

NURSERY PARENT HANDBOOK | 2026-27

WELCOME
Head of Nursery



To all of you joining Kelvinside Academy, a very warm welcome to the KA Community.

Within the pages of this parent handbook you will find lots of useful information in preparation for your child starting at Nursery. It is by no means exhaustive but it points parents in the right direction of where to go to find help should it be required.

Should you have any further questions or queries, please do not hesitate to contact us as we will be more than willing to help.

Mrs Tracy Nugent
Head of Nursery and Deputy Head of Junior School



CONTACT DETAILS

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Head of Junior School
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Director of Admissions & Communications
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Junior School and Nursery Secretary
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Medical Care
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Introduction

Welcome to Kelvinside Academy Nursery, a co-educational department within the Junior School, providing early learning and childcare for children in the two years, Nursery 1 and Nursery 2, before they begin their formal education.

Nursery Aims

- Provide a safe, stimulating and nuturing environment where children feel secure and happy.
- Deliver high-quality play-based learning, aligned with Curriculum for Excellence and Realisng the Ambition.
- Foster children's confidence, independence and resilience through meaningful experiences.
- Support development accross all areas: communication, physical, social, emotional and cognitive.
- Build strong partnerships with families, recognising parents/carers as key partners in learning.
- Encourange outdoor learning and exploration, supporting well being and connection with nature.
- Promote positive behaviour and emotional regulation through nuturing approaches.
- Ensure smooth transitions within Nursery and Junior School.
- Continuously reflect and improve practice in line with Care Inspectorate standards.

The Department

Each member of staff has particular responsibilities which demonstrate their skills, expertise and experience. They lead the staff team within specific areas and projects demonstrating leadership skills and qualities which are fostered within Nursery.

Kelvinside Academy Nursery is committed to safe-guarding and promoting the welfare of the children in our care and as such all staff are involved in a stringent recruitment and selection procedure to ensure only appropriately qualified staff with relevant skills and abilities work at Kelvinside Academy. All necessary checks with the Scottish Social Service Council are carried out and staff are members of the Protection of Vulnerable Groups Scheme.

The Nursery comprises four areas:

1. **The Expressive Area** - Supporting physical and expressive development
2. **The Imaginative Area** - Supporting language, literacy, mathematical development and knowledge about the world
3. **The Creative & Messy Area** - Supporting creative and aesthetic development
4. **The Outdoor Area** - Supporting and developing cross-curricular activities, problem solving, creativity and an appreciation of the natural world

We also utilise the Gym Hall and Library in the Main School as well as the Balgray Pavilion, courts and pitches.



KEYWORKERS

The children are divided into colour groups and allocated a key worker. This member of staff will have overall knowledge and responsibility for your child and, as such, will develop a special relationship with them. If you have any queries or information to share, it is usually with this person.



Support Worker
Miss Lauren Holiday



Red Group
Ms Pauline Argue



Pink Group
Mrs Heather Tattershall



Purple Group
Miss Demi Mardon



Yellow Group
Miss Danielle Rimmer



Green Group
Miss Joanne Griffin



LEARNING EXPERIENCES

Practical learning experiences ensure progression and continued development across the eight key areas of learning:

- Literacy
- Science
- Mathematics
- Social Studies
- Technologies
- Religious & Moral
- Expressive Arts – Dance, Art & Design, Drama and Music
- Health & Wellbeing – Mental, Emotional, Social & Physical Wellbeing

This is achieved through careful observation of children's interests and by targeting specific learning outcomes. The Curriculum for Excellence is used to plan appropriate activities.

You will be kept informed of these targets and encouraged to participate in your child's learning at home through our interactive learning diary.



BEFORE NURSERY

Induction Visits

Initially children joining Nursery 1 will engage in some transition visits, becoming familiar with the nursery environment. You and your child will then have the opportunity to meet key workers and other children in the year group during an introduction visit. This will also give you an opportunity to share any worries, concerns or information about your child.

