



Pikeman Family Learning Centre



Handbook Session: 2024-2025



Dear Parent/Carer

Our 2024-2025 Handbook provides information about our centre.

At Pikeman Family Learning Centre we offer learning and support for all children within a happy, safe and stimulating environment. Our curriculum is delivered within stage appropriate play settings and children are encouraged to be active participants in their own learning journey. On-going monitoring, and evaluation processes allow us to tailor the curriculum to your child's needs and believe by fostering positive relationships with parent's and other professionals we deliver the best quality service for your child.

We value knowledge, skills and input from all parent/carers and look forward to working in partnership with you at Pikeman nursery.

We have divided the handbook into seven sections for easy reference:

- Information and Procedures
- Child Safety and Child Protection
- Parents
- Birth to Three National Guidance'/Five to Thrive
- Curriculum for Excellence/ Realising the Ambition/How Good is our Early Learning and Childcare (ELC)
- Health and Safety
- Useful Addresses
- Proposed Establishment Holidays 2023/24

We look forward to working with you and your child.

Gail Fenwick
Head of Centre

Our Vision, Values and Aims

Our vision is to provide a welcoming, caring environment for all children, parents and carers, where children develop confidence, feel motivated and enjoy learning in a challenging, exciting and fun way.

Our Values reflect the principles of the National Care Standards which promote dignity, respect and compassion, to enhance wellbeing for all service users within an inclusive environment.

Our Aims

- To improve outcomes for all children and their families.
- To involve parents/carers in their children's learning.
- To ensure a safe and well-resourced environment both indoors and out.
- To deliver consistently high quality teaching and learning, within a well-planned, broad curriculum.
- To provide well-timed and skilled interventions to promote children's creativity and extend thinking.
- To raise attainment and achievement of all learners.
- To promote strong nurturing attachments for children in our care.

Our Mission Statement: developed with the help of our parents, carers and children.

Active learning offers children a welcoming, stimulating and challenging environment that is rich in experiences and responsive to the needs of individual learners. Pikeman stands for the following:

Play

Inclusion

Kindness

Education

Memories

Active

Nurtured

Fun

Learning

Community

Information and Procedures

Address

Pikeman Family Learning Centre
21 Archerhill Rd
Knightswood
Glasgow
G13 3NJ

Phone 0141 954 2971

E-mail headteacher@pikeman-nursery.glasgow.sch.uk

Learning Community Knightswood

Capacity

Sunshine Room - 3-5yrs

40 children = Morning Session: (52 week basis) & Term Time: (39 week basis)

40 children = Afternoon Session: (52 week basis) & Term Time: (39 week basis)

Rainbow Room - 3-5yrs

24 children = Morning Session: (52 week basis) & Term Time: (39 week basis)

24 children = Afternoon Session: (52 week basis) & Term Time: (39 week basis)

Butterfly Room - 2-3yrs

15 children = Full Time: (52 week basis) & Term Time: (39 week basis)

Caterpillar Room - 2-3yrs

12 children = Full Time: (52 week basis) & Term Time: (39 week basis)

Hours of Opening

The nursery is open from 8.00am to 5.30pm.

Daily Sessions

3-5yrs: Term Time 39wks = Morning Session: 8.00am - 12.30pm

Afternoon Session: 1.00pm - 5.30pm

3-5yrs: Full Time 52wks = as per need and provision availability.

Under 3's = as per need and provision availability.

