



THE
GLASGOW ACADEMY

Founded 1845

Early Years Handbook
2011-2012





Early Years Handbook

At the Glasgow Academy Nursery and Kindergarten services we aim to offer the highest quality provision for all our children. We are acutely aware that a child's first experiences of education will shape them for the future. We are passionate about giving our youngest children the best possible start to their education; in so doing, we endeavour to develop children as individuals, constantly identifying their strengths and supporting them to make those all-important "next steps". But we do not lose sight of the care element. Our priority is that your child is cared for every day by exemplary staff who are enthusiastic and motivated in creating a stimulating and safe environment for our youngest children.

We are also conscious, although this is an exciting time, that the early years stage can bring uncertainties and apprehensions for parents as well as children. Your child's entry to Nursery and Kindergarten may well be the first time you have been parted from your child for a prolonged period. This booklet aims to tell you something of what we do and how we do it. Any publication can, however, only go so far and, as always at The Glasgow Academy, we encourage you to ask anything of us at any time to allow your child the best possible start in their education.

The Nursery and Kindergarten are very much part of the Glasgow Academy community, embracing traditions and implementing a 'can do will do approach' with staff and children. There are specific aims that are more particular to our younger children and early years services; these are detailed later in this handbook.

We do hope your child has a marvellous experience in our Nursery and Kindergarten services.



Mrs Jeanann Thompson

Pre-school and After-school Care Manager
Qualification: P.G. Diploma Childhood Practice
B.A. Teaching Qualification in Further Education

Nursery and Kindergarten The Glasgow Academy - Atholl

Staff

Mrs Jane Billcliff

Nursery/Kindergarten Teacher
B.Ed., Glasgow

Mrs Gwendolyn Jamieson

Early Years Practitioner
H.N.C., Early Education and Childcare

Ms Gail Adams

Early Years Practitioner
S.N.N.E.B



Contact Details

Atholl

The Glasgow Academy, Atholl
Mugdock Road
Milngavie G62 8NP
Telephone: 0141 956 3758

Email: enquiries@tga.org.uk

School Text: 07860 003835

The Glasgow Academy - Atholl is open
8.30 am - 4 pm, throughout term time.

A weekly timetable of P.E. and Music
lessons will be displayed on the Parent
Information Board.

Atholl



Jane Billcliff



Gwendolyn
Jamieson



Gail Adams



Nursery and Kindergarten The Glasgow Academy - Dairsie

Staff

Miss Amanda Gillan
Principal Teacher
M.A., Glasgow

Mrs Jane McWattie
Early Years Practitioner
S.N.N.E.B.

Miss AnnFrances Dunn
Early Years Practitioner
S.N.N.E.B.



Contact Details

Dairsie
The Glasgow Academy, Dairsie
54 Newlands Road
Glasgow G43 2JG
Telephone: 0141 632 0736

Email: enquiries@tga.org.uk

School Text: 07860 003835

The Glasgow Academy - Dairsie is open
8.30 am - 4 pm, throughout term time.

A weekly timetable of P.E. and Music
lessons will be displayed on the Parent
Information Board.

Dairsie



Amanda Gillan



Jane
McWattie



AnnFrances
Dunn



Nursery and Kindergarten The Glasgow Academy - Kelvinbridge Kindergarten

Staff

Mrs Ruth Oliver

Primary Teacher (Kindergarten)
P.G. Certificate in Management, Chester
B.A., Nottingham Polytechnic

Miss Kat Orr

Early Years Practitioner
M.A., Glasgow
S.V.Q., Level 3, Early Education and Childcare

Miss Louise McHugh

Early Years Practitioner
P.D.A., Early Education and Childcare
H.N.C., Early Education and Childcare

Mrs Lynsey Lalley

Early Years Practitioner
P.D.A., Early Education and Childcare
H.N.C., Early Education and Childcare

Miss Julie McDonald

Early Years Assistant
S.V.Q., Level 2, Playwork

Miss Claire Rafferty

Early Years Practitioner
H.N.C., Early Education and Childcare

Mrs Melanie Irvine

Early Years Practitioner
H.N.C., Early Education and Childcare



Ruth Oliver



Kat Orr



Louise McHugh



Lynsey Lalley



Julie McDonald



Claire Rafferty



Melanie Irvine



Contact Details

Kelvinbridge Kindergarten

The Glasgow Academy
Kelvinbridge Kindergarten
Colebrooke Street
Glasgow G12 8HE
Telephone: 0141 334 8558

Email: enquiries@tga.org.uk

School Text: 07860 003835

The Glasgow Academy - Kelvinbridge Kindergarten is open 8.30 am - 4 pm, throughout term time.