Settling In

Staff recognise that children settle into life in nursery differently; some will take longer than others and some will benefit from additional support. We understand that the transition to nursery may be difficult for both children and parents and is an important stage in their lives. With this in mind we will work with you to ensure your child starts in a happy and confident way. Some children will benefit from the support and comfort of a parent being close by initially whilst they become more familiar with the environment and the staff. We hope you will feel able to share your thoughts or concerns so that we can employ appropriate strategies to ensure your child settles in well. We want you to feel comfortable and confident leaving your child in our care.

Promoting A Happy Nursery

We have 7 values which we encourage children to actively engage with. They are:

- We are **kind** and friendly. We use kind words and hands.
- We **listen** to our friends and grown ups. What we say matters.
- We **help** each other, take turns, share and play fairly.
- We love being **creative** , using our imaginations and having a go.
- We **care** for everyone making sure everyone feels welcome, safe and included.
- We **look after ourselves**, each other, our nursery, our garden, animals and our planet.
- We **have a go**, keep trying and learn from our mistakes.

Please talk to your child about these values prior to starting. We approach these rules in a positive manner by awarding leaves on the achievement tree.

This is a positive way to encourage a happy, safe learning environment.

Queries

If you have any questions prior to your child starting nursery please do not hesitate to contact Mrs Nugent by email – tracy.nugent@kelvinside.org or by telephone on 0141 357 3376.

Clothing

Children should wear our Nursery uniform which is now available to purchase from Stevenson's at 310 Clarkston Road, Muirend, Glasgow, G44 3EG. Tel - 0141-891-5281 or by ordering online: www.stevensons.co.uk

All clothing and other personal items MUST be clearly named. Please remember when children wear Nursery uniforms it can be difficult to locate lost items – this includes wellington boots, gym shoes, outdoor shoes and change of clothes. Any clothing supplied by the department should be returned, clean, at your earliest convenience.

Children can get very messy in nursery. Therefore, it is advisable that any clothing/shoes which cannot take wear and tear should not be worn.

Children should change their outdoor shoes for soft comfortable shoes on arrival at Nursery – plimsolls are ideal as they can also be used for gym in the Pavilion. These should be left in the children's shoe cubby holes at their coat pegs.

If you wish to borrow a second hand uniform, please speak to Miss Argue.

EARLY YEARS UNIFORM

N1 & N2

- Royal blue V-neck crested sweatshirt
- Navy blue crested polo shirt
- Navy joggers
- Plain black velcro or slip on gym shoes (for inside wear)
- Velcro fastening outdoor shoes (for arrival and leaving)
- 1 child size rucksack for spare clothes
- Wellington boots to be left at Nursery
- Crested legionnaire-style sun hat









Optional Items

- Grey shorts
- School summer dress

DAILY ROUTINE

Arrival Activities

When arriving at nursery there are several activities that have to be undertaken:

- Parents sign-in sheet for fire regulations
- Child sign-in on white board
- Child sign-in with name/their symbol to indicate how they are feeling
- Change from outdoor to indoor shoes and hang-up coat on peg. Outdoor shoes placed in their cubby hole. Any hats, scarves and gloves should go into children's trays

Children should arrive by 9.15am.

Departure Activities

- Parents sign-out sheet for fire regulations
- Child removes name/symbol from board
- Check child's tray for correspondence, artwork etc.
- Change shoes as necessary

All children should be collected by 6pm.

Additional charges are levied for late collection of children.

TIMETABLE OF ACTIVITIES

8.00am - 9.15am	Arrival
9.15am - 9.30am	Register – "Here" game
9.30am - 10.45am	Play and learning in areas/outdoors (and snack)
10.45am - 11.00am	Story/large group session in year groups
11.00am - 12.15am	Group time with Keyworkers and Lunch
12:15pm - 3.30pm	Play and learning in areas/outdoors (and snack)
3.30pm - 4.00pm	Singing with year group
4.00pm - 6.00pm	Late Nursery Care

As part of the yearly planned transition to school, the Nursery 2 children visit the main school building every two months for library, gym and lunch. This supports a smooth move into our J1 class, giving children confidence in their new environment.

