





## POLICIES AND PROCEDURES

### Admission

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

Admission to the Kindergarten stage is by transfer from our Nursery or by interview with the parents and an assessment of the child. This assessment is based on games and activities and is normally conducted within the playroom.

New children are introduced to the playroom gradually and initial session lengths will be tailored to suit the individual needs of the child and their parents.



### Adult/Child Ratios

At The Glasgow Academy we seek to give our children the best possible pre-5 experience. To this end, we ensure our adult/child ratios are in line with the 'National Care Standards for Childcare' document.

### Arrival and Collection of Pupils

The style of entry in Nursery and Kindergarten is informal, but children are expected to come in from 8.30 - 9.00am and to be picked up between 11.45am and 12 noon for Kindergarten. Nursery children should arrive between 1.00 - 1.15pm and be collected between 3.45 - 4.00pm. If someone other than the usual parent or minder is collecting a child, notice in writing or a verbal message to the teacher in charge or a telephone call to the appropriate promoted member of staff must be made. Failure to do this will mean that the school will insist that the child remains in school until enquiries have been made and the promoted staff are satisfied about the identity of the collector.

### Assessment

In addition to the ongoing observations, a more formal assessment is completed at the end of the first term in Kindergarten. This assessment gives an indication as to the child's potential readiness for Prep One. The assessment consists of a number of games and play 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 the pre-5 experiences on offer. Reasons for absence should be reported to the school as soon as possible. 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.

### 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 phone number or other contact details.

### Infectious Diseases

Children with infectious diseases (e.g. diarrhoea, conjunctivitis, chicken pox, etc.)

must not attend Nursery/ Kindergarten. In cases of sickness or diarrhoea there must be two full days clear of symptoms before a child returns to Nursery/Kindergarten. As appropriate, parents will be notified of an outbreak of an infectious or contagious disease.





### Local Government Grants

#### *Glasgow City Council (Kelvinbridge and Dairsie House)*

Where a child is in receipt of a local government grant, the full fee is payable within the normal trading terms for The Academy. The grant is payable from the school on receipt from the local authority. The school will register the children who will be eligible for a grant from Glasgow City Council. Please note that there are only three dates for entry into the Glasgow scheme: August, January and April. If further information is required, please contact the relevant Head Teacher.

#### *East Dunbartonshire (Atholl)*

Where a child is in receipt of a local government grant, the full fee is payable within the normal trading terms for The Academy. The grant is payable within one month of receipt from the local authority. The grant is payable from East Dunbartonshire 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 Miss McMorran at Atholl.



### Lunch

If your child stays for lunch, their food should be placed in the refrigerator provided upon their arrival in the morning. Please wrap the food in a named freezer bag. The use of such bags, rather than large lunch boxes, helps us to ensure that a safe temperature is maintained within the refrigerator.

### Medication Information

If your child needs medication you should discuss this with the Nursery/Kindergarten staff. Prescribed drugs will be given at the discretion of the appropriate promoted member of staff. For this to happen parents must first complete a permission form. The first dosage of medication in any one day must be given by the parent; any medication thereafter can be given by a First Aider in school. After medication is given, parents are asked to sign a form which details the medicine administered. This must be completed when the pupil is collected.

If your child takes unwell at Nursery/Kindergarten your child will be seen by a qualified first aider. If there is still concern about your child's condition after this has happened either you or your emergency contact will be notified. Should a serious accident occur, your child would be taken to Yorkhill Hospital while efforts to contact you would continue.

### Minor Accidents and Upsets

As deemed appropriate by the Nursery/Kindergarten staff on duty, parents will be notified by telephone or at time of collection of any incidents and action taken. Parents should sign the accident book or incident form, when asked by a member of staff.

### No Smoking Policy

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





### Observation

The technique of close observation is used to help identify the children's next steps in learning. These observations are recorded and help to shape the children's future experiences. Anything of particular interest or concern is noted and the parents told, e.g. questions over health, hearing, sight, etc.

Particular interests or experiences of the children will be taken into account, where possible, when planning the activities taking place in the Nursery/Kindergarten. Their ideas are always welcomed and valued, expressed by parents and children alike.

### Other Policies and Procedures for Nursery/Kindergarten

There is a folder available in the After School Care office which holds all other policies and procedures relating to the internal operation of the service. Details of these are available on request.

### Parental Partnership

The Glasgow Academy enjoys very positive links with the parent body. There

are active PTAs operating on all three sites. Details of their activities are available via regular newsletters and directly from the appropriate promoted member of staff.

### 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 and the teacher made aware of these. For more serious situations, the appropriate promoted member of staff will be consulted and parents will be informed and invited to discuss any problems which might explain unusual behaviour. Suitable strategies will be discussed to try to encourage more positive behaviour.

### Reports and Reporting to Parents

The Nursery/Kindergarten operates an 'open door' policy. Parents and carers are welcome, on a daily basis, to discuss the progress of their individual children with a member of staff.

A written report is given at the end of the Kindergarten year. There are two opportunities during the year (Term 1 and Term 2) for parents to have a more formal appointment to discuss their child.

### Snack

Pupils in Nursery/Kindergarten will receive a snack. This typically consists of water/milk/no-sugar fruit juice to drink and fresh fruit/dried fruit/cheese/plain crackers to eat. Nursery/Kindergarten staff have received appropriate training in food hygiene.

### Starting Nursery/Kindergarten

In order to ensure the smooth integration of all pupils we do not bring all the 'new starts' in on the first day of term. Instead, we will write to you indicating on which date your child will start Nursery/Kindergarten. During the first few weeks of your child's time in Nursery/Kindergarten the staff will negotiate with you regarding pick-up and drop-off times. This is to ensure that the child's early experiences within the Nursery/Kindergarten setting are very positive.

### Suggestions and Complaints

We are always happy to consider new ideas about how to improve our service. If you have any suggestions or complaints please contact the appropriate Head Teacher who is always happy to see parents.

If you have a complaint regarding the delivery of our pre-5 service, please contact the Head of Prep - Mrs Fortune. You will receive an answer to your complaint as soon as possible and certainly within twenty-eight days.

We will endeavour to bring any complaint to a satisfactory conclusion; however, complaints can also be raised with:

*The Care Commission*

Central West Region, 4th Floor, 1 Smithhills Street, Paisley PA1 1EB

### Uniform

The uniform for Nursery/Kindergarten consists of school jogging bottoms, school polo shirt, school jogging top and a reversible fleece jacket. The fleece jacket is purchased directly from The Academy. Nursery/Kindergarten pupils 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 mid-term holiday. 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, G76 7BU. Tel: 0141 644 4118

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We are  
passionate about giving our youngest pupils  
the **'best possible start'**  
to their educational careers

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THE  
GLASGOW ACADEMY