Staff

Job Title

Mrs Gail Fenwick	Head of Centre (Child Protection Co-ordinator)
Miss Lauren McIntyre	Depute Head of Centre (First Aider)
Mrs Marion Mortimer	Child Development Team Leader
Mrs Lindsay Drummond	Child Development Team Leader (First Aider)
Miss Maureen Kane	Lead Practitioner Attainment
Miss Julie Blain	Child Development Officer (job-share)
Mrs Angela McCorrison	Child Development Officer
Mrs Jenna Russell	Child Development Officer
Miss Anne Marie Curran	Child Development Officer
Mrs Emma McKnight	Child Development Officer
Mrs Jacqueline Leishman	Child Development Officer (part-time)
Mrs Rhayader Will	Child Development Officer
Ms Joanne Currie	Child Development Officer
Miss Liz McArthur	Child Development Officer
Mr Charlie Friel	Child Development Officer
Miss Isla Stewart	Child Development Officer
Miss Gabrielle McShane	Child Development Officer
Ms Charlene Morrison	Child Development Officer
Miss Amiee Cafolla	Child Development officer (matt Leave)
Miss Rebecca Currie	Child Development Officer
Ms Gail Armstrong	Child Development Officer
Mrs Fiona Hart	Child Development Officer (career break)
Mrs Gillian Crawford	Child Development Officer
Miss Gaynor Tyrell	Child Development Officer (temp)
Miss Katlyn Goodwin	Child Development Officer
Miss Tyler Kelly	Child Development Officer (supply)
Miss Kelly McLean	SFLW
Mrs Lynsey Allan	SFLW Lunch Cover
Mrs Bushra Ashgar	SFLW Lunch Cover
Miss Kasia Maslanik	SFLW Lunch Cover
Mrs Mary Robinson	Clerical Assistant
Miss Danielle Smith	Clerical Assistant
Mrs Lorraine Malinowski	Janitor
Mrs Janey Beavers	Catering Assistant
Ms Karen Reid	Cleaning Assistant
Mrs Anne-Marie Spiers	Catering Assistant
Mrs Laura Mills	Catering Assistant

Staff Development

Continuous Professional Development (CPD). Staff engage regularly in a broad range of training programmes ensuring skills and expertise meet the needs children within the service.

Register of Applications

Children's names will be accepted for the register of applications from age 2 for the 3-5 room, age 1 for the 2-3 room and from birth for the 0-2 room. Parents seeking a nursery place for their child are welcome to visit us at a pre-arranged time. Let us know if your circumstances change and we will update your information. When a place for your child becomes available, you will be contacted to discuss arrangements for admission.

When registering an application, **please bring your child**, along with the following information:

- **Child's Birth Certificate** (*compulsory*)
- **Current Council Tax Letter** (*compulsory*)
- **Confirmation of Benefits** (*if applicable*)
- **Working Tax Credit Confirmation** (*if applicable*)
- **Confirmation of Employment** (*if applying for extended hours*)
- **Confirmation of participation in further education** (*if applying for extended hours*)

Admissions

All children are admitted to Glasgow City Council nurseries in accordance with Glasgow City Council's Admissions Charging Policy for Early Years. All placements are allocated by contract through the Local Area Admissions Panel on behalf of Glasgow City Council and are based on the needs of the child and their family. The panel consists of representatives from:

Pikeman Family Learning Centre
Whiteinch Nursery School
Yokerburn Nursery
Knightswood Early Years Centre
Rowena Nursery School
Health Visitor
Elizabeth Kerr, Area Service Manager

Charges

Children become eligible for free, part time, term time nursery provision from the term before their third birthday. From the start of term in August 2018, Glasgow City Council will extend the entitlement of all 3 and 4 year old children and some eligible 2 year old children up to 1140 hours of free early learning and childcare.

Additional sessions can be requested; they are subject to availability, and will incur a charge. Additionally, changes to the original contracted hour must be allocated by the Area Admissions Panel. Please see the management team for further details. Parents can refer to the "*Pre-School Education - What does it mean for your child and you?*" leaflet for further information.

Provision for children under 3years will incur a charge.

A leaflet explaining the charging system is available at the office.

Attendance

It is expected that child will attend all days allocated unless he/she is ill. If your child is going to be absent for any reason, ***please telephone and let us know*** as this helps us plan learning more effectively to meet your child's needs.

There is a great demand for nursery places so please let us know if you no longer require a place for your child.

Meals

Lunches are free to all entitled children and eligible 2 year old children (Eligible 2 Year applications can be found on Glasgow City Council Online). Children and young people of parents/carers receiving Income Support, income based Job Seekers Allowance, Working Tax Credit (where income is less than £19,995*).

*Income amount effective from April 2024 and may be changed by Department of Work and Pensions.

Dietary Requirements

Please inform staff and the management team if your child requires a special diet, this allows arrangements to be made prior to your child starting nursery.