You will be informed of these visits in advance.

NURSERY ACTIVITIES

- **Structured activities** – Adults plan activities and experiences within the four areas of the Nursery which children can participate in. These are generated from children's interests

- **Group time** – Keyworkers plan a variety of experiences for the children in their group which link to a cluster of learning outcomes spanning a month plan

- **Free play** – Children can move throughout the Nursery areas and make decisions about what and who to play with, following their own interests

- **PATHS** – The Paths programme is an emotional literacy programme in which children have weekly structured sessions within their group time. These sessions help children to recognise and deal with a variety of emotions

- **Forest Kindergarten** – N2 children attend a weekly forest visit for a morning each week over a 7/8 week block.



Attendance at Nursery

Please sign your child in and out on the sheet - this is an important fire safety document. Children 'sign' in on whiteboards and put their names onto the magnetic whiteboard. Please encourage your child to do this independently. It does not matter if it is incorrect; it is a record of progress in the writing of his or her name.

If your child is ill or unable to attend Nursery, please let us know by telephoning **0141 334 7261**.

Should Nursery staff not be informed of absence within an hour of the expected arrival, your child's Keyworker will telephone to establish the reason for this. If we are unable to contact parents or any emergency contact numbers regarding this, local social services will be contacted on the third day of any unexplained absence as this becomes a Child Protection issue. So please remember to inform us of any absences. Please telephone rather than using emails as these are not checked with the same frequency.

Personal Belongings

Children are allocated a coat peg, soft shoe cubby hole and a spare clothes peg (in the toilet area). **PLEASE NOTE – PARENTS SHOULD NOT ENTER THE CHILDREN'S TOILETS.**

They also have an individual tray to place pictures or models they have made. Letters or information leaflets and Paths activities for home will also be put into children's trays. These will all be marked with both their name and a picture specific to the child.

We request that children do not bring in toys from home – children get upset if they become lost, broken or mixed up with the nursery resources. We also ask that you check to ensure children don't bring home any nursery resources – they are sometimes put into pockets or trays.

Lunches

Lunches are provided each day by Inspire Catering. The weekly lunch menu can be viewed on the website. We ask parents to provide us with information about children's choices for their lunch through an online form.

Parents will be sent the menu for the month and can support children in making appropriate choices to their individual tastes. A note of what your child has had is available in the lunch book. There is always a choice of main course and vegan options.

Please ensure your child has a lunch ordered through the online form facility, as these are made to order and delivered to nursery.

Children participate in a daily tooth brushing programme with our Child Smile Programme.

Snacks

The children are provided with healthy snacks, which include fruits with two choices of savoury bread items. They are also offered either milk or water. Snacks are varied and will take into consideration any dietary requirements brought to our attention. We follow the National Health Scotland's nutritional guidance and food standards 'Setting the Table'.

In line with our healthy eating policy, and to avoid any medical issues with children who have diagnosed or undiagnosed allergies, we ask that you do not send in any birthday cakes. We celebrate children's birthdays by singing Happy Birthday and using stickers and certificates.

Staff should be made aware of any food allergies your child may have or any religious observances, which need to be respected.

Extra Curricular Activities

There are additional clubs run by visiting specialists to Nursery in French, Ballet, Street Dance and Sports Coaching/Ball Skills. These require additional payments per block. Information regarding these will be communicated to you when your child starts.

External Visits

Periodically, children are taken on visits to the fire station, police station, etc. In this case, parents will always be informed and agreement will be sought in advance. Additional help is always asked for and very welcome! We need high ratios of adults to children to allow these visits to happen. If you are able to help us out please let us know.