A weekly timetable of P.E. and Music lessons will be displayed on the Parent Information Board.

Kelvinbridge
Kindergarten



Nursery The Glasgow Academy - Kelvinbridge Nursery

Staff

Miss Arlene McCracken

Early Years Team Leader

S.V.Q., Level 4,

Children's Care, Learning and Development

Mrs Heather Stirling

Early Years Practitioner

H.N.C., Early Education and Childcare

Miss Michelle Gray

Early Years Assistant

S.V.Q., Level 3,

Children's Care Learning and Development

Miss Claire Whitelaw

Early Years Assistant

H.N.C., Health Care



Contact Details

Kelvinbridge Nursery

The Glasgow Academy

Colebrooke Street

Glasgow

G12 8HE

Telephone: 0141 334 8558

Email: enquiries@tga.org.uk

School Text: 07860 003835

The Glasgow Academy - Kelvinbridge Nursery is open 8 am - 6 pm for 50 weeks per year. The service is closed during Public Holidays and between Christmas and New Year.

A weekly timetable of P.E. and Music lessons will be displayed on the Parent Information Board.

Kelvinbridge
Nursery



Arlene
McCracken



Heather Stirling



Michelle Gray



Claire Whitelaw



Nursery and Kindergarten Fees - School Day/Term Time

	Kelvinbridge	Atholl	Dairsie
Nursery (am)	£1135 per term	£1135 per term	n/a
Nursery (pm)	£1135 per term	£1135 per term	£1135 per term
Nursery (Full Day)	£2760 per term	£2560 per term	n/a
Kindergarten (am)	£1505 per term	£1305 per term	£1305 per term
Kindergarten (Full Day)	£2760 per term	£2560 per term	£2560 per term

Nursery and Kindergarten fees at all three sites include the provision of a snack, while at Kelvinbridge the Full Day option also includes lunch, and the am option may do so if required but this will incur a lunch fee. There is a minimum of 5 sessions per week. There is a 30% reduction for December.

School Day/Term Time

	Kelvinbridge	Atholl	Dairsie
Nursery Year-round	£900 per month	n/a	n/a

The Nursery Year-round option offers every week of the year except two weeks during the Christmas and New Year season, and other dates as listed on page 8.





Term Time Session Dates for 2011 - 2012

First day of Term 1 - Wednesday 24th August 2011.

September Holiday Friday 23rd - Monday 26th September 2011 inclusive.

Half-Term Holiday Monday 17th - Friday 21st October 2011 inclusive.

In addition the Prep School at Kelvinbridge, Atholl and Dairsie will be closed on Friday 14th October 2011.

End of Autumn Term Friday 16th December 2011.

The Prep School at all three sites finishes at 12 noon.

First day of Term Two - Monday 9th January 2012.

Half-Term Holiday Monday 13th - Friday 17th February 2012 inclusive.

End of Spring Term Friday 30th March 2012.

First day of Term 3 - Tuesday 17th April 2012.

May Day Holiday Monday 7th May 2012.

June Weekend Friday 1st - Monday 4th June 2012 inclusive.

Queen's Jubilee Tuesday 5th June 2012.

End of Session Dates

P1, P2 and Nursery (Term-timers) and Kindergarten

at all three sites dismiss at 3.10pm on Tuesday 26th June 2012.

P3 - P7 on all three sites dismiss on Wednesday 27th June 2012 after Prize-giving, normally 11.00 am.

Senior School dismisses at 11.20 am on Wednesday 27th June 2012 and on Thursday 28th June 2012 after Prize-giving, normally 11.15 am.

Atholl Prize-giving, Monday 25th June 2012, 2 pm.

Dairsie Prize-giving, Tuesday 26th June 2012, 1.45pm.

