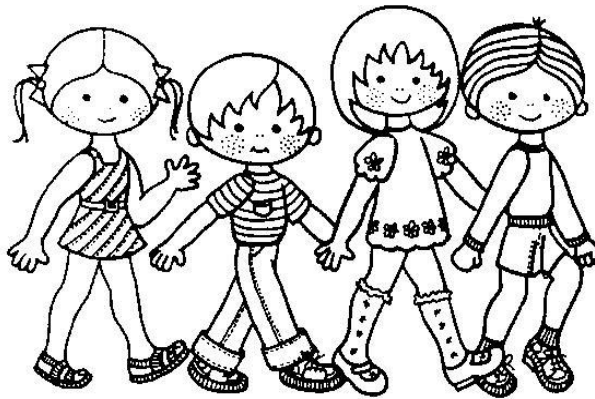


Thornlaw Nursery School

Establishment Handbook 2022/2023



THORNLA W NURSERY SCHOOL

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GLASGOW
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Telephone Number 0141 638 3176

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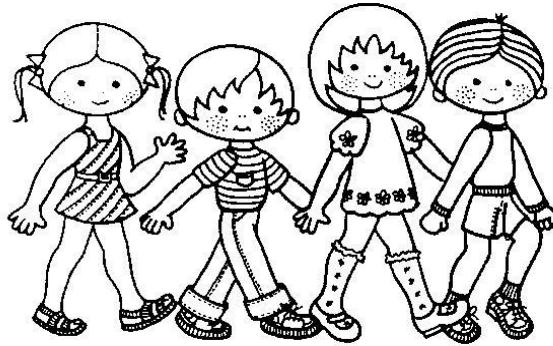
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Section One - Welcome

Hello and welcome to Thornlaw Nursery School



We are delighted that you are considering joining us and hope that if you do enroll your child here we can make your time at nursery a happy one. We hope that the information in this handbook will be helpful to you and that you will feel confident about your son/daughter starting nursery

If you have any questions or if there is anything you would like to know more about, please do not hesitate to contact me. I am always happy to help

Claire Morrison
Head of Nursery

Section Two - Establishment Aims

Our Mission Statement

Provide a welcoming, safe, happy, caring, educational environment in which each child can reach his/her full potential in partnership with parents and the community. Through consultation we aim to develop challenging, individualistic, responsible and considerate learners who will be empowered to say I can and I will achieve

We are inspected and reviewed by two external bodies, HMIE and The Care Commission. The Care Commission inspections are based on The National Care Standards. The main principles of The Care Commission Standards are dignity, privacy, choice, safety, realizing potential, equality and diversity. Copies of our most up to date inspections are available on line or in nursery

In Thornlaw Nursery School we aim to offer the highest quality service. We aim to -

- 1. provide a welcoming, safe, happy, caring, educational environment**
- 2. ensure each child reaches his/her full potential**
- 3. work in partnership with parents and the community**

In particular we would like you to note the following -

Equal Opportunities and Social Inclusion Policy

We reflect the council's equal opportunities policies and are anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work or to care for children. Our provision takes account of the needs of children with disabilities or chronic illnesses. These principles are reflected in the criteria we use to admit children to our nursery and in the curriculum we offer

Thornlaw Nursery School is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs. Inclusion is at the heart of our practice

Race Equality Policy

We have a Race Equality Policy in accordance with the Race Relations (Amendment) Act 2000 and also Glasgow City Council and Scottish Executive guidelines which stipulate the -

- + elimination of unlawful racial discrimination**
- + promotion of equality of opportunities**
- + promotion of good race relations**

Open Access

The Head of Nursery operates an open door policy where parents may speak to her at any time if she is available. An appointment can also be made for a mutually convenient time; parental enquiries are always given careful consideration and are always dealt with promptly and effectively