The Nursery Year

The Nursery is open all year round except for the Christmas and Public holidays and Inset Days. Parents can choose either an all year round option or term time only. The term time option dates are in line with the main school. Term dates are available on calendars passed to you at the start of each term. You will be reminded of any events and holidays by way of letters and the week ahead.

During the school holidays we run nursery holiday sessions which can be booked for those children attending on a term time only basis. Nursery uniform need not be worn during holiday sessions unless you are asked specifically to ensure your child is in uniform.

Holidays & Other Special Dates

Parents are given the dates of school holidays approximately a year in advance. They are reminded of many special dates in the termly calendar, the week ahead, by letter or email. Other notices and reminders are put on the noticeboard or front door.

Medical Matters

Any current medical conditions should be brought to the attention of the staff. If your child has a temperature, cold, eye or ear infection, oozing rash, or cough, we ask that you please keep him/her at home for at least 24 hours after the symptoms have cleared.

If your child is suffering from a medical condition, we will request that you take him/her home.

Exclusion periods for communicable diseases

In the case of infectious diseases, children should remain at home for the following exclusion periods:

- Chickenpox - Until spots have dried up and are no longer contagious (usually 5-7 days)
- Conjunctivitis - 24 hours after treatment
- Diarrhoea and vomiting - Until 48 hours after the last episode of diarrhoea or vomiting and the child feels well
- Impetigo - Until legions are crusted or healed over after 2 days of antibiotics
- Mumps - 5 days after onset of swollen glands

This list is not exhaustive; there will be additional illnesses with appropriate exclusion periods. If you are in any doubt please ring the School Nurse, on the main school number: **0141 357 3376**.

If your child is sick the day before, during the night, or in the morning, please do not bring him/her in. If you feel your child is well enough to be at Nursery whilst on antibiotics, please discuss this with the School Nurse or Nursery Manager. Trained first aiders in Nursery (usually the child's keyworker) will administer any medication that a child has to take. Parents or legal guardians are required to complete an Administration of Medication form – Please note these cannot be completed by anyone other than parents or legal guardians. Medications will be held in either the Medicine cupboard or in the locked medicine fridge if necessary. All medicines must be labelled with the child's name and DOB. Staff will not administer the first dose of a new medicine. Medicines should be provided in the original packaging/containers with any accompanying leaflets etc. - without these, staff are unable to administer. Dosage is required to be checked against the label/information provided. Parents will be informed of the times medicine was administered when collecting their child and asked to sign the form.

HEALTH NEEDS
EXCLUSION CRITERIA FOR KELVINSIDE

NHS PUBLIC HEALTH GUIDELINES
HEALTH PROTECTION SCOTLAND

Main points:

- **Any child who is unwell should not attend school or nursery regardless of whether they have a confirmed infection**
- **Children with diarrhoea and/or vomitting should be excluded until they have no symptoms for 48 hours following their last episode**
- **Children with unexplained rashes shoudl be considered infectious until assessed by doctor**

