal each day with a rotation of other items such as toast, yoghurt or pancakes.

The afternoon snack is available from 2.00 and again the children are offered a

selection of fresh fruit and healthy snack items

Children staying for lunch will go to our lunchroom in the school where they will have a

2 course lunch. The children make their choices when they arrive that day. The choices are available on the lunch board in the cloakroom.

WHAT TO WEAR

Children enjoy themselves when they are making a mess. We always try to make sure they wear aprons but accidents do happen, so please dress your child in suitable clothes. Please make sure your child has suitable outdoor clothing as we have an outside play area and children use it regularly. A pair of slip-on sand-shoes would be appreciated. It would also be extremely helpful if your child could, whenever possible, be dressed in clothes that he/she can take off or put on independently. For example, slip-on tops and T-shirts, clothing with velcro or zips (rather than buttons). Each child will have a place at their peg to keep their belongings. Please note that Rosary Nursery polo tops are available for £10 Aspire Academy in Hillington estate.

ATTENDANCE

Children gain a great deal from pre-school education so regular attendance is very important. If your child has to be absent for any reason, please let us know.

EMERGENCY CONTACTS

Parents of children attending the nursery are asked to provide, where possible, names, addresses, and telephone numbers of two relatives/friends who may be contacted in case of emergency. Please inform the nursery of any changes in this information.

ARRIVAL AND COLLECTION OF CHILDREN

It is expected that a responsible adult will bring a child to and from nursery. We will give each child an individual password which must be used by anyone that staff have not yet been in contact with. We may also contact the parents if we are unsure.

In the interests of your child's safety, you should make a point of telling staff members if your child is to be collected by someone not known to the staff. This avoids difficult situations and protects your child. Please also ensure that you drop off or collect your child promptly so that the front door can be locked for safety reasons.

EXCURSIONS AND CONSENT FORMS

When outings or excursions for children a member of 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 parent/guardian.

INSURANCE

The council is concerned at the level of legal claims being made regarding the loss of pupils' clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school or nursery. Parents 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.

INFORMATION ON EMERGENCIES

We make every effort to maintain a full education service, but on some occasions circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all that we can to let you know about the details of closure and re-opening. Information will be shared via letters, our noticeboard, Twitter (@OLRPrimary) and on Seesaw.

MEDICATION

If your child is in need of medication during his/her times at nursery, you must discuss his/her requirements with the nursery team leader and key worker. You will need to fill in a form, which authorises nursery staff to administer medicine to your child. The team leader will give you the necessary form to complete. Staff will not give the first dose of any medicine to your child unless appropriate forms are completed and named labels with dosage are on medication.

If your child suffers from any condition, which is aggravated by certain foods or involvement in particular activities, you must ensure that staff are fully informed.

Please note that staff must be informed and kept up to date of any medical condition.



ILLNESS OR ACCIDENT IN NURSERY

All due care and attention is given to these situations. If your child becomes ill while at nursery we will make him/her as comfortable as possible and then, if necessary, contact either yourself or one of the emergency contacts. If your child is unwell prior to coming to nursery it is important that you keep him/her at home. This will ensure a speedier recovery and will prevent other children and staff from becoming infected.

Minor accidents will be dealt with in the nursery by staff and/or our trained First Aider.

Accidents are recorded in our accident book and you will be told when you collect your child. If the accident requires further treatment, we will inform you or an emergency contact immediately.

VISITS BY MEDICAL STAFF

Medical staff will visit the nursery throughout the year for various reasons eg to promote healthy eating, clean teeth, to add information about a particular theme the children are following in their learning.

THE NURSERY CURRICULUM

In Our Lady of the Rosary Nursery Class we endeavour to provide a stimulating, caring and friendly environment in which the curriculum is carefully planned to allow each child to progress at his/her own rate.

Activities, which reflect the child's own needs and interest are supervised and led by our trained staff.

We encourage children by praising them, celebrating their successes and displaying their work. In this positive ethos children are highly motivated to learn.

CURRICULUM

Curriculum is the term used for all the different learning areas your child will experience in nursery. We look closely at these areas and plan to make sure your child has opportunity to develop and reach his/her potential.

