

Lyoncross Nursery School

Sgoil-Àraich Lyoncross

Handbook 2021-22



The Hundred Languages of Children

The child is made of one hundred.

The child has

a hundred languages

a hundred hands

a hundred thoughts

a hundred ways of thinking

of playing, of speaking.

Loris Malaguzzi, Founder of the Reggio Emilia Approach (an extract)

Lyoncross Nursery School

Sgòil Àraich Lyoncross

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SECTION ONE

Dear parent or guardian/ Dear pàrant no neach-cùraim,

I would like to welcome you to Lyoncross Nursery on behalf of myself and the staff team where we believe that it is:

“The right of all young children to high quality relationships, environments and services which offer a holistic approach to meeting their needs. Such needs should be interpreted broadly and encompass play, learning, social relationships and emotional and physical wellbeing.”

Scottish Government, 2009.

Giving children the best start in their journey through education and on to lifelong learning is of the greatest importance to us and we will support you as you take your first steps in this exciting journey. We are a nurturing establishment and our Nurture Room, the Skye Room, provides support to small groups of children. Please remember that while your children play, they are learning skills for life as:

“Play is the highest expression of human development in childhood for it alone is the free expression of what is in a child's soul.”

www.froebelweb.org/fblquote.html

Please feel free to discuss any part of the handbook with myself or any member of staff. We will be happy to help. We are active participants in the Lourdes Learning Community and continue to establish further community links.

The nursery is a dual language establishment teaching in both English and Gaelic medium. The nursery has achieved Accreditation as a Communication Friendly Establishment and 1st and 2nd Green Flag Eco School Awards and Happy and Healthy accreditation. We are also a Health Promoting School.

I hope that you will be able to participate in and enjoy your child's time at Lyoncross Nursery. Above all we hope that your child's time at nursery is a happy one.

Many thanks/ Mòran taking,

Angela McConalogue

Head of Nursery



Staff Team

Staff

Job Title

<i>Angela McConalogue</i>	<i>Head of Nursery</i>
<i>Nicola McKenna</i>	<i>Acting Depute Head of Nursery</i>
<i>Tracy Donald</i>	<i>Child Development Team Leader</i>
<i>Lauren Maguire</i>	<i>Child Development Team Leader (Lead Practitioner Attainment)</i>
<i>Nicola Murdoch</i>	<i>Child Development Officer</i>
<i>Donna Croly</i>	<i>Child Development Officer</i>
<i>Laura Noble</i>	<i>Child Development Officer</i>
<i>Chloe McGinty</i>	<i>Child Development Officer</i>
<i>Katie Shields</i>	<i>Child Development Officer</i>
<i>Tracey Kerr</i>	<i>Child Development Officer</i>
<i>Sarah Parker</i>	<i>Child Development Officer</i>
<i>Amy Morrin</i>	<i>Child Development Officer</i>
<i>Susan Thomson</i>	<i>Child Development Officer</i>
<i>Chloe McShane</i>	<i>Child Development Officer</i>
<i>Fiona MacKenzie</i>	<i>Child Development Officer - Gaelic Medium Education</i>
<i>Cara Honeyman</i>	<i>Child Development Officer - Gaelic Medium Education</i>
<i>Maj Campbell</i>	<i>Support for Learning Worker - Gaelic Medium Education</i>
<i>Car Stevenson</i>	<i>Support for Learning Worker - Gaelic Medium Education</i>
<i>Charlene Morning</i>	<i>Lunch Cover to support 1140 hours</i>
<i>Ayse Bahar</i>	<i>Lunch Cover to support 1140 hours</i>
<i>Arlene Lennox</i>	<i>Clerical Assistant</i>
<i>Nicola Milne</i>	<i>Clerical Assistant</i>
<i>Sarah Halliday</i>	<i>Catering Assistant</i>
<i>Anne Nelson</i>	<i>Catering Assistant</i>
<i>Kate McMahon</i>	<i>Cleaner</i>
<i>Peter Igbiosa</i>	<i>Janitor</i>

Our staff team are fully qualified and very experienced and should you have any questions please do not hesitate to ask.



Vision, Values and Aims

Our vision is to raise attainment and achievement by providing a happy, healthy, safe, and nurturing environment for learning and care.

Every child is unique and supported to become resilient, capable, confident, and self-assured through positive relationships between staff and parents/carers and where we work together with the community to allow every child to feel valued, included, and respected.