Arrival and Collection of Children

- **Sign your child in and out of nursery on the register, as information informs attendance records and is used in the event of evacuation procedures.**
- **Children can only leave the nursery with an adult we are expecting,** it is important that you let us know if someone other than yourself is collecting your child.
- **You must be 16 years or older to collect a child from nursery.**
- Please **adhere to agreed placement times** as nursery staff work within a shift system.

Outings

Staff will advise you in advance when outings are planned.

- You will be asked to give permission for your child's participation by completing a consent form.
- Appropriate Risk Assessment forms will be completed prior to outings taking place.

Snacks

Children are offered milk/water and a snack during morning and afternoon sessions.

- A free snack is provided by Glasgow City Council.
- During enrolment, the management team will take note of any dietary requirements.

Clothing

Children's clothing should be appropriate for the learning environment e.g.

- Clothing allows a child to move comfortably and participate in learning and play experiences.
- Shoes fit securely and allow a child to play, climb, and engage safely in indoor/outdoor activities.

Please note: We would ask that children do not wear, or display the following items of clothing or jewellery which may cause offence or harm.

- football clothing.
- anti-religious symbolism or political slogans.
- Neck chains, earring's, or items that can become caught on apparatus such as climbing frames or fences causing harm to themselves or others
- Advertising for alcohol or tobacco

Glasgow City Council is concerned at the level of claims being received regarding the loss of children and young people's clothing and/or personal belongings.

Insurance (public liability)

Parents/Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are avoided.

Parents/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.

Please put names on all items left in the cloakroom area.

Play Clothes

We want your child to feel comfortable and confident as active participants in a broad range of learning contexts. While suitable aprons are provided e.g. during painting or during water play, or during outdoor activities, accidents can still happen and clothing can sometimes suffer as a result. It is therefore best to avoid expensive items clothing or clothing you are concerned about.

Outdoor activities are part of the curriculum, so please make sure your child has suitable outdoor clothing, e.g. jumper/cardigan, hats, scarves and wellies, to suit the weather/time of year.

Birthdays

A small cake will be provided by the centre to celebrate the children's birthdays which.

Physical Access

The nursery is on one level with easy access to all rooms from a wide central corridor. The front doors are sufficiently wide for all uses.

Additional Support Needs/Accessibility Strategy

The establishment has a duty to ensure all children have equal access to resources and learning opportunities. Planned activities, including minor changes to the physical environment will be adapted when required to ensure all children experience a full curriculum. Additionally, the nursery will ensure parents and carers have equal entitlement to meet/discuss information about their child either within the building or at a more appropriate location, by telephone, by facilitating an interpreter or other means appropriate to the needs of families.

Parents who wish to discuss any additional support need in respect of their child should initially discuss this with their child's keyworker. A member of the management team will then discuss this with you, and with your consent, get in touch with the appropriate agency to further support your child. At this stage the nursery will complete a **GIRFEC** (Getting it Right for Every Child) Assessment Plan.

GIRFEC stands for '**Getting It Right for Every Child**'. The Scottish Government document was formulated as a result of The Children and Young People Act (Scotland) 2014, and is intended to inform those who help children, young people, their parents or carers, can get what they need from birth to 18yrs (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**.

For more information follow the link:

<http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright/background>

Education (additional support for learning) (Scotland) Act 2009 states:

GCC Policy - Glasgow City Council has a duty, as outlined in the Standards in Scotland's Schools 2000 Act, to ensure that your child achieves their potential. Glasgow's Education Services is committed to the inclusion of all children and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirement in the 2000 Act.

It is also part of Glasgow's policy to maintain a range of special educational establishments. This recognises the key role to be played by specialist provisions in addressing severe low incidence disabilities. The authority recognises that there are a wide range of factors, which may act as a barrier to your child's learning. We are committed to working closely with parents and carers to ensure that you are fully involved in overcoming barriers to learning. Additional support needs may be linked to a learning difficulty or disability but could also apply to a child or young person suffering from bereavement who requires pastoral support, a more able child/young person or those with a particular talent, which needs to be fully developed. The policy requires all establishments to provide an environment where children and young people with additional support needs are actively encouraged to be effective learners and benefit from their school education.