Holiday Club Dates for Term Time Nursery and Kindergarten Children

Holiday Club is only available at Kelvinbridge but all Atholl and Dairsie children are most welcome to join us at the “Big School”. Prices for this service are £29.25 per day - £15.15 per half day if pre-booked, £31.90 and £17.70 if booked on the day. These Holiday Clubs are accessible for all children aged 3 – 14 years of age from Nursery/ Kindergarten – S2 pupils.

Holiday Clubs available throughout the Year

Summer Holiday 2011

From Wednesday 22nd June to Friday 19th August 2011.

Half Term Holiday – October Week

Friday 14th, Monday 17th October – Friday 21st October 2011, inclusive.

Festive Season – Christmas Holiday

Monday 19th December - Friday 23rd December 2011 and
Wednesday 4th - Friday 6th January 2012.

Half-Term Holiday – February Week

Monday 13th February – Friday 17th February 2012, inclusive.

Spring Holiday – Easter

Monday 2nd April – Thursday 5th April 2012,
Tuesday 10th April - Friday 13th April and
Monday 16th April 2012.

The service will be closed on the following dates

Monday 22nd August and Tuesday 23rd August 2011, as they are in-service days.

Friday 23rd and Monday 26th September 2011.

Monday 26th December 2011 – Tuesday 3rd January 2012.

Friday 6th April and Monday 9th April 2012.

Monday 7th May 2012.

Friday 1st June, Monday 4th and Tuesday 5th June 2012.





The Nursery and Kindergarten Mission Statement

We are committed to introducing education to our youngest children, offering a balanced curriculum through experiences, opportunities and enjoyment to enable us to create a journey of lifelong learning.

The Glasgow Academy Nursery and Kindergarten are dedicated to providing a pre-school environment that enables children to learn through active play, discovery and communication, which will enhance all aspects of their individual development to achieve their fullest potential.

Vision for the Nursery and Kindergarten

- Children and families from all cultures are welcomed to the Glasgow Academy community, where they are respected and valued as individuals. We work in partnership with parents and follow school traditions to allow each child to reach their full potential by providing the highest quality education and care.
- Our playrooms are stimulating, happy and challenging for the children, with areas for discovery and learning as well as enjoyment and fun. The learning environments, both inside and out, are safe and secure for children, parents and staff.
- We have embedded the Curriculum for Excellence in Early Stage education, incorporating its capacities and principles through active learning, play and communication, which allows us to build on children's previous experiences to help promote future learning.
- The individual learning stories which record individual children's development demonstrate progression and breadth of learning for each child. There are examples of all aspects of children's development, including early reading, early writing, early maths, physical development, friendships, outings and experiences within each document.
- Our dedicated staff will support and challenge children's learning, allowing opportunities for children to be actively involved, and together, we will develop a balance of skills and knowledge in each child and build self-confidence, self-esteem and independence.
- Our staff are selected, trained and encouraged to continue their professional development to meet the needs of pre-school children and their families. Learning opportunities are available to all staff throughout their careers with us.
- We build relationships with outside agencies such as the Local Authority, NHS and Social Care and Social Work Improvement Scotland to allow us to follow national and local guidelines to ensure good practice in care, support and learning for all our young children.

Partnership with Parents

When your child is starting in Nursery and Kindergarten, this is the first step in their educational journey. For this journey to be successful for each child we make sure that throughout the journey we work together. We wish every child to reach their full potential, and working in partnership with parents should ensure this aim.

When your child is starting in Nursery and Kindergarten, this is the first step in their educational journey. For this journey to be successful for each child we make sure that throughout the journey we work together. We wish every child to reach their full potential, and working in partnership with parents should ensure this aim.

The Glasgow Academy has a very rich sense of both tradition and of community. The staff in our Nursery and Kindergarten playrooms are exceptionally well qualified and they understand fully the importance of parents being part of that community and ensuring both the child and the family grow strong in their sense of belonging.

In Nursery and Kindergarten there are many opportunities for communication between the school and parents. There are newsletters, as well as welcoming time at the door each day. Also daily activities are displayed on the white board each day, there are information sharing meetings, workshops, invites to breakfast and

two parent evenings each year. Parents are also welcomed every year to come in and talk to the children in Nursery and Kindergarten. Some examples of parents' visits include reading a story to the children, baking with the children, presentations about the jobs they do and lessons to the children about countries and history.