We aim to offer the highest and we will seek to:

- Practitioners teaching children through challenging, playful, and fun learning opportunities underpinned by an effective curriculum which motivates children to become independent learners.*
- Boosting the self-esteem and confidence of every child.*
- Enabling every child to feel valued as citizens.*
- Providing every child with the opportunity to achieve their ambitions.*
- Providing equal opportunities and inclusion for all.*
- Creating an ethos which allows for the development of a positive disposition for life-long learning.*
- Providing a high-quality service which keeps abreast of current thinking.*
- Ensuring that staff, children, parents/carers, external agencies, and members of the local community work in partnership and feel valued and respected.*
- Providing Gaelic Medium Education utilising the immersion model to support each child in Gaelic language development.*
- Involving Lyoncross Nursery School/Sgòil Àraich Lyoncross and Gaelic Medium Education as an integral part of the community.*



Education Privacy Statement

GDPR - The GDPR is Europe's new framework for data protection laws. It replaces the previous 1995 data protection directive. The new regulation started on 25 May 2018.

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.

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.

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. 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 [delete as appropriate] in circumstances where we will not be able to seek your consent.

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.



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 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, 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:

1. You think that we no longer need to hold the information for the purposes for which it was originally obtained
2. You have a genuine objection to our use of your personal information - see *Objecting to how we may use your information below*
3. 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 do not 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 assess your application to this service. If they want any more information on how we will use their information they can visit our website 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 website for more information.

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website.



Non-Denominational Policy of the Centre

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

Equal Opportunities Policy

Our service reflects the council's equal opportunities policies and is anti-racist, anti-sexist, and multicultural and recognises the rights of both men and women to work or to care for children. We will work together to reduce barriers to wellbeing for every child regardless of race, gender, barriers to wellbeing, class, or culture.

Additional Support Needs/Accessibility Strategy

At Lyoncross, we ensure 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; all our playrooms are ground floor. Access to the nursery is by stairs or ramp on Barnbeth Road. Parents/carers with a disability are facilitated in their access to the nursery via the ramps. If your child has barriers to wellbeing there will be opportunities to discuss this with your child's Key Worker or the Leadership Team. We can support you in accessing outside agencies e.g., Speech and Language Therapy or Educational Psychologist, who can offer support and advice to you and your child.

We also ensure parents and carers who have a disability have equal access to information about their child, involving for example, relocating the venue for parents/carers meetings to facilitate physical access; provision of an interpreter for people who have a hearing impairment; agreeing a phone contact system to provide direct feedback to parents and carers.

All staff are aware of Glasgow City Council's inclusion policy and actively supports learners to remove barriers to participation and learning. All staff participate in the organisation and management of the establishment. Staff meetings are held which provide opportunities for discussion and joint forward planning. As a team we evaluate the strengths and weaknesses of our provision to support children's learning. Staff access training as required to widen their own knowledge and understanding in order to support children who may have identified barriers to learning. Staff have participated in a variety of in-service training days including Nurture and All Behaviour is Communication.



Getting it Right for Every Child

GIRFEC stands for 'Getting It Right for Every Child'. Part of The Children and Young People Act (Scotland) 2014, it is the Scottish Government-led approach to making sure that our children and young people – and their parents or carers – can get all the help and support they need from birth right through to age 18 (or beyond if still in school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it.

All Behaviour is Communication Policy

We want the nursery to be a calm and happy place for your child and high importance is given to ensure a positive ethos. Therefore, with your help, we will always encourage positive, caring behaviour from the children. If a child's behaviour is challenging his/her Key Worker will discuss this with you and together we will work together to support both you and your child as outlined in our All Behaviour is Communication Policy (a copy of which can be obtained on request). We want you to feel able to talk to any member of staff about worries you may have which will, of course, be treated with strict confidence. It is our role to interpret all of the many ways children communicate and ensure they are supported and reduce the barriers to well-being in order that they can access the curriculum. Priority will be given to:

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

We use the Promoting Alternative Thinking Strategies (PATHS) programme to support emotional and social learning. There are workshops and home link exercises throughout the year to which all parents/carers are welcome, and this allows us to share the benefits of this programme with you.