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

Further information relating to Additional Support Needs is also available on the Glasgow City Council website.

www.glasgow.gov.uk/index.aspx?articleid=8627

Nursery Improvement

An annual report referred to as a 'Standards and Quality' & 'Improvement Plan' report is available in the foyer. The report highlights progress in key curricular areas such as, literacy, numeracy and health and wellbeing.

Nurture

Glasgow City Council's vision was for all schools and nurseries in Glasgow to be a whole Nurturing establishment by 2023. We are still working towards our accreditation.

Some young children in Early Years' settings respond better to working in smaller groups in a quiet separate space within the nursery. Children may need the support of a nurture group for many different reasons. If children join a nurture group, staff will carefully plan activities/experiences/targets to help promote their health and wellbeing needs. Parents and families are very important to the success of nurture and the Nurture Groups always involve them very closely in the work they are doing and welcome them to join the group at particular times. (Information leaflets are available)

Services within the Community/Outside Agencies

Links are fostered and developed with a range of services in the area e.g. "People Who Help Us" such as dentists, shopkeepers and local police, Community Education and Library staff.

The Centre works closely with other professionals such as Speech Therapists, Educational Psychologists, Health Visitors, Occupational Therapists and Social Workers. We also have a visit from Vision Screening for our pre-school children and Dental Screening for our ante-pre-school children.

Child Safety/ Child Protection

Nursery policies are available in the reception area of our nursery. Glasgow City Council policies and guidelines can be accessed using the following link.
<http://www.glasgow.gov.uk/policiesandguidelines>

Child Protection

All education establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and wellbeing 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. As, with other areas of the curriculum, you will be kept informed of the health and personal safety programme that is in place. Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- Ensuring that children are respected and listened to
- Ensuring that programmes of health and 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 protection children and young people.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head of Centre, Gail Fenwick who is the Child Protection Officer. (Information can be found in the front entrance of the nursery). The head, or the person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of any child must then immediately advise social work services of these concerns.

For further information on child protection see:

<http://www.glasgowchildprotection.org.uk/index.aspx?articleid=2216>

Privacy Statement and Data Protection – Use of Information about Children and Parents/Carers

As a local authority our schools and early years 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 bodies responsible for administering services to children and young people, 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 <http://www.glasgow.gov.uk/index.aspx?articleid=2908>.

Information about Freedom of Information can be found on: <http://www.glasgow.gov.uk/foi>

Parents

'Open Door' Policy

Parents are always welcome to discuss any aspect of their child's development and progress with a member of staff or the management team. Keyworkers are happy to have a quick chat to share information with you. To ensure children's safety at all times, longer discussions may require an appointment and we are happy to arrange a time that is convenient.

We will let you know what is happening in the centre with newsletters, parents' meetings, information boards, leaflets and texts, Group call and Twitter. We have now been piloting See-Saw the online journals. Parent feedback has been really positive and we will look to rolling the on-line journals within our 2-3 playroom after August 2024.



Parental Involvement

Parental involvement is important to us. If you would like to get involved in any aspect of nursery life, please see your child's keyworker or a member of the management team. We have a variety of parents groups and committees within the centre and parents are always encouraged to join/support these groups. Information boards, slide shows and newsletters are also available to keep parents informed of what is happening in the centre. Over the course of the year, we will send out questionnaires to consult with you about various aspects of the service. We welcome comments and suggestions and act on feedback to improve the quality of our provision.

Fundraising

We have a weekly parental toy fund contribution of £1.00 which can be paid to our clerical assistant at the main office or paid directly into the Nursery bank account. It covers expenses incurred by the Nursery programme throughout the year. We have fundraising events organised by staff and parents which you are invited to take part in. All money raised is spent on outings, events such as Christmas including Santa gifts, special treats and new equipment for the nursery. An accurate record of all monies received is kept and regularly audited. These records are available for parents to see at any time.

See the notice board for what we spend our Toy Fund on and details of any events within the nursery.

Pre Birth to Three

A CURRICULUM FOR CHILDREN AGED 0 - 3 YEARS



Pre-birth to Three - Positive Outcomes for Scotland's Children and Families identifies four key principles: Rights of the Child, Relationships, Responsive Care and Respect.