The initial request is that you complete the first few pages of your child's Learning Story folder. This gives you the opportunity to tell us all you can about your child, family members, achievements, development to date, favourite toys etc. This provides us with a personalised and very individual starting point for your child's learning journey. When your child progresses from Nursery to Kindergarten we ask that you repeat the process.

The Glasgow Academy also enjoys positive links with the parent body. There are active PTAs operating on all three school sites. Details of their activities are available via regular newsletters and from the school website at www.theglasgowacademy.org.uk.





The Early Years Curriculum

In Scotland the Curriculum for Excellence now incorporates early years: it embodies children's learning from 3 to 18 years of age. The Early Years Stage is over a three year period which includes our Nursery and Kindergarten services.

The following will give you a brief outline of what the Curriculum covers, but more details can be found on the Learning and Teaching Scotland Website www.ltscotland.com.

The Curriculum Areas are:

Literacy and English	Maths and Numeracy
Expressive Arts	Social Studies
Technologies	Science
Health and Wellbeing	

There are four capacities that we follow to enable our young children to become:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

The activities offered to children cover the Curriculum for Excellence Principles which are:

Challenge and Enjoyment	Breadth
Progression	Depth
Personalisation and Choice	Coherence
Relevance	

How we implement the Curriculum for Excellence in the Early Years

All learning begins with the children's interests. We discuss with the children what topics they would like to learn. Their ideas are always welcomed and valued. This enables the children to be engaged in their individual learning journey.

For example, the children may decide as a group to learn more about pirates. The staff would create a "Big Book" for the topic. This would record what the children already know and what they want to learn more about. Children are asked individually. Then staff will take the responsibility to organise both individual and group activities to incorporate the children's requests. Through active learning they take account of learning skills such as number, pencil control and literacy which are embedded into their learning experiences. This allows staff to record the children's development for all curriculum areas.

We also record children's progress in their individual Learning Story Folders. In Nursery and Kindergarten children are constantly learning. Everyday there are individual achievements, from making new friends in nursery, to taking part in Graduation in Kindergarten. All are new and exciting experiences. When significant learning takes place, staff will capture the moment on camera and place in the folder or place the drawing/writing in the folder. Parents are more than welcome to contribute to this folder with achievements from home.

As well as the planned activities, daily observations are also recorded by staff. This may be a child using a bat and ball for the first time when playing outside or the first time a child uses a camera. Again these experiences will be recorded in the child's Learning Story folder. The technique of close observation is used to help children's next steps in learning. Anything of particular interest or concern is noted and the parents will be informed e.g. questions over health, hearing etc.

Reports and Reporting to Parents

The Nursery and Kindergarten operates an 'Open Door' policy. Parents are welcome, on a daily basis, to discuss the progress of their individual children with a member of staff. All services also invite the parents in on a regular basis to view the children's work displayed around the playrooms, to look at the Big Books or their child's Learning Story Folder. We are always on hand to support our families. If you have anything you wish to discuss in confidence you can arrange to speak with a senior member of staff at any time.

There are two parent evenings each year for parents to attend. The first is to discuss how your child has settled in to Nursery and Kindergarten and also an opportunity to get to know each other better as partners in your child's development. The second evening is more detailed and will discuss your child's progress and next steps.

At the end of your child's Nursery and Kindergarten year you will be presented with the Learning Story folder. This will be a very

visual and detailed recording of your child's learning and development throughout their Nursery and Kindergarten year.

Policies and Procedures

Admission

All admissions are arranged through the Glasgow Academy External Relations Department.

Admission to the Nursery stage involves a visit by parents and children, whereby children are observed at play in the respective playrooms. This is followed by an informal discussion with parents about the child's personal development and attendance requirements.

Admission to the Kindergarten is by transition from our Nurseries or by interview with the parent and an assessment of the child. The assessment is based on games and activities: there will also be a short visit to the playroom to observe the child within the Kindergarten environment.