A Nurturing Approach

We ensure a whole establishment approach to nurture at all times. This approach is based on the six Nurturing Principles below:

- Children's learning is understood developmentally
- The playroom offers a safe base
- The importance of nurture for the development of well-being
- Language is a vital means of communication
- All behaviour is communication
- Transitions are important in children's' lives

These principles are embedded throughout the whole nursery.



SECTION 2 - GENERAL INFORMATION

Admissions Policy

All nursery places are allocated in line with the Council's Admissions and Charging Policy for the Early Years (Management Circular 3a) and staff will be happy to advise you how this policy operates when you apply. Leaflets detailing the Council's policy are available from all establishments and if you want a copy please ask. Payments for extended hours are invoiced by Glasgow City Council directly through the Early Years Charging Team and we cannot accept payment within our establishment. An Admissions Panel meets regularly to decide how nursery places will be allocated. The Panel consists of area heads of early years establishments and representatives of other agencies involved in supporting children and their families e.g., Social Work Department, Health Board. The place offered is reviewed every 6 months; however, if your circumstances change after your enrolment this may affect the type of place you have.

The head of nursery keeps a register of all applicants and the information contained in the application form will be considered by the admissions panel to assist in the allocation of

places. Parents/carers can ask to see their application form at any time. If circumstances change which affect the application, you should speak to the Head of Nursery.

Hours of Opening

The nursery is open from 8.00a.m. to 5.45p.m. all year (except the two weeks at Christmas)

Age Range of Children

At Lyoncross children can be accommodated from the age of 3 to 5.5 years. The nursery can accommodate 72 children at any time. There are 2 playrooms and a fabulous outdoor space.

Number of Children

Iona Room (English Medium)	Morning session	56 children
Arran Room (English Medium)	Afternoon session	56 children
Harris Room (Gaelic Medium)	Morning session	16 children
	Afternoon session	16 children



Daily Sessions

Part-time blocks:	Morning	8:00am - 12:30/ 12:45pm
	Afternoon	1:15pm - 5:45/ 6:00pm
	Full Day	8:00am - 5:45/ 6:00pm

Patterns of Attendance

There are full-time, part-time, and part week sessions. When your child is admitted to the nursery, you will be advised what session has been granted. As your needs and those of the nursery may change throughout the term, your sessions may change accordingly. This will only be done after full consultation. We will work closely with all feeder Primary Schools to ensure smooth transitions are then made to school. Further information can be viewed on the Glasgow City Council Going to School website: www.glasgow.gov.uk/en/residents/goingtoschool.

Please note that children must be registered at their LOCAL SCHOOL and this includes a child who you wish to put a placing request in for. There is no longer a requirement to put in a placing request for Gaelic medium schooling and you should register online at the GCC website. Although a placing request can be requested for any school there are no guarantees of it being accommodated by the authority.

Registration Procedures

A register of all applicants is kept by the Leadership Team. Information contained in the application will be considered by the Admissions Panel in the allocation of places. The length of time a child's name has been on the register will not affect the child's priority for admission. Parents can ask to see their application form and, if circumstances change, speak to the Leadership Team.

Enrolment Procedures

The parent/carer and child will receive an "Offer of Place" letter that will state the date of the home visit, child's enrolment, start date and details of placement. The parent/carer meets with the Leadership Team and together discuss the "Application and Enrolment Form", and the nursery "Welcome Pack". The Leadership Team will answer all questions and give any reassurances that the parent/carer requires. It is Glasgow City Council's Policy that payment for a nursery place commences on the day of enrolment.



The **“Welcome Pack”** contains information regarding nursery policies that are relevant to your child’s care within the nursery, for example, Management of Medicine, All Behaviour is Communication and Infection Control. All other policies can be found in the Policies folder in our entrance hall together with inspection reports and other community interests. We do not give out copies of the handbook as we are an Eco School however if you require a hard copy please just ask.

Settling in Procedure

When children start nursery there is always a settling in period and staff are sensitive to the individual needs of each child. Some children may take longer than others to settle, but everything is done to ensure a happy transition from home.

There is a Key Worker system in place and your child’s keyworker will have been at the home visit. All children are allocated a Key Worker. When the parent/carer and child are introduced into the playroom, it is the Key Worker who will welcome them and together they will complete the first transition record or care plan from Home to Nursery. Over the next few days, the time the child spends in the playroom is built up in order that the child can cope when the parent leaves. There is also no set time on how long this process takes as every child has individual needs and your child’s Key Worker will work with you and advise how long to stay with your child in the playroom and when you should go to the parents/carers’ room or leave the building for a short time. You are welcome to make tea in the parents/carers’ room and meet other parents/carers.