Infection or symptoms	Recommended Exclusion	Comments
1. Rashes/ skin infections		
Athletes foot.	None.	Not serious infection child should be treated.
Chickenpox (Varicella Zoster).	Until all vesicles have crusted over (usually 5 days).	Pregnant staff should seek advice from their GP if they have no history of having the illness.
Cold sores (herpes simplex).	None.	Avoid kissing and contact with the sore.
German measles (rubella).	7 days before rash and 7 days after.	Preventable by vaccination (MMR x 2 doses). Pregnant staff should seek prompt advice from their GP.
Hand Foot and Mouth (coxsackie).	None.	If a large number of children affected contact HPT. Exclusion may be considered in some circumstances.
Impetigo (Streptococcal Group A skin infection).	Until lesions are crusted or healed or 48 hours after starting antibiotics .	Antibiotics reduce the infectious period.
Measles.	4 days from onset of rash.	Preventable by immunisation. (MMR x 2 doses). Pregnant staff should seek prompt advice from their GP.
Ringworm.	Not usually required unless extensive.	Treatment is required.
Scabies.	Until first treatment has been completed.	2 treatments are required including treatment for household and close contacts.
Scarlet fever.	Child can return 24 hours after starting appropriate antibiotic treatment.	Antibiotic treatment is recommended for the affected child.
Slapped cheek/fifth disease. Parvovirus B19.	None (once rash has developed).	Pregnant contacts of a case should consult their GP.
Shingles.	Exclude only if rash is weeping and cannot be covered.	Can cause chickenpox in those who are not immune, ie have not had chickenpox. It is spread by very close contact and touch.
Warts and verrucae.	None.	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.
2. Diarrhoea and vomiting illness		
Diarrhoea and/or vomiting.	48 hours from last episode of diarrhoea or vomiting.	
E. coli O157 STEC Typhoid and paratyphoid (enteric fever) *Shigella* (dysentery).	Should be excluded for 48 hours from the last episode of diarrhoea for *E. coli* 0157. Further exclusion may be required for some children until they are no longer excreting. Exclusion is also variable for enteric fever and dysentery. HPT will advise.	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices.
Cryptosporidiosis.	Exclude for 48 hours from the last episode of diarrhoea.	Exclusion from swimming is advisable for 2 weeks after the diarrhoea has settled.
3. Respiratory infections		
Flu (influenza).	Until recovered.	If an outbreak/cluster occurs, consult your local HPT.
Tuberculosis.	Advised by HPT on individual cases.	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread.
Whooping cough (pertussis).	48 hours from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment.	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks.
4. Other infections		
Conjunctivitis.	None .	If an outbreak/cluster occurs, consult your local HPT.
Diphtheria.	Exclusion is essential. Always consult your local HPT.	Family contacts must be excluded until cleared to return by your local HPT. Preventable by vaccination.
Glandular fever.	None.	
Head lice.	None.	Treatment is recommended only in cases where live lice have been seen.
Hepatitis A.	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	
Hepatitis B, C, HIV/AIDS.	None.	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact.
Meningococcal meningitis/ septicaemia.	Until recovered.	Meningitis ACWY and B are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case.
Meningitis due to other bacteria.	Until recovered.	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case.
Meningitis viral.	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.
MRSA.	None.	Good hand hygiene and environmental cleaning.
Mumps.	Exclude child for 5 days after onset of swelling.	Preventable by vaccination (MMR x2 doses).
Threadworms.	None.	Treatment is recommended for the child and household contacts.
Tonsillitis.	None.	There are many causes, but most cases are due to viruses and do not need an antibiotic.

COMMUNICATION

Open Access

Here at Kelvinside we have an “open door” policy. Parents are invited to visit and discuss their children informally when they wish, but it is best done at the start and finish of each day. Formal interviews with keyworkers, Nursery Head, Head of Junior School, or indeed the Rector can be arranged at the earliest mutually convenient time, should parents wish one. Any records kept by us are shared with parents. You are welcome to see these at any time.

Reporting to Parents

In partnership with parents we recognise the complementary roles of both Nursery and home in the education of children. With this in mind we value your role and the importance of sharing information. The “All About Me” profile booklet, completed care plan and regular contact, allows everyone to celebrate in your child’s successes and share the information which may be gained, in both home and school. Observations made by your child’s keyworker on his or her development and progress will be kept together with videos and photographs. This will be collected and added to their individual profile on the Interactive Learning Diary which you can view at any time. You will be asked for your feedback on your child’s progress at regular intervals and invited in for informal chats. Children receive an end of year report and there will be an opportunity to discuss your child’s progress more formally at Parents’ sessions held in May/June. If you wish to discuss any aspect of your child’s development, please let us know and an appointment will be made at a mutually convenient time.



The Week Ahead

The Week Ahead aims to keep you informed of events in Nursery. Any letters will be emailed. Please remember to check your child’s tray daily. Plans are displayed in the parent area.