Settling in Period

New children are introduced to the playroom depending on the individual family's needs. There is no set policy for settling in. Each family will have different requirements and this will be supported by the Nursery and Kindergarten staff. An example would be a child progressing from The Glasgow Academy Nursery to the Glasgow Academy Kindergarten at Kelvinbridge who may feel secure in the environment due to previous visits and knowing the Kindergarten staff, and therefore requires very little settling in time. But a child new to The Glasgow Academy

will require more time to settle.

During the initial days at The Glasgow Academy, the staff will discuss your child's individual needs with you. You are welcome to stay in the playroom for a while but staff will guide you during this transition period. Please be assured that if your child is distressed at any time the school will contact you to return for your child. We do wish your child to be happy and settled within their new environment and we will take due care and show consideration to each family to ensure this can happen to your satisfaction.

Nursery and Kindergarten Uniform

The uniform for Nursery/Kindergarten consists of school jogging bottoms, school polo shirt, school jogging top and a reversible fleece jacket. The children can wear their own shoes or trainers to school, but are asked to change into black gym shoes upon their arrival. The girls may wear the school summer dress and accompanying white cardigan between the start of the Summer Term and the October Week. During this period the boys may wear grey school shorts. But we do ask that you check the nursery and kindergarten weekly timetables as the school dresses and grey shorts are not comfortable for our younger children on PE days or for yoga classes.

We also ask that parents supply the children with a spare pair of wellington boots to keep in the playroom. Can we please ask that all items belonging to your child be clearly labelled with their name? I am sure you can appreciate that so many identical items of clothing, footwear etc. can be easily lost if not named. This request is to avoid upset as well as cost.

The Academy Uniform can be purchased from:

Campbell's Boys and Girls Shops Ltd.

358 Victoria Road, G42 8YN.
Tel: 0141 423 1455

Man's World

157-159 Byres Road, Glasgow, G12 8TS.
Tel: 0141 357 0400
204 Fenwick Road, Giffnock, Glasgow,
G46 6UE. Tel: 0141 638 7689
13 Eaglesham Road, Clarkston, Glasgow,
G75 7BU. Tel: 0141 644 4118

When they progress the school sports kit outfitters (physical education and games) is:

Greaves Sports

23/25 Gordon Street, Glasgow. G1 3PW.
Tel: 0141 221 3322
80/82 Sauchiehall Street, Glasgow. G2 3DF. Tel:
0141 333 0030
School sports kit on-line
<http://www.greavessports.com>
theglasgowacademy

Adult/Child Ratios

At the Glasgow Academy we seek to give your child the best possible early years experience. To this end, we ensure our adult /child ratios are in line with the Scottish Government 'National Care Standards for Early Education and Childcare up to the age of 16'. The playrooms implement a 1 to 8 ratio and if out of school a 1 to 4 ratio will be adhered to.

Positive Behaviour

Positive reinforcement is used to encourage good behaviour from children. Feelings of self-worth, self-respect and respect for others are encouraged at all times.

Minor issues will be dealt with by staff as and when they arise. For more serious situations, the appropriate manager of the service will be consulted and parents will be informed and invited to discuss any problems which might explain unusual behaviour. Suitable strategies will be discussed in partnership to try to encourage more positive behaviour.

Arrival and Collection of Pupils

The style of entry in the Nursery and Kindergarten is informal, but children are expected to arrive between 8.30 am and 9 am. There are daily registers taken and although the children self-register in different ways please be assured that an adult is also registering your child each day.

Collection and drop off times

Term-time

Morning drop off	8.30 am - 9.00 am
Morning collection	11.50 am - 12 noon
Afternoon drop off	1.00 pm - 1.15 pm
Afternoon collection by	4.00 pm

Year-round

Morning drop off from	8.00 am
Morning collection by	1.00 pm
Afternoon drop off	1.00 am - 1.15 pm
Afternoon collection by	6.00 pm

Children's lunch time is between 12 noon and 1.00 pm.

If you are collecting other siblings at 3.10 pm then you can collect a Nursery and Kindergarten child between 3.00 pm and 3.15 pm. These times will be observed to enable continuity in the playroom.

If someone other than the usual parent or carer is collecting a child, written instruction is the preferred format. We suggest that for our younger children this person is at least 18 years old. The email address is enquiries@tga.org.uk. You can also inform staff on the day of any changes. If you give verbal instruction then a password will be asked for and the person collecting your child will confirm the password when they arrive to collect. Failure to do this will mean that the school will insist that the child remains in school until enquiries have been made and a senior member of staff is satisfied about the identity of the collector. This is purely for security reasons.

