



THE
GLASGOW
ACADEMY



2023-2024 Early Learning and Childcare Handbook



Welcome to the Early Learning & Childcare Handbook

At The Glasgow Academy we offer the highest quality provision for all our children. In our Nursery and Kindergarten services we know that a child's first experiences of education and the relationships they form will shape them for the future. We are passionate about giving our youngest children the very best possible start to their education and hope to develop and celebrate each one of them as individuals in their own right.

We identify their strengths and support them in making those all-important "next steps". We ensure that your child is cared for every day by our exemplary staff who are enthusiastic and motivated in creating a nurturing, safe and stimulating environment. In a world where innovation, social consciousness and global partnerships are paramount, we promote ambition, a positive mindset encouraging effort and respect the efforts of all.

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

We look forward to working in partnership with you and your family as we embark on your child's learning journey together.

Staff

Kelvinbridge Nursery and Kindergarten



Mrs Rhona Black
Head of Nursery and Kindergarten
BEEd Glasgow, Post-Grad in Child Protection (UWS)



Mrs Evora Odd
Early Years Senior Practitioner
BA Childhood Practice, Glasgow MEd Cert- Early Learning, Pedagogue (Strathclyde), PG Froebel (Edin) in Childhood Practice (Edinburgh)



Miss Lois Naylor
Early Years Senior Practitioner
MA Childhood Practice (Glasgow) BA Childhood Studies (Hons), HNC Early Years and Childcare



Miss Erin Murphy
Early Years Practitioner
SVQ Level 3, Social Services Children and Young People



Ms Eleni Kartali
Early Year Practitioner
Early Childhood Ed., University of Thessaloniki and SVQ Level 7



Mrs Michelle Beare
Early years Practitioner
BA Hons Lancashire PGCE Edge Hill



Miss Janice Cannon
Early Years Practitioner
HNC in Early Education and Childcare



Miss Breda Houston
Early Years Practitioner
SVQ Social Services (Children and Young People) Level 7



Ms Emily Hadden
Early Years Practitioner
HNC Childhood Practice



Mrs Sue Warne
Early Years Practitioner
NNEB, NVQ Assessor in Childcare and Education



Miss Joanna Barrie
Early Years Practitioner
MA Primary Education with Earth Sciences (Edinburgh), HNC Visual Communication (D&G College)



Imogen Dalton
Early Years Practitioner
Registered General Nurse, St Georges Hospital, London
BSc (Hons) Economics, Politics, Philosophy, London University
HNC Early Childhood Practice, City of Glasgow College

Kelvinbridge, Newlands and Milngavie Peripatetic Staff



Mrs Julie Kemley
Early Years Practitioner
SVQ Level 3, Children's Care, Learning and Development, SVQ Level 2, Playwork



Mr Robert McPhee
Forest School Co-ordinator
Forest School Leader Level 3

Staff

Milngavie Nursery and Kindergarten



Ms A Österberg
Head of Nursery and Kindergarten
B Sc Bradford



Mrs Gwendolyn Jamieson
Early Years Practitioner
HNC Early Education and Childcare



Ms Gail Adams
Early Years Practitioner
NNEB



Mrs Emma MacNeil
Early Years Practitioner
SVQ Level 3, Social Services Children and Young People (SCQF Level 7) BSc Speech and Language Therapy, Strathclyde University



Ms Carmen Cohen
Early Years Catering Assistant
BSc(Hons) Nutrition & Dietetics



Miss Iona Brown
Early Years Practitioner
SVQ Social Services (Children and Young People) Level 7

Newlands Nursery and Kindergarten



Miss Arlene McCracken
Head of Nursery and Kindergarten
MEd Glasgow



Mrs Lucy Ferguson
Early Years Practitioner
SVQ Level 4, Children's Care, Learning and Development



Miss Louise Hughes
Early Years Senior Practitioner
HNC Early Education and Childcare



Mrs Lynn Forsyth
Early Years Practitioner
NNEB



Mrs Shelley Hudson
Early Years Practitioner
PDA Childhood Practice



Mrs Louise Langridge
Early Years Practitioner
HNC Early Learning and Childcare



Mrs Melanie Irvine
Early Years Practitioner
HNC Early Education and Childcare



Mrs Victoria Graham
Early Years Practitioner
SVQ Level 3 Health and Social Care Children and Young People



Ms Alexandra Bociek-Taylor
Early Years Practitioner
HNC Childhood Practice



Mrs Irene Campbell
Early Years Practitioner
NNEB





SOFT ICE CREAM

TART OF THE DAY

Our Mission Statement

We are committed to providing the very best education to our youngest children, offering a broad curriculum through enjoyable and challenging experiences to start their journey of lifelong learning.