Section Three - General Information

Names and Job Titles of our Staff Members

Staff	Job Title
Mrs Claire Morrison	Head of Nursery
Miss Linda Norwood	Child Development Team Leader
Miss Kimberley McConville	Lead Practitioner Attainment
Mrs Judith Yuile	Child Development Officer (Part Time)
Mrs Ronda Cheng	Child Development Officer (Part Time)
Miss Emma McAndrew	Child Development Officer (Part Time)
Miss Amanda Wark	Child Development Officer
Mrs Helen Conway	Child Development Officer
Mrs Lynne Dewer	Child Development Officer
Mrs Gail Brannigan	Child Development Officer
Mrs Lyndsey Watson	Child Development Officer
Mrs Stephanie Collins	Child Development Officer
Mrs Marie Stuart	Child Development Officer
Miss Laura McKinnon	Child Development Officer
Miss Rebbekah Gallacher	Child Development Officer
Miss Nicola Fahey	Child Development Officer (Part Time)
Miss Christina McDermott	Child Development Officer (Part Time)
Mrs Basharat Hanif	Support for Learning Worker
Miss Joanna MacDonald	Support for Learning Worker
Mrs Kiren Singh	Support for Learning Worker
Mrs Jane Gunn	Clerical Support Assistant
Mr David Adam	Janitor
Miss Michelle McLeod	Day Assistant

Usual Hours of Opening

8.00 am - 6.00 pm

Daily Sessions

Morning 8.00 am - 12.45 pm

Afternoon 1.00 pm - 5.45 pm

Full time and/or extended hours to the usual opening hours - by arrangement

Background Information

Thornlaw Nursery School is situated on a campus shared with St Vincent's Primary School. The nursery located to its present site in June 2009 but was opened originally in Arden in 1975. The nursery is part of St Paul's Learning Community. As a nursery we are health promoting and eco friendly

Admissions Policy

All nursery places are allocated in line with Glasgow City Council's Admission Policy and nursery staff will be happy to advise you how this policy operates when you apply for a place for your child. A leaflet detailing the policy is available upon request. In line with government policy we strive to provide places for all 3-5 year olds from the first full term after their third birthday. An admissions panel meets at regular intervals throughout the year to decide how nursery places will be allocated. The panel consists of the heads of the local pre-5 establishments, a health visitor and a social worker. There are a limited number of full time places available **which are subject to regular review**, in keeping with Glasgow City Council's Charging Policy. Please note that the length of time a child's name has been on the register will not affect the child's priority for admission. Parents can ask to see their application form at any time. If circumstances change which affect the application you should speak to the head of establishment

Enrolment Procedures

All parents who wish their child to attend Thornlaw Nursery School are invited to complete an application form at any time suitable after their second birthday. Places will be offered to parents as soon as a place becomes available after their third birthday. If your application is successful you will receive a letter from the Head of Nursery giving you a date and time for enrolment. This involves us getting information about your child and you getting information about the nursery school. You will be given a start date at enrolment and the information you will need about settling your child into nursery. During your enrolment you will have the opportunity to visit the playrooms with your child.

Settling In Policy

On the first day of nursery a responsible adult will need to stay with your child as they settle in to the nursery routine. Some children are able to settle faster than others so the time they stay on their first day will vary from child to child

We take our lead from the child so, after discussion with your child, yourself and your child's key worker your child's time at nursery will be gradually extended

Nursery Roll

The nursery has spaces for 80 children in the morning and 75 children in the afternoon. The age range of the children in the nursery is 3 to 5 years although a small minority may have a deferred year at nursery

Arrival and Collection of Children

It is expected that a responsible adult (over 16 years) will bring and collect children from nursery. You must sign your child in on arrival at nursery and sign them out when they leave. In the interests of your child's safety you must tell the Head of Nursery or your child's key worker if your child is to be collected by someone not known to us. If an unexpected situation arises and you have to make emergency arrangements, please telephone the nursery to give us details of the person collecting your child

Please make sure that you adhere to our arrival and collection times -

Morning children should be settled into nursery before 9.15 am and not collected before 12.30 pm