Assessment

In addition to the continual learning observations, a more formal assessment is completed at the beginning of term two in Nursery and Kindergarten. This assessment gives an indication as to the child's potential readiness for the next stage. The assessment is carried out by a senior member of staff and consists of a number of games and activities. Any concerns raised as a result of this assessment will be discussed with the parents at the earliest possible opportunity.

Attendance

Regular attendance is necessary for children to benefit fully from early years experiences on offer. Reasons for absence should be reported

to the school as soon as possible. You should call the relevant Prep School number; where a message will be passed to the staff team.

The Glasgow Academy -
Atholl: 0141 956 3758
The Glasgow Academy -
Dairsie: 0141 632 0736
Kelvinbridge Kindergarten - 0141 342 5481
Kelvinbridge Nursery - 0141 342 5481

As early years sessions are not mandatory school attendance, some parents do take younger children out of school during term time dates. This is acceptable but a request must be made in writing to the Head of Atholl, the Head of Dairsie or the Pre-school and After-school Care Manager, depending on which service your child attends. A standard response will be sent in reply, but please note no refund will be given.

Withdrawal from the school should be notified in writing to the Rector. A full term's notice is required and failure to give this will result in a term's fees being charged in lieu of notice.

Child Protection

At the Glasgow Academy, stringent Child Protection procedures are in place. Documents pertaining to this important issue are available to view on the school website: theglasgowacademy.org.uk. In accordance with national guidelines on this issue, any significant concerns are reported as appropriate.

Emergency Contacts

Parents are asked to complete a data capture

form at the start of each academic session. This form should be returned promptly to ensure that we have all the relevant information, should we need to contact you in an emergency. Please remember to contact the school if you change your mobile number or any other contact details, including your email address.

Medication Information

All parents are asked to complete the school Medical and Emergency Form giving relevant and up-to-date information. Again parents are asked to keep the school informed of any changes.

If your child needs medication then you must discuss this with a member of staff. Prescribed drugs will be given at the discretion of the school. A Medication Permission Form must be completed by a parent to allow medicines to be administered during school hours. The first dosage of any medicine in the day should be administered by parents. The School Nurse is available at Kelvinbridge only until approximately 4.00 pm during term-time; thereafter a qualified first aider will care for any child who is poorly or has been involved in an accident or incident.

If your child becomes unwell at school either you or your emergency contact will be notified. If an accident occurs which requires first aid, the child will be treated by a qualified first aider. From this treatment the first aider will decide if the child is distressed and will then call the parent to collect the child. Should a serious accident occur, your child would be taken to Hospital while efforts to contact you would continue.

Infectious Diseases

Children with infectious diseases (e.g. diarrhoea, chickenpox, etc.) should not attend school. In cases of sickness or diarrhoea **there must be two full days clear of symptoms before a child returns to school**. Parents will be notified of an outbreak of an infectious or contagious disease as deemed appropriate by The Academy.

The Academy follows public health guidelines on infection control for children in schools and pre-5 establishments. An overview of the main illnesses affecting our pupils and relevant guidelines are given on the next page. If in doubt, please seek advice from your GP.

Minor Accidents or Upsets

Parents will be notified by telephone or at the time of collection of any incidents or minor accidents. Parents will be asked to sign an Accident Form or an Incident Form noting any action taken by the staff.

Suncream

We always ensure that the children are protected from the sun. We use a high factor suncream e.g. Garnier Ambre Solaire Kids Factor 50. If this cream is not suitable for your child we can apply their own suncream. Please label a bottle with your child's name and pass it to the Nursery and Kindergarten staff.