The Glasgow Academy Nursery and Kindergarten are dedicated to providing an early learning and childcare 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.



Early Learning & Childcare

- Children, their families and carers are invited to work in partnership with The Glasgow Academy, where everyone is respected and valued equally as part of the whole school community.
- Our nurturing indoor and outdoor learning environments provide support for individual children and extend their skills, knowledge and understanding through play experiences.
- Our experienced and well-qualified staff provide challenging activities that meet the Curriculum for Excellence Outcomes and their principles, enabling each child to develop within each of the four capacities and to reach their full potential.
- We work collaboratively with other agencies for the well-being and education of all our children, whilst following both national and local guidelines.
- Our outdoor learning experiences help to develop confidence, independence and resilience in our children. Activities such as campfires, working with real tools and observing changes in nature promote positive relationships with the wider world.

Partnership with Parents

We want every child to reach their full potential and whilst working in partnership with parents we should achieve this aim.

We recognise the importance of parents being part of our community and encourage both your child and your family to develop a sense of belonging to The Glasgow Academy.

Communication

There are many opportunities for communication between the school and parents, including monthly newsletters, Information Boards and Learning Stories. You will receive emails from the Prep School informing you of relevant whole school and family events which will foster your involvement and a sense of belonging to the wider school community.

Learning Stories

Before your child's start date you will receive the first few pages of your child's Learning Story. This invites you to share information about your child, family and medical information. This provides us with a personal and individual starting point for your child's learning journey.

Parental Involvement

Every service offers an 'open door' policy at the beginning and end of each session, where parents are welcome to come into the Nursery and Kindergarten. Your child will be able to show you the wall displays, their individual learning story folder and their learning environment.

There are regular opportunities for parents to "stay, play and learn" with the children in our settings. Each service holds a regular Parents' Group meeting which you are most welcome to attend to participate in the progression of our services.

We also welcome parents to come in and share their skills with the children in Nursery and Kindergarten. Activities might include reading a story, baking with the children, a short talk about your job or a special festival.





The Early Years Curriculum

In Scotland the Curriculum for Excellence embodies children's learning from 3 to 18 years of age. The Early level covers a three-year period which includes our Nursery, Kindergarten and Prep 1.

How we implement the Curriculum for Excellence

All indoor and outdoor learning evolves from the interests expressed by our children. Our activities, experiences and environments are all designed to ensure the children are fully engaged in their learning.

The following will give you a brief outline of what the Curriculum covers, but more details can be found on the Education Scotland Website www.educationscotland.gov.uk

Four capacities of Curriculum for Excellence:

Successful Learners
Confident Individuals
Responsible Citizens
Effective Contributors

Curriculum for Excellence Principles of:

Challenge and Enjoyment, Breadth,
Progression, Depth, Personalisation and Choice, Coherence, Relevance, Children's Well-being

The Glasgow Academy follows national guidelines on Getting it Right for Every Child, more commonly known as GIRFEC. There are 8 Well-being Indicators; they are Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, and Included. Staff reflect on these Well-being Indicators in the planning process.

Admission

All admissions are arranged through the Glasgow Academy External Relations Department. Admission to the Nursery involves a visit by parents and children. Children are observed at play in the respective playrooms and there is short assessment. During this visit there will also be 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. There will also be a short visit to the playroom to observe the child within the Kindergarten environment. Please note that our Nursery and Kindergarten children are required to attend the minimum of 5 morning sessions each week, with options to add afternoon sessions.

Settling-in Period

Each individual child will have different requirements for settling. During your 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 and our staff will guide you during this transition period. Please be assured that if your child is distressed at any time we will contact you to give you an opportunity to return to your child. We want 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 that this can happen in the best interests of your child.