Wherever possible, keyworkers will talk to you informally at the end of the session when you collect your child. This may not always be possible due to staggered lunch breaks and staff rotas. All staff will have some knowledge on how your child has been and will be more than happy to share this with you.

We will always inform you if there have been any issues or incidences on the day.

Keyworkers will try to be available at later collection times, but this will depend upon the time as staff are employed on a rotational shift basis to facilitate the 8am-6pm opening.

Every attempt is made to give you some brief information but due to these circumstances, it is not always possible. If we have any concerns about any aspect of children’s sessions, parents will be contacted either personally or by telephone. **Please feel free to speak to any member of staff regarding your child, anytime.** You may wish to email or telephone if this is more convenient.

HOME LINKS

Children will receive a weekly play along maths bag containing games and resources to develop various maths and numeracy skills. Each group will participate in this for a block of 6-8 weeks . This family engagement resource has information for parents in supporting childrens development.

The nursery operates a 12 week nursery rhyme programme from January - April to develop children early phonic skills. Parents will be issued with supportive home links information to future develop skills.

Each month you will receive a presentation with detailed information about what your child has been learning about and how this can be extended.

CORRESPONDENCE

Should you wish to make contact in writing about any aspect of Nursery, please direct your letters or emails to Mrs Argue, who will deal with them promptly: pauline.argue@kelvinside.org

If you wish to discuss things further please contact the Deputy Head of Junior School and Head of Nursery, Mrs Nugent: tracy.nugent@kelvinside.org

Or the Head of Junior School at Kelvinside Academy, Mrs Calvert: headjs@kelvinside.org



NURSERY POLICY AND PRACTICE

Policies

We regularly review policies. Up to date policies are kept on the premises on the noticeboard and can be viewed by you at any time. New policies will be available for you to view and add comments should you wish on the Parents' Noticeboard.

Safety and Security

Kelvinside Academy places a strong emphasis on children's safety. We have a secure entry system and request that parents and visitors always ring the front door buzzer. This alerts staff and ensures that staff are aware when people are entering the building. When the buzzer is answered, you should state your name and the reason for your visit.

PLEASE DO NOT OPEN THE DOOR TO OTHER PARENTS WHILST IN THE HALLWAY.

Please use the allocated parking bays and be aware of other cars at busy drop-off and collection times.

If there are any changes to your child's collection procedure, please let a member of staff know. With safety in mind, we cannot allow your child to leave Nursery if we are unsure of the person collecting him or her. For security reasons we ask for code words for new collectors: **please make authorised adults collecting children aware of these.** Please ensure the list of people authorised to collect your child is accurate and you have informed staff if someone different is collecting your child. We take photographs of the adults who collect children regularly.

Emergency Procedures

Please ensure Nursery is kept informed of any changes to the details you provide on the emergency contact sheet at the beginning of the year. Regular update forms will be issued from the Reception every 6 months. In the event of any emergency, every effort will be made to contact you in the first instance. If we cannot make contact we will then ring the designated emergency contact number. In the event of a serious incident the School Nurse will be contacted and thereafter assume responsibility.

Accidents

You will be informed of minor accidents or incidents by means of a "Mr Bump" letter which will require your signature. Your child will also receive a Mr Bump sticker on their clothing. Orange Mr Bump stickers indicate that your child had a bump to the head so please monitor them carefully following this. More serious accidents will be referred to the School Nurse. All keyworkers are qualified First Aiders.

Getting it Right For Every Child

Children's Wellbeing

Kelvinside Academy Nursery is committed to promoting the welfare and well-being of all our children and ensuring their rights to care and protection from harm are maintained. Following the Children and Young People (Scotland) Act 2014, staff have a responsibility to safeguard the rights of children living in Scotland that are in our care. Children have a right to be safe and healthy. They should be respected and included, nurtured and responsible. They need to be provided with encouragement and opportunities to be active and achieve their potential. The GIRFEC approach (Getting It Right For Every Child) aims to ensure these rights are realised.