ILLNESS	GUIDELINES	
	EXCLUSION PERIOD	ADVICE
CHICKEN POX	5 DAYS FROM ONSET OF THE RASH.	THE CHILD MAY RETURN TO SCHOOL ONCE ALL SPOTS HAVE CRUSTED OVER AND THE CHILD IS FEELING WELL.*
CONJUNCTIVITIS	NONE.	THE CHILD MAY RETURN 24 HOURS AFTER TREATMENT COMMENCED.
DIARRHOEA AND VOMITING	48 HOURS FROM LAST EPISODE OF VOMITING AND/OR DIARRHOEA.	THE CHILD SHOULD BE EXCLUDED FROM SWIMMING FOR 2 WEEKS FOLLOWING THE LAST EPISODE OF VOMITING AND/OR DIARRHOEA.
FOOD POISONING	24 HOURS FROM LAST EPISODE OF VOMITING AND/OR DIARRHOEA (48 HOURS IF UNDER 5).	
GLANDULAR FEVER	UNTIL THE CHILD IS WELL .	
INFLUENZA (FLU)	UNTIL FULLY RECOVERED.	
MEASLES	5 DAYS FROM ONSET OF THE RASH.	
MUMPS	5 DAYS FROM ONSET OF SWOLLEN GLANDS OR UNTIL SWELLING HAS SUBSIDED.	
RUBELLA (GERMAN MEASLES)	5 DAYS FROM ONSET OF THE RASH.	
SCARLET FEVER	5 DAYS AFTER COMMENCING ANTIBIOTICS.	
SHINGLES	THE CHILD MUST NOT ATTEND SCHOOL IF THE RASH IS WEEPING AND CANNOT BE COVERED.	THE CHILD MAY RETURN TO SCHOOL IF FEELING WELL ENOUGH AND AFTER THE START OF TREATMENT ONLY IF THE LESIONS ARE IN A COVERED AREA. *
SLAPPED CHEEK	UNTIL THE CHILD IS WELL.	
SWINE FLU	48 HOURS AFTER TEMPERATURE HAS RETURNED TO NORMAL OR UNTIL CLINICALLY RECOVERED.	
TONSILLITIS	NONE.	
WHOOPIING COUGH	5 DAYS AFTER COMMENCING ANTIBIOTICS OR 21 DAYS IF NOT BEING TREATED WITH ANTIBIOTICS.	

* PLEASE INFORM THE SCHOOL NURSE WHEN YOUR CHILD RETURNS TO SCHOOL.

Government Funding - Glasgow City Council

Kelvinbridge Nursery Kelvinbridge Kindergarten and Dairsie Nursery and Kindergarten

The Glasgow Academy were successful in retaining their Partnership status with Glasgow City Council. The recent Partnership Agreement will be in place for the next three school sessions 2011 - 2014.

Where a child is in receipt of a local government grant, the full fee is payable within the normal trading terms for the Glasgow Academy. The grant is payable to the school from the local authority. The Pre-school and After-school Care Manager will register the children who will be eligible for the grant from Glasgow City Council, directly onto the Glasgow City Council System. Once a term the school will reimburse the grant allocated to your child, when monies are received from the local authority. If further information is required, please contact the Pre-school and After-school Care Manager.

Government Funding - East Dunbartonshire Council

Atholl Nursery and Kindergarten
The Glasgow Academy were successful in retaining their Partnership status with East Dunbartonshire Council. The recent Partnership Agreement will be in place for school session 2011 - 2012.

Where a child is in receipt of a local government grant, the full fee is payable within the normal trading terms for the Glasgow Academy. The grant is payable within one month of receipt from the local authority. The grant is payable from East Dunbartonshire Council to the School in two staged payments for each term. The school will pay out the grant only when the full term's payment has been made. Parents are responsible for ensuring their child is enrolled with East Dunbartonshire Council. If further information is required, please contact the Head of Atholl.

Lunches

At Atholl and Dairsie, Nursery and Kindergarten services parents are asked to provide a packed lunch for their child. We ask that parents provide a balanced and healthy lunch. If there are items that require to be refrigerated until lunchtime please place them in a separate storage bag with the child's name on it. Then this bag can be taken from the lunch bag and placed safely in the fridge.

At Kelvinbridge Nursery and Kindergarten the school kitchen prepare and provide the lunch for our younger children. The Nursery and Kindergarten children come together in the After School Care area at lunch time.

The menu selection for each day is displayed in the cloakroom areas. Children can/or parents must record their individual request. There will be two hot food choices or soup and sandwiches available each day.

Snacks

Children attending Nursery and Kindergarten

will be offered snacks during the morning session and the afternoon session. This typically consists of healthy options such as cheese and crackers, cereals and toast, soup and crusty bread. Snack is always serviced with a selection of fruit. Water and milk are offered as a drinks too.