Attendance

Regular attendance is necessary for children to benefit from our provision of early years' experiences. Absence should be reported to the school as soon as possible. You should call the relevant Pre-School number, where a message will be passed to the staff team.

The Glasgow Academy - Milngavie: 0141 956 3758

The Glasgow Academy - Newlands: 0141 632 1569

Kelvinbridge Nursery and Kindergarten: 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. A request should be made in writing to the Head of Milngavie, the Head of Newlands or Head of Kelvinbridge Nursery and Kindergarten, depending on which service your child attends. A standard response will be sent in reply, but please note no refund will be given. Staff can assist with changes to your child's attendance pattern. Please note that any reduction in attendance requires a full month's notice for billing purposes.

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



Nursery and Kindergarten Uniform

The uniform for Nursery and Kindergarten consists of the Academy sweatshirt, jogging trousers, polo shirt and a Glasgow Academy reversible fleece jacket. The children can wear their own white, navy or black shoes to Nursery/Kindergarten but they are asked to change into plain black, navy or white velcro fastening trainers on 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. During the Autumn and Winter terms girls may wear the school tarten pinafore with their polo shirt and sweatshirt with black or navy tights. Please check the Nursery and Kindergarten weekly timetables as the school dresses are not appropriate for our children on PE days or for yoga classes.

In addition to this, school socks should be grey, navy, black or white. If boys are wearing grey shorts they should wear the long Glasgow Academy socks. For all other accessories such as hats, gloves, scarves, hair bands and clasps items school colours. We also ask that parents supply the children with a pair of Wellington boots to keep in the playroom for outdoor learning experiences. All items belonging to your child should be clearly labelled with their name.

The Academy Uniform can be purchased from:

Campbell's Boys and Girls Shops Ltd.

358 Victoria Road, G42 8YN.

Tel: 0141 423 1455

Stevensons School Outfitters

310 Clarkston Road, Muirend, Glasgow, G44 3EG

Tel: 0141 471 8278

Uniform during holiday periods

Children attending Nursery full-time or attending Kelvinbridge After School Care during holiday periods are not required to wear uniform. Casual clothes are more appropriate during holiday times but please dress the children suitably for weather conditions or trips taking place.

Adult/Child Ratios

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'. In the playrooms we implement a 1 to 8 ratio and when outwith the school environment 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 empathy for others are encouraged at all times. Staff work in partnership with parents and families to promote positive behaviour.

Collection of Pupils

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 result in your child remaining in school until enquiries have been made and a senior member of staff is satisfied that the identity of the collector has been confirmed. This is for security reasons.

Late collection

Emergencies do occur and should you be delayed please call to inform staff who will reassure your child. Please adhere to the appropriate collection times for all sessions, failure to do so will result in additional charges.



Child Protection

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

Emergency Contacts

Parents are asked to complete a data capture form at the start of each academic term. 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. 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 medicines 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. Any over the counter or prescribed medicines will be given at the discretion of the Nursery Manager. The School Nurse is available at Kelvinbridge only until approximately 4.00 pm during term-time; thereafter, as with Newlands and TGA Milngavie 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. The first aider will determine if the child is distressed and if necessary 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 or who are unwell 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 and following public health guidelines for infection control for children in schools and pre-5 establishments. An overview of illnesses and relevant guidelines are displayed here. If in doubt, please seek advice from your GP.

Minor Accidents

Parents will be notified 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. In the event that your child has a bump to the head, the school will contact you to inform you of the injury. Depending on the severity of the injury, you may be asked to collect your child as a precaution.

When should my child return to school?



Chicken Pox When all spots have crusted over	Conjunctivitis None*	Diarrhoea & Vomiting 48 hours from last episode	Glandular Fever None*	Hand, foot & mouth None*	Impetigo When lesions are crusted & healed or 48 Hours after commencing antibiotics
Measles or German Measles 4 days from onset of rash	Mumps 5 days from onset of swelling	Scabies After first treatment	Scarlet Fever 24 hours after commencing antibiotics	Slapped Cheek None*	Whooping Cough 48 Hours after commencing antibiotics
Flu Until recovered	Head Lice None*	Threadworms None*	Tonsillitis None*		

*No need to stay off but school or nursery should be informed.

