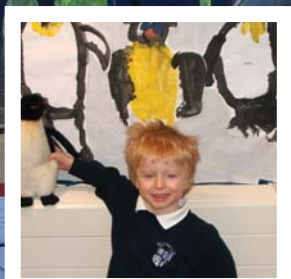




THE  
GLASGOW ACADEMY





## INTRODUCTION

At The Glasgow Academy we aim to make the best possible provision for all our pupils and 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 pupils the best possible start to their educational careers.

We strive to develop children as individuals, constantly identifying their strengths and helping them to make those all-important 'next steps'.

We are also aware that, as well as being a very exciting time, the pre-five stage can bring uncertainties and apprehensions for parents. Your child's entry to Nursery/Kindergarten may well be the first time you have been parted from them 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 Academy we encourage you to ask us anything at any time.

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

## OUR AIMS ARE:

- 1 To ensure children feel secure and happy in a caring environment.
- 2 To encourage children to be part of the school community, sharing with and caring for others.
- 3 To broaden children's experience of life through interaction with others, both adult and child, in a range of play environments.
- 4 To create an environment where children can develop relationships and friendships through a variety of learning activities.
- 5 To encourage holistic development through the Pre-5 framework.
- 6 To expose children to a range of pre-reading, pre-writing and early maths, appropriate to their age and stage of development.

## CONTACT DETAILS

enquiries@tga.org.uk

The Glasgow Academy - Prep School  
 Colebrooke Street  
 Glasgow G12 8HE  
 School Office: 0141 342 5481

The Glasgow Academy - Atholl

Mugdock Road, Milngavie  
 Glasgow G62 8NP  
 School Office: 0141 956 3758

The Glasgow Academy - Dairsie House  
 54 Newlands Road  
 Glasgow G43 2JG  
 School Office: 0141 632 0736



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## PRE-FIVE CURRICULUM

In line with the guidance given in the Scottish Executive's Documents (Child at the Centre and the Three to Five Curriculum Framework) there are five main areas of the curriculum. These are:

### Emotional, Personal and Social Development

We hope that by being a member of our school community, and through the opportunities given for learning, our pupils will be confident, independent, tolerant, thoughtful and caring people.

In the course of their time in Nursery/Kindergarten we feel that children should learn to:

- develop confidence, self-esteem and a sense of security
- care for themselves and their personal safety
- develop independence, for example in dressing and personal hygiene
- persevere in tasks which at first present some difficulties
- develop positive attitudes towards others whose gender, language, religion or culture is different from their own
- care for the environment and for other people in the community



## Communication and Language

The Nursery/Kindergarten stage is crucial for the development of communication and language skills.

By offering a wide range of activities in this curricular area, we expect our children to show a high level of confidence in their individual ability to communicate effectively with others.

Children should learn to:

- have fun with language and making stories
- listen to other children and adults during social activities and play
- listen with enjoyment and respond to stories, songs, music, rhymes and poetry
- pay attention to information and instructions from an adult
- express needs, thoughts and feelings with increasing confidence in speech and non-verbal language
- take part in short and more extended conversations
- use talk during role play and re-tell a story or rhyme
- use language for a variety of purposes eg to describe, explain, predict, ask questions and develop ideas
- use books to find interesting information
- recognise the link between the written and spoken word
- understand some of the language and layout of books
- develop an awareness of letter names and sounds in the context of play experiences
- recognise some familiar words and letters, eg the initial letter in their name
- use their own drawings and written marks to express ideas and feelings
- experiment with symbols, letters and, in some cases, words in writing

## Knowledge and Understanding of the World

We aim to harness children's innate curiosity and to encourage investigative skills to enable them to find out more about our world.

Children should learn to:

- develop their powers of observation using their senses
  - recognise objects by sight, sound, touch, smell and taste
  - ask questions, experiment, design and make and solve problems
  - recognise patterns, shapes and colours in the world around them
  - sort and categorise items into groups
  - understand some properties of materials eg soft/hard, smooth, rough
  - understand the routines and jobs of familiar people
- become familiar with the Nursery/Kindergarten and places in the local area
  - become aware of everyday uses of technology and use these appropriately (scissors, waterproof clothing, fridge, bicycle)
  - be aware of daily time sequences and words to describe/measure time, e.g. snack time, morning, first, next, clock
  - be aware of change and its effect on them, e.g. their own growth, changes in the weather, trees and flowers
  - care for living things, e.g. plants, pets at home
  - be aware of feeling good and the importance of hygiene, diet, exercise and personal safety
  - develop an appreciation of natural beauty and sense of wonder about the world
- understand and use mathematical processes such as matching, sorting, grouping counting and measuring
  - apply these processes in solving mathematical problems
  - identify and use numbers up to 10 during play experiences and counting games
  - recognise familiar shapes during play activities
  - use mathematical language appropriate to the learning situations





## Expressive and Aesthetic Development

We hope that by providing a broad experience in this curricular area our children will develop an enjoyment of, and love for, art, music, drama and dance.

Children should learn to:

- investigate and use a variety of media and techniques such as painting, drawing, printing and modelling with fabrics, clay and other materials
- express thought and feelings in pictures, paintings and models
- use role play or puppets to recreate and invent situations
- use verbal and non-verbal language in role-play
- listen and respond to sounds, rhythms, songs and a variety of music
- make music by singing, clapping and playing percussion instruments
- use instruments by themselves and in groups to invent music which expresses their thoughts and feelings
- move rhythmically and expressively to music
- participate in simple dances and singing games



## Physical Development and Movement

We hope that by offering a wide variety of opportunities in this area our children will develop their physical abilities, build their team-work skills and become increasingly aware of the way in which physical activity can contribute to a healthy lifestyle.

Children should learn to:

- enjoy energetic activity both indoors and out and the feeling of well-being that it brings
- run, jump, skip, climb, balance, throw and catch with increasing skill and confidence
- co-operate with others in physical play and games
- develop increasing control of fine movements of their fingers and hands
- develop an awareness of space
- be safe in movement and in using tools and equipment
- be aware of the importance of health and fitness

The Pre-Five staff meet with the parents in September of each new year to explain the curriculum and to discuss any matters arising.



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## 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.

### 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 until 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.

### 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: [www.theglasgowacademy.org.uk](http://www.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 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 (Colebrooke Street 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 each Nursery/Kindergarten which holds all other policies and procedures relating to the internal operation of the service. Details of these are available on request e.g. Healthy Eating, Whistleblowing and Child Protection.

### 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.

### Settling Period

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.

### 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.

### Students

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

### 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 - Mr Brooke. 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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