No Smoking Policy

The Glasgow Academy is a no smoking establishment and smoking on the premises is absolutely forbidden.

Students

From time to time, students studying a range of courses may be present in the playrooms and involved in working with the children. They always work under the supervision of a qualified member of staff and they are not included as part of our adult/child ratios.

Bringing toys from home

We ask that children do not bring their own toys into Nursery and Kindergarten as this can lead to upset if the toys are misplaced or broken.

Suggestions

The Nursery and Kindergarten staff are always open to suggestions and ideas from children as well as parents. If you have any suggestions please speak to the Head of Atholl, Head of Dairsie or the Pre-school and After-school Care Manager or any Nursery and Kindergarten staff as soon as possible: they are always happy to listen. We have a visitors' book in each service where a parent can write up any suggestions at any time. This can also be used to give a

written comment on the service too. We continue to enhance and improve the service as a staff team, but ideas and suggestions from the parents and children ensure we are meeting your needs.

Complaints

If you have any complaints please do not hesitate to contact the Head of Atholl, Head of Dairsie or the Pre-school and After-school Care Manager. They are always happy to meet with parents and discuss both suggestions and/or complaints.

If you feel that a complaint has not been satisfactorily resolved, then please put this in writing to the Head of the Prep School.

You will receive an answer to your complaint as soon as possible, and certainly within twenty-eight days.

You can also contact the Scottish Care and Social Work Improvement Scotland at any time; this is the regulatory body for Scotland for Social Services. The contact details are:

Scottish Care and Social Work Improvement
Scotland
Central West Region
4th Floor
1 Smithhill Street
Paisley
PA1 1EB

Inspections and Registration

We are regularly inspected by the Social Care and Social Work Improvement Scotland (SCSWIS). Each service has an individual

inspection and the reports are available to you on the SCSWIS Website www.scswis.com. There is a copy displayed in the welcome area of each service. We follow the Scottish Government 'National Care Standards for Early Education and Childcare up to the age of 16' for inspection purposes.

All staff working with children in Scotland must now be registered with the Scottish Social Services Council or with the General Teaching Council Scotland. This is in place for all our early years staff. They all have Enhanced Disclosure Certificates too.

Other Recognised Awards achieved at The Glasgow Academy



The above awards are achieved by a dedicated staff team in all areas of the school. Nursery and Kindergarten staff are no exception, they all play a part in committees, involving the children or offering ideas and suggestions to improve the life of the school through such professional achievements.

Other Policies and Procedures for Nursery and Kindergarten Service

There is a folder available in the Nursery and Kindergarten areas which holds all other policies and procedures relating to the internal operation of the service. The documents included are:

- The Child Protection Policy
- The Complaints Procedure
- Children Participation Policy
- Record Keeping Policy
- Healthy Eating Policy
- Staff Recruiting and Vetting Policy
- Policy on Outings
- Policy on Working Together
- Equal Opportunity Policy
- Fire Evacuation Policy
- Whistle Blowing Policy
- Parents as partners

Copies of the above policies are kept in the school. Please speak to the Nursery and Kindergarten Staff if you wish to discuss any of these policies. Documents pertaining to Child Protection are available to view on the school website: www.theglasgowacademy.org.uk; a hard copy can also be given on request. In accordance with national guidelines on this issue, any significant concerns are reported as appropriate.





THE GLASGOW ACADEMY

Founded 1845

Kelvinbridge

Nursery and Kindergarten
The Glasgow Academy - Kelvinbridge
Colebrooke Street
Glasgow G12 8HE
Telephone: 0141 334 8558
Email: enquiries@tga.org.uk
School Text: 07860 003835

Atholl

Nursery and Kindergarten
The Glasgow Academy - Atholl
Mugdock Road
Milngavie G62 8NP
Telephone: 0141 956 3758
Email: atholl@tga.org.uk
School Text: 07860 003835

Dairsie

Nursery and Kindergarten
The Glasgow Academy - Dairsie
54 Newlands Road
Glasgow G43 2JG
Telephone: 0141 632 0736
Email: dairsie@tga.org.uk
School Text: 07860 003835