Suncream

We endeavour to ensure that children are protected from the sun. There is a Suncream Form that all parents must complete for their child attending Nursery and Kindergarten. The Suncream Policy follows guidelines from Care Inspectorate Scotland. On sunny days parents are asked to apply suncream to their child prior to their arrival at Nursery or Kindergarten. Children will have a further application of suncream as required.

Government Funding - Glasgow

Kelvinbridge Nursery and Kindergarten and Newlands Nursery and Kindergarten.

The Glasgow Academy was successful in retaining its partnership status with Glasgow City Council.

Where a child is in receipt of local government funding, the funding is paid to the school from the local authority. Any additional sessions used will be charged and are payable within the normal trading terms of The Glasgow Academy.

Government Funding - East Dunbartonshire Council

Milngavie Nursery and Kindergarten

The Glasgow Academy was successful in retaining its Partnership status with East Dunbartonshire Council.

Where a child is in receipt of local government funding, the funding is paid to the school from the local authority. Any additional sessions used will be charged and are payable within the normal trading terms of The Glasgow Academy. Parents are responsible for ensuring their child is enrolled with East Dunbartonshire Council. If further information is required, please contact the Head of Milngavie on 0141 956 3758.



Lunches

At Kelvinbridge and Newlands Nursery and Kindergarten the school kitchen staff prepare and provide the lunch. The Nursery and Kindergarten children eat together in the After School Care area at lunchtime. Parents are asked to select their child's lunch option each morning.

At Milngavie Nursery and Kindergarten hot lunches will be supplied by outside caterers and served by our catering staff.

Snacks

Children attending Nursery and Kindergarten will be offered snacks during the morning session and the afternoon session. These typically consist of healthy options such as cheese, crackers, cereals, toast, fruit and vegetables. Water and milk are offered as drinks.

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.

No Smoking Policy

The Glasgow Academy is a no smoking establishment and smoking on the premises is absolutely forbidden, as is the use of electronic cigarettes.

Suggestions

The Nursery and Kindergarten staff are always open to suggestions and ideas about improvement to the service from children as well as parents. If you have any suggestions please speak to any Nursery and Kindergarten staff: 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. You and your child's ideas and suggestions are most valuable to us as we seek to improve our service and they help us to ensure that we are meeting your needs.





Complaints

If you have any complaints please do not hesitate to speak to a member of the Nursery/ Kindergarten staff in the first instance. The Heads of Nursery and Kindergarten at Kelvinbridge, Milngavie and Newlands 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 Care Inspectorate Scotland at any time; this is the regulatory body for Scotland for Social Services. The contact details are:

**Care Inspectorate, Scotland,
4th Floor,
No. 1, Smithhills Street
Paisley
PA1 1EB
0141 843 6840**

Inspections and Registration

We are regularly inspected by the Care Inspectorate Scotland (CIS). Each service has an individual inspection and the reports are available to you on the Care Inspectorate Website www.careinspectorate.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 are registered with the Scottish Social Services Council or with the General Teaching Council Scotland. All staff have Enhanced Disclosure Certificates.

Other Recognised Awards achieved at The Glasgow Academy



Platinum
Until 2024



DIGITAL SCHOOLS
AWARDS SCOTLAND

Leading
Independent
Schools



The above awards are achieved by a dedicated staff team in all areas of the school. Nursery and Kindergarten staff all play a part in committees, involving the children or offering ideas and suggestions to improve the life of the school through such professional achievement.

Policies and Procedures for Nursery and Kindergarten Services

Policies and procedures relating to the internal operation of the Nursery and Kindergarten services are available to view.

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





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Kelvinbridge

Nursery and Kindergarten
The Glasgow Academy - Kelvinbridge
Colebrooke Street
Glasgow G12 8HE

Telephone: 0141 342 5481
Email: enquiries@tga.org.uk

Milngavie

Nursery and Kindergarten
The Glasgow Academy - Milngavie
Mugdock Road
Glasgow G62 8NP

Telephone: 0141 956 3758
Email: milngavie@tga.org.uk

Newlands

Nursery and Kindergarten
The Glasgow Academy - Newlands
Langside Drive
Glasgow G43 2QQ

Telephone: 0141 632 1569
Email: newlands@tga.org.uk