After the initial settling period is over, you are welcome to spend time in the playroom alongside your child and we welcome your input throughout the year when you can come along and join in the fun!

Arrival and Collection of Children

A responsible adult should bring a child to and from nursery. You should ensure that your child is dropped off and picked up on time. In the interests of your child’s safety, please inform the Leadership Team if he/she is to be collected by someone unknown to the nursery, avoiding difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff. If a person is unknown to the nursery, please let us know in order that a password can be arranged. Please sign your child in and out of the nursery.



Attendance

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

Healthy Eating - Meals

Children who stay for a morning block plus lunch are served lunch between 11.30 a.m. and 12.10 p.m. The snack provided is fruit with milk or water and e.g., crackers and cheese. The costs for lunch are included together with any charges for extended day in the invoice issued by Glasgow City Council Early Years Charging Team.

We do not accept payment, for extended hours within the establishment. The current costs are:

Hourly Rate: £4.00 (for Glasgow residents)
or £1.00 (income dependent)

Snack: £2.00 per week toy fund paid directly to the establishment which can be paid directly into the nursery bank account (ask at the office for details).

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

Parents/Carers of children who have allergies or require a special diet should inform the Leadership Team at enrolment and we will ensure this is provided as and when required. Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £6240) and Child Tax Credit only (where income is less than £16190) are entitled to the £1/hour rate.

All children are provided with milk and water during both part time and full-time placements together with a snack.



Insurance

Children like to bring special toys etc. for their friends to see. Parents should ensure that **valuable items are not left**, particularly as the authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the authority can be shown to have been negligent. Please do not leave buggies at the main entrance. Unfortunately, we are currently unable to store buggies due to lack of space.

Suitable Clothing

Please dress your child in clothes you do not mind getting messy. Please also make sure that your child has suitable outdoor clothing as this is offered on a daily basis. Black slip-on gym shoes are used within the nursery to ensure safety during physical activities.

There are forms of dress which are unacceptable in nursery, such as items of clothing which:

- potentially, encourage faction (such as football colours).
- could cause offence (such as anti-religious symbolism or political slogans).
- could cause health and safety difficulties, such as loose-fitting clothing, dangling earrings.
- carry advertising, particularly for alcohol or tobacco; and
- could be used to inflict damage on other children or be used by others to do so.
- Wellington boots for outdoors.

Glasgow City Council is concerned at the level of claims being received regarding the loss of children's and young peoples' clothing and/or personal belongings. Parents/carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to nursery.

Parents/carers/Carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

Excursions and Consent Forms

When outings/excursions are planned, the Leadership Team or a staff member will advise you to complete the consent form, giving your permission. Children cannot take part in outings unless a consent form has been submitted by their parent/carer. We will also text you to remind you of outings.



Transport

For Early Years establishments, transport is not provided. The Council may, however, provide transport to/from nursery for children with additional support needs who may require to travel distances.

Emergency Closure Arrangements

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. We may be affected by e.g., severe weather, temporary interruption of transport, power failures or difficulties with fuel supply. In such cases we shall do all we can to let you know about the details of closure and re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local places of worship and announcements in the press and on local radio.

Emergency Contacts

*Parents/Carers are asked to provide names, addresses and telephone numbers of two contact persons for use in case of an emergency. When choosing a contact person, they must be aware that if the Nursery phones them, they would be expected to collect the child as soon as possible. **Please keep the nursery up to date with any changes in this information.***

Non-Smoking Policy

Parents/Carers should note that in line with Glasgow City Council policy we are a non-smoking establishment.

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from all Scottish public authorities, including: The Scottish Government and its agencies; Scottish Parliament; local authorities; NHS Scotland; universities and further education colleges; and the police. Public authorities have to allow access to the following information:

- The provision, cost, and standard of its service.*
- Factual information or decision-making.*
- The reasons for decisions made by it.*



The legal right of access includes all types of “recorded” information of any data held by the Scottish public authorities. From the 1st of January 2005, any person who makes a request for information must be provided with it, subject to certain conditions. Further information is provided on Glasgow City Council website: www.glasgow.gov.uk/en/yourcouncil/freedomofinformation. Internet facilities are provided at all Glasgow City Council Public Libraries and Real Learning Centres.