Afternoon children should be settled into nursery before 1.30 pm and not collected before 3.00 pm

If children arrive late or are collected early it disrupts the nursery day for them and others but we do, of course, understand that emergency situations arise

Suitable Clothing

Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons but accidents happen so please dress your child in suitable clothes. Please, also make sure that your child has suitable outdoor clothing in case outdoor play or a trip is planned. 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
- could be used to inflict damage on other children or be used by others to do so

Attendance

We like to see the children at nursery every day but we do appreciate that children are prone to illness. Please inform the nursery of the reason for your child's absence because if we are not informed it will be recorded as an unauthorized absence on your child's attendance record. It is our policy to contact parents who have not notified us that their

child will be absent on day two of the absence. If you no longer wish your child to have a nursery school place please inform the Head of Nursery as soon as possible

Insurance

Sometimes children like to bring something special or new to nursery for their friends to see. Parents should ensure that valuable items are not left at nursery, 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

Excursions and Consent Forms

When outings or excursions for children are planned, the Head of Nursery or 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

Transport

Transport is not normally provided for children attending pre-five establishments. The Council may, however, provide transport to and from nursery for children with special needs who may require to travel some distance to take up their placement. A few establishments have their own transport but this is exceptional and generally parents should make their own travel arrangements

Emergency Closure Arrangements

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, transport problems, power failures or difficulties with fuel supplies. If this happens, we will do all we can to let you know about the details of closure and re-opening. We may keep in touch by telephone, e mail, notices in local shops and community centers, announcements in local churches, in the press and on local radio

Emergency Contacts

Parents whose children are in the nursery are asked where possible to provide the establishment with the names, addresses and telephone numbers of two contact people for use in case of emergency. You are also asked to keep the nursery up-to-date with any changes in this information

Meals

Lunch will be provided free of charge for both morning and afternoon children. It is important that we are informed of any food allergies at the time of enrolment

Snacks and the Promotion of Healthy Eating

Thornlaw Nursery School operates a healthy snack time where children receive 1/3 pint of milk and a variety of fruit and other healthy foods. It is important that we are informed of any food allergies at the time of enrolment

Allergies

We are a nut free nursery. Please do not bring nuts into nursery as we have children/staff with allergies.

No Smoking Policy

Thornlaw Nursery School is a Glasgow City Council school and in line with the council's policies is a no smoking building. This means that smoking is not allowed at any time anywhere within the building or nursery grounds

Child Safety/Child Protection Policy

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behavior on the part of another person, no matter who

Schools, establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by -

- + Ensuring that children are respected and listened to
- + Ensuring that programmes of health and personal safety are central to the curriculum
- + Ensuring that 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



Award 2010



Section Four - Term and Holiday Dates 2022/2023

August

- ✚ Monday 15 August 2022 (Return date for Teachers & In-Service Day)
- ✚ Tuesday 16 August 2022 (In-Service Day)
- ✚ Wednesday 17 August 2022 (Return date for pupils)

September Weekend

- ✚ Friday 23 September 2022
- ✚ Monday 26 September 2022

October

- ✚ Friday 14 October 2022 (In-Service Day)
- ✚ Monday 17 to Friday 21 October 2022 (October Week)

December - Christmas and New Year

- ✚ Schools close at 2.30 pm on Wednesday 21 December 2022
- ✚ Thursday 22 December 2022 - Tuesday 3 January 2023 (Christmas holidays)

January

- ✚ Schools return on Wednesday 4 January 2023

February Mid-term break

- ✚ Monday 13 February 2023
- ✚ Tuesday 14 February 2023
- ✚ Wednesday 15 February 2023 (In-service day)

April - Spring Holiday (Easter)

- ✚ Schools close at 2.30 pm on Friday 31 March 2023

- ✚ Monday 3 April to Friday 14 April (spring holiday)
- ✚ Schools return on Tuesday 17 April 2023

May

- ✚ Monday 1 May 2023 (May Holiday)
- ✚ Thursday 25 May 2023 (In-Service day)
- ✚ Friday 26 May 2023 and Monday 29 May 2023 (May Weekend)

June

- ✚ Schools Close at 1.00 pm on Friday 23 June 2023

Section Five - Medical Information

Medication

If your child needs medication during his/her time at nursery you should discuss his/her requirements with the Head of Nursery. Prescribed drugs will only be given at the discretion of the Head of Nursery and you will need to fill in a form which authorizes nursery staff to administer the drugs to your child. The Head of Nursery will give you the necessary form to complete.