RIGHTS OF THE CHILD

Stated within the United Nations Convention on the Rights of the Child (UNCRC): children should be valued and respected at all levels and have the right to have their views heard and acted upon.

Children's rights are defined in many ways, including a wide spectrum of civil, cultural, economic, social and political rights.

The main principles are dignity, privacy, choice, safety, realising potential, equality and diversity. All children have the right to thrive and be nurtured by adults who promote their general wellbeing, health, nutrition and safety.

RELATIONSHIPS

Healthy relationships begin before babies are born; they are born with a predisposition to form relationships and make connections based on positive relationships with others.

Love is essential in building close and companionable relationships with babies and young children. Welcoming smiles, hugs, consistency and reassuring communication help babies to develop trust and understanding that their needs will be met.

RESPONSIVE CARE

Responsive care means knowing and accepting children and respecting that they are unique individuals.

As a result babies learn to trust adults around them and are more likely to feel secure within themselves.

Adults need to demonstrate a sensitive and caring approach. Time, communication, body language and facial expressions are essential if children are to feel, safe, secure and valued.

A keyworker system enables our staff to build close, one-to-one relationships with young children and their family.

Responsive care means getting to know an individual child and ensures best practice meets individual needs.

Five To Thrive

We already know that parents are the most important people in children's lives, but recently we have discovered something even more amazing.....we have discovered that how a parent behaves around their baby in the first three years of the baby's life has a significant impact on how their baby's brain develops. This is the foundation of how the brain will work as the child grows up and becomes an adult. Healthy brains mean babies are more likely to be happy and successful as older children and adults.

The 5 Building Blocks



Respond . Cuddle . Relax . Play . Talk

Pikeman Nursery is committed to developing **positive relationships** and **healthy attachments** for babies and young children with parents and caregivers. More information is available within the centre.

Curriculum for Excellence

CURRICULUM FOR CHILDREN AGED 3 - 18 YEARS



The 3-18 curriculum aims to ensure all children living in Scotland develop the attributes, knowledge and skills needed to flourish in life, learning and work.

The knowledge, skills and attributes learners develop demonstrate four key capacities within the curriculum: successful learners, confident individuals, responsible citizens and effective contributors.

WHAT ARE EXPERIENCES AND OUTCOMES?

The experience and outcomes are lines of development describing progress in learning which are organised into eight curriculum areas.

- Expressive arts
- Languages
- Religious and moral education
- Social studies
- Health and wellbeing
- Mathematics
- Sciences
- Technologies

Children in nursery work on the early level. (*Early Level is nursery to P1 or beyond*)

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

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



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

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

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

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

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

Technologies: The range of subjects in technical education has changed significantly over the last two decades and now sectioned to include: Digital Technology, Food and Textile Technology, Technical Developments in Society and Business, Craft, Design, Engineering and Graphics, Computing Science.

Curriculum for Excellence is about bringing real life into the playroom. Play provides many opportunities for children to acquire knowledge and understanding and to develop the capacity to learn. During play children develop language, use their imagination, become creative, and learn to control their bodies to improve movement and co-ordination acquiring skills which contribute to healthy growth and development. Children have opportunities to learn outdoors every day. Staff consult with children to learn about their individual interests and plan for learning accordingly. Children's learning is collated in their individual profiles and is evident on wall displays within the playroom and throughout the nursery.

Realising The Ambition: Being Me



This document has been creatively and sensitively designed to guide and support all those who work with babies and children in the early learning and childcare sector and beyond into the early years of primary school in Scotland.

The new guidance retains the relevant content from the previous guidance which it replaces, extending and strengthening it in line with current research and evidence about how children develop and learn.

This refreshed early years national practice guidance for Scotland presents key information about the characteristics of child development based research and evidence.

It explores the range of **interactions**, **experiences** and **spaces** we need to provide for babies and young children to help them learn and grow best from their earliest days through to being a young child in early primary school.

In essence, 'Realising the Ambition: Being Me' increases expectations of high quality but still provides the necessary support for all who work in the early years sector and beyond.