Dealing with Racial Harassment

The Race Relations Act of 1976 makes it unlawful to discriminate against someone because of his/her colour, race, and nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination. In 1999 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 their establishment.

Bullying

Bullying behaviour will not be tolerated within Glasgow City Council’s educational establishments, and all children have an entitlement “to work (and play) in a learning environment in which they feel valued, respected, safe and are free from all forms of abuse, bullying or discrimination”. (A Standard for Pastoral Care in Glasgow Establishments). In

2009, Glasgow City Council published its revised Anti-Bullying Policy, to record and report all discriminatory behaviours within educational establishments. Parents and carers have a significant role to play in helping to address this problem. At Lyoncross we use the PATHS programme to teach children how to deal with bullying behaviour appropriately.

Child Protection

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and ensure children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter whom. We use the PATHS programme to promote positive behaviour and Nurture to teach children about health and personal safety.



At Lyoncross we have a positive ethos and climate which actively promotes child welfare and a safe environment by:

- *Ensuring that children are respected and listened to.*
- *Ensuring that programmes of health and personal safety are central to the curriculum.*
- *Ensuring that staff are aware of child protection issues and procedures.*
- *Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.*

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head of Nursery, who is our Child Protection Coordinator or Depute Head of Nursery. She, after judging that there may be grounds for concern, must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances. As discussed at enrolment it is everyone's job to make sure children are safe. If you have any concerns, please approach the Leadership Team.

If you are worried or know of a child who could be at risk of abuse or neglect, please speak to the Child Protection Coordinator or a member of staff within our building. We also provide some useful contact numbers from the local community: -

Social Work Services

Rowan Park, Govan

Glasgow

Tel: 0141 276 8700

Glasgow and Partners Emergency Social Work Service

(This emergency Standby Service is for out of office hours).

Contact should be made using this telephone number:

Tel: 0300 343 1505

Pollok Police Station

3 Brockburn Crescent

Glasgow G53 5AF

Tel: 0141 532 5600

Strathclyde Police Family Protection Unit

0141 532 4914



SECTION THREE: MEDICAL INFORMATION

Medication

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

If Your Child Becomes Ill

Please telephone if your child is unable to attend nursery. Occasionally, you may be asked to take your child home, and stay at home for at least 48 hours to ensure his/her recovery. This helps to limit infection being passed around to other children and staff.

Minor Accidents and Upsets

Minor accidents are dealt with immediately and recorded in the "Nursery Accident Book", and you will always be informed. If the accident is of a more serious nature, we will contact you immediately and your child will be taken to hospital. If your child has an accident at home, could we ask that you please let us know.



SECTION FOUR: THE CURRICULUM

The Aims of Our Curriculum

We aim to create a happy and relaxed ethos that is conducive to learning where children:

- Develop confidence and self-esteem.*
- Are provided with opportunities and experiences, which will lead to attitudes, skills and understanding, which will promote effective learning.*
- Are given opportunities which allow them to have a sense of achievement and celebrate achievements out with the nursery.*
- Can develop positive relationships with their peers and adults.*
- Have access to excellent Gaelic Medium Education and celebrate Gaelic culture.*

Curriculum for Excellence

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

*We use **Curriculum for Excellence - Early Level** outcomes and experiences for planning learning with children 3 - 5 years and our own establishment guidance. In order to ensure we are delivering high quality learning experiences, we also use a document called **How Good is Our Early Learning and Childcare** which helps us to self-evaluate and monitor the impact on children's learning. There are copies of these documents in the nursery and they can also be accessed online at Education Scotland. (<http://www.educationscotland.gov.uk/>).*

Throughout Lyoncross there are displays of children's learning and the curriculum in action. The curriculum offers a balanced range of experiences, which promote:

Maths and Numeracy

Sciences

Social Studies

Technologies

Expressive Arts

Religious & Moral Education

Health & Wellbeing

Literacy and English

Literacy & Gaelic



We deliver the curriculum through active learning using children's own experiences as our starting point. The learning experiences offered to children will include outdoor learning, ICT - smart board, creative art, sand and water, cooking, baking, discovery, problem solving, music, puzzles, construction and physical play, and this list is not exhaustive. They also enjoy finding out about other cultures, looking after one another and the environment. We use Promoting Alternative Thinking Strategies (PATHs), an emotional literacy programme, as a backdrop throughout our Curriculum with children. If you wish to discuss curricular planning, please do not hesitate to ask.