The child is at the centre of learning provision. The purpose of the curriculum is to enable the child to develop in the four capacities as responsible citizens, confident individuals, successful learners and effective contributors.

LITERACY AND ENGLISH

Children will be encouraged and supported to develop their literacy skills in a fun and inclusive way. There will be a specific focus on developing their phonological awareness. Phonological awareness describes the ability to hear the difference between different sounds. Developing this ability in early learning and childcare environments is an important step in preparing children to read. Phonological awareness will be fostered through a range of experiences, including rhymes, songs, stories and games. This listening focus will be reinforced through a range of activities which develop your child's communication skills, while promoting curiosity, creativity and enquiry. As your child matures they will have a go at experimenting with letter and words for writing and reading and this will be observed, encouraged and developed as appropriate.

SCIENCES

Sciences are increasingly grouped alongside Technology Engineering and Maths, known as the STEM subjects. Working from your child's own interest and strengths, we plan a range of activities, both indoors and outdoors, which provide open-ended and engaging experiences of the STEM subjects. These experiences also connect closely to our commitment to **Learning for Sustainability** (LfS). LfS is about learning for a better world and includes all those activities that allow the children to learn in the natural world, while developing as thoughtful and caring global citizens.

For example, they may go a walk and discover mini-beasts and learn their names and where they like to live. They may use technology to capture images or videos of some of these beasts, before sharing their findings with their peers and family. They may then build on this learning to look at the impact of litter on these natural habitats and the importance of looking after our world.

TECHNOLOGIES

The technologies curriculum allows the children to explore a range of exciting and fascinating areas, including digital technology, food, materials, design and construction.



NUMERACY AND MATHEMATICS

Children will be encouraged through games and interactive activities to develop an awareness of numbers, shape, money, time, measure and information handling. They will also be given opportunities to develop their problem solving skills. The Nursery Class follows the Glasgow Counts Numeracy and Mathematics guidance.

HEALTH AND WELLBEING

The Health and Wellbeing curriculum provides lots of opportunities in nursery to develop movement and physical skills both indoors and outdoors. We help your child to develop increasing control of their movement as well as trying out a range of activities and sports.

The nursery has an outdoor play facility and we are in the process of developing a garden area. The nursery also has access to the school grounds.

Your child will learn how to be more independent of you and gain awareness of others. We will encourage their emotional, personal and social growth by helping them to care for themselves and others. They will learn about staying safe, sharing and cooperating. We support children as they play alongside each other and we help them to make decisions and voice their feelings.

SOCIAL STUDIES

The Social Studies curriculum explores People, Place, Environment, Past Events and Society. We use a range of real world contexts to build the children's knowledge and skills in this important area, and many of our activities are linked to the rich and diverse cultures within our local community. Social Studies also includes learning about the Economy and Business through enterprise activities and experiences.

EXPRESSIVE ARTS

This is an area where children are encouraged to enjoy music, dance, drama, painting, making and drawing as they explore ways of expressing themselves using a range of techniques and media. They are encouraged to appreciate the pleasures these experiences bring.

RELIGIOUS AND MORAL EDUCATION

Religious and Moral Education is part of nursery life. It deals with the development of the child in relation to self-awareness, relationships with others and the realm of beliefs, values and practices which go together to make up a spiritual, social and moral outlook on life.

Cultural and religious differences are acknowledged and children are encouraged to respect and understand differences.

Children are given experience of main festivals, eg Divali (a Hindu Festival), Chinese New Year, Christian Christmas, Jewish Hanukah, and Muslim Eid.

Other cultural events are celebrated such as Burns Day and St Andrew's Day.

DEVELOPMENT PRIORITIES

For 2025/2026 we are focusing on the following priorities in our Improvement Plan:

- To improve children's achievement and progress.
- To improve children's engagement, participation and inclusion.
- To improve children wellbeing and learning.

ADDITIONAL

We aim to foster good links with all education providers in the area and we work closely with Road Safety, Dental Health, Library, Fire Brigade etc to give children further experience of their community and additional learning experiences.