Outdoor Play

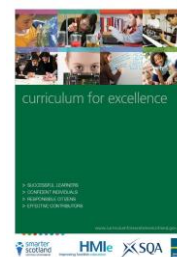
Outdoor activities are part of the curriculum. Children will access outdoor play every day, regardless of the weather, unless it is unsafe to do so.

On cold or wet days please make sure your child has the following:

- A warm, waterproof coat or jacket
- Hat/gloves/scarf
- Trainers/wellingtons

On hot/sunny days please ensure the following:

- Sun cream is applied before coming to nursery
- A sun hat is provided
- Clothes cover your child's shoulders



For more information on Curriculum for Excellence see

<http://www.educationscotland.gov.uk/parentzone/>

Assessment and Reporting

Children's development is supported throughout the year within stage appropriate play/learning contexts where staff assess children's progress to ensure challenge matches individual interests, needs and skills. Staff will use a range of everyday evidence to gather information about children's learning.

These could include:

- Observing children at play
- Recording their comments, stories and interests
- Collecting samples of children's drawings, writing and art work
- Taking photographs
- Assessing specific skills e.g., in literacy and numeracy
- Collaborating with other professionals e.g. Speech and Language Therapists.

Children are provided with opportunities to talk about and evaluate their own work and are encouraged to participate in planning their learning for progress and development. Senior staff monitor planning and development strategies. **Children's Progress Meetings**

Parents meetings are arranged as appropriate for individual children.

Meetings are generally arranged twice per year, usually between November/January depending on your child's start date. This meeting will provide an opportunity for parents/carers and keyworkers to discuss how a child has settled into nursery life. A second progress meeting will follow, usually in May if your child is Term Time, or this may be arranged over the summer period if your child attends on a 52week basis. Written reports are normally issued at second progress meeting.

Transitions

Transitions are important in children's lives. Changes in routine are viewed as a period of transition. This can be an easy, or difficult time depending on the individual child, or the intensity of the transition. Familiar transitions in your child's life might be: moving from play to tidy-up routines/going to bed/getting up/coming to nursery/leaving the park etc.

At Pikeman Nursery have a settling programme that is based on the needs of your child and that supports them through the transition of coming from their familiar home environment to settle in their new nursery. We also have transition programmes in place for children transferring from one playroom to another room and when leaving nursery and moving on to school. Enhanced transition programmes are put designed to assist children who require additional support.



Transfer to Primary School

Children normally go to Primary School between four and a half and five years of age. Information on registration and enrolment procedures for Primary School will be given in the local press early in the calendar year. Please note that children must be registered with their local school. For more information go to:

<http://www.glasgow.gov.uk/index.aspx?articleid=8631>

Transport

Transport is not normally provided for children attending pre-five establishments.

Health and Safety

Medical and Health Care

It is very important that full details of your child's medical history are provided when completing admission forms. This ensures staff are appropriately prepared.

If your child becomes ill or has an accident while attending the nursery, every attempt will be made to inform you. If the illness or accident is of a serious nature, your child will be taken to the nearest hospital/accident department (Queen Elizabeth University Hospital) and you will be contacted and advised to join your child at hospital. Children who are obviously unwell should be kept at home where they will be more comfortable. Should a child require medication this should, whenever possible, be administered by the parent, but in exceptional circumstances arrangements may be made for medication to be administered by staff **after the first dose has been given by parent/carer**. Parents will be asked to complete a Parental Request Form-Administration of Medicines.

Dental Care

Pikeman nursery is part of the 'Child Smile' programme which encourages and supports the development of good dental habits.

Emergency Contacts

In order to ensure the safety of your child, you will be required to provide the names, addresses and telephone numbers of **two responsible persons who** may be contacted in the event of an emergency. If for any reason the contact persons have to be changed, you must inform the management team immediately.

It is the responsibility of the parent/carer to ensure that a responsible adult takes the child to and from nursery. Management must be informed of any changes in agreed arrangements.

Information in Emergencies

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, and temporary disruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in the press and on local radio. Also see Glasgow City Council's Twitter page twitter.com/glasgowgcc

Mobile Phones

In the interests of Child Protection we insist that **no mobile phones are used inside the Nursery** unless agreed by a member of staff.