Gaelic Medium Education at Lyoncross

The curriculum is also delivered through total Gaelic immersion within the Harris Room at Lyoncross where the same principles are delivered using the Gaelic medium to deliver learning experiences through active learning using children's own experiences as our starting point. There is an emphasis on language acquisition and celebration of Gaelic culture which permeates the Harris room.

Assessment and Reporting

Each child will have their own family book which their Key Worker, your child and you, will add to as they progress. We use a variety of methods for assessing progress such as observation, peer assessment, self-assessment as well as informal chats with you. We use a tracking and assessment document for formative assessment for all children as well as a tracking and assessment document for all children in Gaelic based on the national Benchmarks.

The first formal meeting will be in November and the second will be at the end of May. If you wish to discuss your child's progress out with these meetings, please speak to your child's Key Worker or the Leadership Team.



SECTION FIVE: PARENTAL PARTNERSHIP

Establishment's Aim for the Promotion of Partnership

Our aim is for you to always feel welcomed and valued when you come to Lyoncross. You can speak to the staff, not only on a day-to-day basis, but at regular meetings where you can sit down, have a cup of tea and a chat. You can come to the office and speak to the Leadership Team at any time whether for advice or just to chat. We also provide a monthly Newsletter to keep you up to date with what is happening at Lyoncross.

Supporting Your Child's Learning

Parents/carers are the prime educators of their child and have a great deal to offer the establishment. We want your input to have an impact on the learning and teaching within Lyoncross. In your child's tray you will find a copy of the Rhyme of the Month, which you can help your child to learn, as research shows introduction to traditional nursery rhymes help children with their pre-reading skills. There are also fun STEM (Science, Technology and Maths) experiences for you to do with your child which can be brought back to nursery and included in their Family Book.

We give "homework" to parents to allow you to support your child with the learning experiences he/she is accessing within Lyoncross and this is included with the Rhyme of the Month. As well as this there will be PATHS "homework" and we hope these tasks allow you some insight into the work we do with your child. We will keep you up to date through our Monthly Newsletter. We would be interested in tapping into your individual skills for the benefit of the children and establishment in general. The staff want to promote real partnership with you so that your child can achieve their potential e.g., joining staff and children to go "Into the Woods"; help with our garden; or as part of our self-evaluation to improve our service. We also display new Policies in the Entrance Hall - please take the time to give us some feedback. We will also ask you through questionnaires for your views on the operation of procedures which affect your child e.g., vision, values and aims. It is very important for your child to have you or another family member at any special events we host throughout the year.

Parents' Forum

*We have a Parents Forum which meets around once a term for **tea, toast, and talk**. If you are interested in participating, please give your name to a member of the Leadership Team and we will let you know when the next one is.*



Fund Raising

As well as having regular fund-raising events, we also collect a voluntary Snack Fund contribution which is currently £2.00 per week. Toy fund money is used to pay for children's equipment, parties, trips, and presents. The Toy Fund also helps with the cost of educational outings or to invite professional guests to work with our children providing them with broad, rich experiences at nursery. We always look for new ideas and would welcome any suggestions on how to raise extra funds. We provide details of how the money is spent in our Newsletter.

Celebrating Birthdays

Birthdays are special occasions, and we want to make your child feel special on their birthday. We will provide a card, a book for their birthday gift and all their friends will sing "Happy Birthday". Please do not bring cake, sweets, or chocolate in, as this would not be in line with our healthy eating policy.



SECTION SIX: THE WIDER COMMUNITY

The Establishment and the Community

We aim to co-operate and contribute to local community groups and events whenever possible. As part of our curricular planning, we aim to foster good citizenship and care for our environment by encouraging the children to participate in Eco based learning experiences. We also participate in the Smile and Be Happy programme linked to NHS Greater Glasgow dental services. We are a Breast-Feeding Friendly nursery. We regularly use work experience placement for pupils in secondary schools and Childcare and Education students from several colleges as well as teaching students. We currently have a CDO Career Pathways student and a Modern Apprentice.

Services Within the Community

All children in their pre-school year will be invited to participate in a dental health and visual screening programme in partnership with NHS Scotland. You will be informed if your child needs treatment.

Childminders / Playgroups / Creches / after school and holiday care groups - all exist within the local community.