If your child suffers from asthma you must tell the Head of Nursery if there are any activities or specific circumstances which are likely to bring on an attack

If your child suffers from epileptic attacks you must tell the Head of Nursery what emergency treatment to give

If your child becomes ill

We would welcome a telephone call if your child is not able to attend nursery on a particular day

If your child becomes ill at nursery

We will endeavor to contact the parents in the first instance. Should this be unsuccessful we will then get in touch with the emergency contact person

Minor Accidents and Upsets

Unfortunately, children tend to have minor accidents and upsets during their time with us. These will be attended to immediately by well trained staff and the parent will be informed when collecting the child



Section Six - The Nursery Curriculum

How We Promote Learning

In line with all other educational establishments, Early Years Centres are implementing the new Curriculum for Excellence. We promote learning through play in playrooms designed, equipped and directed to cater for the different stages in the development of the individual child. We use a variety of methods to promote positive attitudes to learning and children have the opportunity to work in large and small groups, individually and on a one-to-one basis with a member of staff

Assessment

Staff are continually assessing children and report to the Head of Nursery regularly throughout the year. These assessments are used to give staff a picture of each child's ability and progress so that they can encourage skills and help with any difficulties. An on-going record of your child's achievements is kept by their key worker and a Transition Record is compiled from this when they move on to Primary School. A copy of the Transition Record is sent directly to the Primary School but it will be shared with you and you will have an opportunity to contribute to it

All records can be inspected by parents on request but a formal opportunity to discuss your child's progress will be given twice yearly - in November and May

Additional Support Needs/Accessibility Strategy

The establishment has a duty to ensure that all our children have equal access to the curriculum supported as appropriate to their individual needs. This covers not only the content of planned activities and teaching strategies but also minor adaptations to the physical environment of our buildings to address the needs of children with physical or sensory impairments. We also need to ensure that parents and carers who have a disability have equal access to information about their child. This will involve, for example, relocating the venue for parents/carers meetings to facilitate physical access; provision of an interpreter for people who have hearing impairments; agreeing a phone contact system to provide direct feedback to parents and carers

Where a child is found to have speech or other difficulties, the Head of Nursery in consultation with parents can arrange specialist help e.g. speech therapist/educational psychologist. In no instance will this step be taken without seeking the parent's permission

Working Together to Support Learning

It is important that all people involved with your child's education work together to achieve the best possible way forward for your child. Regular meetings will be held with all agencies involved with your child. This may differ depending on the needs of individual children. Staff will encourage 'learning at home' by posting 'family challenges' via the see-saw learning app. Home learning packs for literacy, numeracy, health and wellbeing and science will also be distributed.

Section Seven - Parental Partnership

Thornlaw Nursery School believes in promoting participation between nursery, the families who use our service and outside agencies. We encourage -

- Teamwork
- A shared understanding of how children learn
- Parents to acknowledge that they are their child's first educator

Our Aims

1. To provide a warm, welcoming and happy atmosphere which supports parental involvements
2. To encourage parents to play an active part in their children's nursery education by -
 - Building up partnerships with children and families
 - Encouraging parents, carers and families to be committed to and actively involved in the life of the nursery
 - Consulting and communicating with children and parents

Working with You to Promote Positive Behaviour

We hope through working with you that the very best opportunities will be available both for your child and yourself within this community