ASSESSMENT AND ARRANGEMENTS FOR REPORTING TO PARENTS

Each child has an online Seesaw Profile. This folder contains samples of children's drawings etc to show their progression, photographs of their involvement in activities and observations record by the nursery team outlining their achievements and identifying next steps.

Details from this profile are transferred to the Nursery/Primary Transition Record and copied to yourself and the primary school you pick for your child. This profile is added to over a school year and you are formally invited to discuss it in the term prior to your child starting school.

There is also a more formal twice-yearly parents meeting when you will be invited into nursery to discuss your child's progress in more detail. If at any time you have worries about how your child is progressing, please do not hesitate to speak to the nursery staff.

GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

GIRFEC 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. All children are included in our nursery class by the universal support provided by staff. If your child requires more specific and targeted additional support with any aspect of learning, staff will ensure that you and your child are fully involved in discussing these needs and planning how best to meet them.

WORKING TOGETHER TO PROMOTE POSITIVE BEHAVIOUR

Children benefit greatly from mixing with other children, and it is our hope that each child will learn to become considerate of others and to treat everyone equally and without prejudice. We encourage an ethos of praise within the nursery and focus on rewarding positive behaviour. Rules are necessary and it is our job to ensure that the children appreciate the need for and the benefits of these rules.

Normally minor misbehaviour can be dealt with informally, but where a child's behaviour becomes a cause for concern the parents will be invited to come into the nursery to discuss possible courses of action.

Triple P is a programme designed to provide support in parenting skills. We are happy to give you further details of the programme if you are experiencing challenging behaviour from your child.

LINKS

We recognise the very important role that parents play in their child's development and personal growth, so we work hard at establishing and maintaining a working relationship with you. A regular newsletter will keep you in touch with nursery events and the notices in the reception foyer will let you know what is going on.

Parents are welcome to add achievements to their online Seesaw journal and are invited to provide comments and feedback on many of the nursery's activities.

Nursery communications will also tell you about the focus of the Short Term Plan, this is the general theme of the nursery activities. In the foyer you will see a mind-map of the children's contributions to planning that theme and their evaluation of the success of their planned activities. The children will also bring home book bags and maths games to support them in their development of skills in literacy and numeracy.

PRIMARY SCHOOLS

The nursery class is associated with many primary schools. Links with these schools have been established and we endeavour to help your child make a smooth transfer between nursery and school.

We will pass on the Nursery/Primary Transition Record to the primary school. This gives the school an idea of what your child has achieved and enables it to provide a curriculum tailored to the needs of your child.

Children will normally transfer from nursery to primary when they have had their 5th birthday or will be 5 before 28 February of the following year. Glasgow City Council has now extended the timeline for deferment, if you require more information regarding this please speak to your child's keyworker or team leader. Times of enrolment at the local primaries are advertised in the local press and on our notice board.

SUGGESTIONS AND COMPLAINTS

We are always looking for ways to improve our service. If you have any suggestions to make about the service, please speak to a member of staff or the Head Teacher. Similarly, if you have a complaint about any aspect of the service you should contact a member of staff or the Head Teacher. If you feel your complaint has not been satisfactorily dealt with or resolved contact:

Education Services Customer Liaison Unit (CLU) on 0141 287 5384.

Complaints can also be directed to:

Social Care and Social Work Improvement Scotland
4th Floor
No 1 Smithhills Street
Paisley PA1 1EB
Telephone: 0141 843 4230

DATA PROTECTION

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties.

The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. Changes to Date Protection Law will come into effect from 25 May 2018 and all necessary changes to policy and procedure will be implemented accordingly.

IMPORTANT ADDRESSES

Glasgow City Council
Education Services
40 John Street
Glasgow G1 1JL

Phone: 0141 287 2000

Early Years
40 John Street
Glasgow G1 1JL

Phone: 0141 287 4493

APPENDIX 1

CHILD SAFETY/CHILD PROTECTION POLICY

All education 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.

The health and personal safety programme for your child's establishment will be fully discussed with you on a regular basis.

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
- 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, 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.

Copies of departmental guidelines (Management Circular 57) are available from the Headteacher on request.