For further details of this, please contact: Glasgow Family Information Service (GFIS) [0141 287 4702](tel:01412874702)

or write to us at

Early Childhood and Extended Childcare Services

40 John Street,

Glasgow G1 1JL

Website: <http://www.gfis.org.uk/>

Braidcraft Health Centre

200 Braidcraft Road

Glasgow

0141 882 3396

Pollok Health Centre

3 Cowglen Rd

Glasgow G53 6EQ

0141 531 6800

Pollok Police Station

3 Brockburn Crescent

Glasgow G53

0141 532 5600

Pollok Library

27 Cowglen Road

Glasgow.

0141 276 6877



Information on Adult Groups

Choices - One Parent Families West of Scotland

100 Wellington Street

Glasgow

G2 6DH

Tel: (0141) 847 0444 A free, independent helpline for lone parents/carers and anyone affected by the issues surrounding one parent families. Free phone 0808 801 0323

Pollok Leisure Centre

For information regarding pool and gymnasium opening hours, contact reception.

Telephone number 0141 276 6878

Community Education Department

The community education department offers a programme of Youth Work and Adult Education. For information contact the local area Community Education Officer, Pollok Community Education Centre, 134 Langton Road, Glasgow, G53 5DP. Telephone: 0141 882 5869

Gaelic Class

These are held regularly throughout the city.

School Lets

The nursery is available for Lets. Should you require further information please contact Glasgow Life: Letting Section, phone 0141 302 2814/2815.

Links with Primary Schools

Lyoncross has established good working links with many local primary schools. A copy of your child's Wellbeing Record and Assessment Tracker, prior to starting school, is shared with the receiving school. This ensures the continuity of education for your child between nursery and primary.

We have close links with the following primary schools -

Crookston Castle Primary 0141 892 0593

Glasgow Gaelic School 0141 276 8500

Bunsgoil Ghàidhlig Ghleann Dail 0141 429 3183

St. Marnock's Primary 0141 882 1915

St. Monica's Primary 0141 882 6569

SECTION SEVEN: OTHER INFORMATION

Comments and Complaints

If you have a comment or complaint, please approach the Head of Nursery in the first instance. This enables us to make continuous improvements to meet your needs and expectations. If the Head of Nursery does not resolve the issue to your satisfaction, you should contact our Glasgow City Council Customer Liaison Unit who also provide the opportunity to comment, make suggestions, or complain about the service received.

Glasgow City Council Customer Liaison Unit welcome your views as our customers and will continue to ensure that we remain accountable, accessible, and open:

- **Phone:** 0141 287 5384
- **On-line:** Complete your feedback by using the **On-line form** downloadable from <https://www.glasgow.gov.uk/index.aspx?articleid=16133>
- **Post:** Download the **Comments Compliments Complaints leaflet** to complete the feedback form by hand at <https://www.glasgow.gov.uk/index.aspx?articleid=16133>
- **In person:** Visit Education Services personally, where you can have a private conversation with one of our officers.

Should you wish us to download and print this for you this option is also available here at Lyoncross.

Customer Liaison Unit

City Chambers East

40 John Street

Glasgow G1 1JL

Phone: 0141 287 5384

Care Inspectorate

If dissatisfied with the standard of care offered by these services then you can complain to the Care Inspectorate and they can be contacted as below:

Addresses and Contacts: Please find below some useful names and addresses:

Useful Addresses

*Executive Director of Education
Maureen McKenna
Education Services
Glasgow City Council
40 John Street
GLASGOW, G2 1DU.
Tel: 0141 287 2000*

*Quality Improvement Officers
Donna Baillie & John Lawson
Education Services
Glasgow City Council
40 John Street
GLASGOW, G2 1DU.
Tel: 0141 287 2000*

*Early Years' Service Manager
Linda McIlroy
Glasgow City Council
40 John Street
Glasgow, G2 1DU
Tel: 0141 287 2000*

*Local Councillors:
Alex Wilson, Matt Kerr & Elaine McSporrnan,
Glasgow City Council
City Chambers
Glasgow, G2 1DU.
Tel: 0141 287 2000*

*Care Inspectorate
Renfrewshire House
Cotton Street
Paisley
PA1 1BF
Tel: 0345 600 9527*

*Education Scotland
Denholm House
Almondvale Business Park
Livingstone,
EH54 6GA
Tel: 0131 244 4330*

Disclaimer

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

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