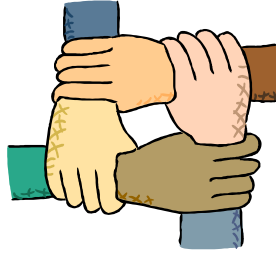
As at home children are expected to follow a suitable code of behavior. We help them to realise that rules are made with safety and consideration of others in mind

Parents Group

We are currently trying to re-establish our parent's group. If you are interested in joining please speak to Linda Norwood (Child Development Team Leader). Parent's group will meet monthly and will provide parent's with opportunity to be involved in nursery improvements whilst having a cup of tea and a chat

Fundraising

The Nursery School has ONE main fund raising activity per year, usually in March



Section Eight - The Wider Community

The Establishment and the Community

Thornlaw Nursery School works closely with the community in an endeavor to achieve the best possible facilities and services for all

Links with Primary Schools

Thornlaw Nursery School has close links with the four local primary schools and has an excellent transition programme

The Named Person

GIRFEC stands for 'Getting It Right For Every Child'. The Children and Young People Act (Scotland) 2014 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

To provide that support when needed, every child in Scotland has a named individual, the Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents. Please do not hesitate to contact your child's Named Person at any time

The Named Person for all children from birth till age five, when they start primary school, is the Health Visitor



Section Nine - Other Information

Data Protection Act

Information on children and young people, parents and carers 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. For further information please contact nursery

Privacy Statement

As a local authority our schools and early year's establishments process information about children and young people in order to provide education and care. In doing so we must comply with the Data Protection Act (1998). This means, amongst other things, that the data held about children and young people must only be used for specific purposes. However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with other public bodies or where otherwise required by law. We may also use any information for research purposes. However, all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council

For further information please see our full privacy statement at www.glasgow.gov.uk/index.aspx?articleid=2895.

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to 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 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions

Further information is provided on the *Glasgow City Council* web-site -

www.glasgow.gov.uk/en/yourcouncil/freedomofinformation

Internet facilities are provided at all *Glasgow City Council* Public Libraries and Real Learning Centers

Dealing with Racial Harassment

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

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

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

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

Bullying

Bullying behaviour will not be tolerated within *Glasgow City Council's* educational establishments. All children in *Glasgow's* educational establishments have an entitlement "to work (and Play) in a learning environment in which they feel valued, respected and 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, incorporating the requirement to record and report all discriminatory behaviours within educational establishments. All establishments are required to review their policy in light of this. Parents and carers have a significant role to play in helping to address this problem. For this reason, any anti-bullying strategy must stress the importance of partnership with the parents and carers of their children

Suggestions and Complaints

We are always anxious to maintain and improve our service. If you have any suggestions to make about the service please contact the Head Teacher in the first instance. Similarly, if you have a complaint about any aspect of the service you should contact the Head Teacher. If you feel your complaint has not been satisfactorily resolved with the Head Teacher please contact the Customer Care Team who will -

- Take a totally neutral stance in fully investigating your complaint

- Acknowledge receipt of your complaint within 5 working days
- Give a full written response within a further 10 working days, unless another timescale has been agreed

The Customer Care Team can be contacted by phone, e mail or post -
Customer Care Team
Customer & Business Services
Glasgow City Council
City Chambers
Glasgow G2 1DU

Tel: 0141 287 0900 e-mail: customercare@glasgow.gov.uk

Information about GCC complaint procedure is available at <https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Addresses and Contacts

Mr Douglas Hutchison
Director of Education
Education services
Glasgow City Council
45 John Street
Merchant City
GLASGOW
G1 1HL

The Care Commission
4th Floor
1 Smithhill Street
Paisley
PA1 1EB
TEL: 0141 843 4230

Glasgow Life, Letting Section, phone 0141 302 2814/2815

Please note -

Although the information is correct at the time of printing, there could be changes affecting any of the matters dealt with in the document -

- before the commencement or during the course of the establishment year in question
- in relation to subsequent establishment years