Parking

No Parking at any time outside the nursery **on the zigzag lines or in the driveway** of the nursery. **If you do so you are putting lives in danger** and clear access is required at all times in both areas. The driveway is used every day by Glasgow City Council maintenance vehicles, lunch deliveries and emergency vehicles. Please adhere to parking restriction at all times.

No Smoking Policy

A 'no smoking' policy operates in all areas of the school.

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

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

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

Bullying

Bullying behaviour will not be tolerated with Glasgow City Council's education establishments. All children in Glasgow's education 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 behaviour with the education 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 will must stress the importance of partnership with the parents and carers of their children.

Incidents of Drugs Misuse Involving Adults

Please note the following Council Guidelines are issued to all staff to enable them to manage incidents of drugs misuse involving adults.

'If staff are not confident that an adult is able to provide appropriate care and supervision of a child or young person because they are under the influence of drugs or alcohol, they should attempt to contact an alternative carer before contacting social work, and, if necessary, the police.

If there are concerns about the safety of a child, staff should attempt to persuade the adult not to leave with the child until appropriate help arrives. If the adult insists on leaving with the child, staff should not attempt to restrain them but immediately inform social work and the police.'

Equal Opportunities and Social Inclusion

The school promotes children's awareness of self and develops their self-esteem by valuing and respecting their individuality and culture. We respect everybody who enters the school and we treat them with dignity

Complaints and Comments

Any person who has any concerns or complaints about any aspect of the nursery service should talk to the Head of Centre.

You may wish to register a comment in the Nursery's Suggestion Box which is available in the reception area.

If the Head of Centre does not resolve the issue to your satisfaction, you can contact Customer Liaison Unit who will acknowledge receipt of your complaint within 5 working days; fully investigate your complaint; give a full written response within a further 10 working days, unless another timescale has been agreed:

Customer Liaison Unit
Education Services
Glasgow City Council
40 John Street
Glasgow, G1 1JL
El: 0141 287 5384 / E-mail: education@glasgow.gov.uk

If the issue is still not resolved to your satisfaction you may wish to contact:

Care Inspectorate
4th Floor
No 1 Smithhills Street
Paisley
PA1 1EB
Tel: 0845 600 9527

Useful addresses

Douglas Hutchison
Executive Director of Education
0141 287 4551

Jean Miller
Head of Service (North West)
0141 287 4086

Lizz Kerr
Early Years' Service Manager
0141 287 5815

Heather Douglas
Early Years Manager
0141 287 4493

ASSOCIATED PRIMARY SCHOOLS:

Blairdardie Primary School
78 Kearn Avenue
Glasgow
G15 6HL

Bankhead Primary School
66 Caldwell Ave
Glasgow
G13 3AS

Corpus Christi Primary School
179 Pikeman Road
Glasgow
G13 3BH

Knightswood Primary School
36 Knightscliffe Avenue
Glasgow
G13 2TE

St Brendan's Primary School/
Clyde Primary School
170 Hawick Street
Glasgow
G13 4HG

St Ninian's Primary School
2150 Great Western Road
Glasgow
G13 2AB

Although this information is correct at 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.

Proposed School Holiday Dates for

Return Dates for Teachers	Monday 12 th August 2024
Pupils Return	Wednesday 14 th August 2024
September Weekend	Friday 27 th September and Monday 30 th September 2024
In Service	Friday 11 th October 2024
Mid-Term	Monday 14 th October to Friday 18 th October 2024 (inclusive)
Christmas/New Year	Monday 23 rd December 2024 to Friday 3 rd January 2025 52wks - 24 th Dec to 2 nd January 2025
Schools Reopen	Monday 6 th January 2025
Mid Term	Monday 17 th February to Tuesday 18 th February 2025 (inclusive)
In-Service Day	Wednesday 19 th February 2025
Spring Holiday/Easter Break	Monday 7 th April to Monday 21 st April 2025 Closed - Friday 18 th April - Monday 21 st April 2025
May Day	Monday 5 th May 2025
In-Service	Thursday 22 nd May 2025
May Weekend	Friday 23 rd May 2025 & Monday 26 th May 2025
Summer Holidays	June 2025 Term Time Children and staff stop Wednesday 25 th June 2025.