This approach aims to make it as easy as possible for young children and their parents to get help and support if they need it, by having a named contact, which for nursery aged children is their Health Visitor. This named person is able to access a range of other professionals to support individuals appropriately.

Child Protection and Safeguarding

As part of this GIRFEC approach to children's wellbeing, staff within Nursery all have a responsibility to ensure that the children in their care are not harmed or at risk of harm. Our Child Protection and Safeguarding Policy provides guidelines and information of procedures required should child protection or safeguarding concerns be raised. The information contained within these documents is updated and reviewed regularly by the School's Child Protection Co-ordinator, Dr Lucy Hay. A copy of the Child Protection Policy can be found on the Parents' Noticeboard.

Safeguarding is promoted through all elements of education including leadership, values, vision, the curriculum, learning and teaching, positive relationships, ethos and building resilience in our children.

If you have any concerns about a child's well being or have direct evidence or suspicions of a child being at risk of harm, these concerns should be reported to either Mrs Nugent, the Nursery Child Protection Lead or Miss Argue, the Nursery Deputy Child Protection Lead, who will liaise with Dr Hay.





Additional Support Needs

Kelvinside Academy Nursery has a responsibility under the Additional Support for Learning (Scotland) Act 2009 and the Children and Young People (Scotland) Act 2014 to ensure that children are provided with support to help them achieve their potential. There are a wide range of factors that can influence and determine a child's learning and development both in the short and long term. Incidents such as coping with a bereavement, having English as an additional language, coming to terms with parents divorcing or separating, as well as the more recognised medical or developmental disorders, could all result in children requiring additional support of some kind.

We want to work in partnership with parents to ensure children get the right support when they need it. We may require support from specialist agencies such as educational psychologists, speech and language therapists, etc.

Should your child need some additional support, we will work collaboratively to develop specific plans or programmes to support them.

If you are concerned about any aspect of your child's development or learning, please speak to your child's keyworker. There are also other advice and information services available such as:

Enquire
0845 123 2303 (helpline)
info@enquire.org.uk

Parent Zone
www.parentzonescotland.gov.uk

Confidentiality

In order to fully meet the needs of all children in our care, it is important and necessary to share information with parents and one another so that we can support and plan for individual children's development and learning. It may also be necessary to seek help and advice from outside agencies and other professionals. If this action is taken, the parents' permission will first be sought. Any information and knowledge will be on a need to know basis and will be kept private and confidential.

Complaints Procedure

It is of paramount importance to every child's development that Nursery and parents work in a spirit of co-operation. In the event of complaints from either staff or parents, every effort will be made to respond quickly and appropriately and the following procedure will be followed:

- If a parent feels that he/she has cause for complaint, they should initially speak to their child's keyworker who will complete a complaints/concerns form
- Complaints out with the keyworker's remit will be passed on to the Head of Nursery and Head of Junior School
- Complaints will be responded to within 20 days as to the action (if any) to be taken. Senior management will talk with staff and parents to overcome difficulties
- Any discussions with parents will be noted on a Parent Interview Form
- Should parents feel they have not received a satisfactory response to their complaint, it can be noted in writing in the first instance to the Rector and then to the Governors
- Parents have the right to contact the local Care Inspectorate Office regarding their complaint if they so wish at:

Care Inspectorate, Renfrewshire House, Cotton Street, Paisley, PA1 1BF
Telephone: 0345 600 9527.

Charity & Fund Raising

At regular intervals we fundraise for suitable charities and sometimes for ourselves. We will keep you up to date about this by the week ahead, letter or e-mail.

Volunteer Helpers & Student Placements

Volunteer helpers and student placements are actively encouraged as they widen the children's learning experiences. If you have any special expertise and a little time to offer, please let us know. If parents/volunteers are coming in on a "one off" basis, we ask that you read and abide by our code of conduct. Should you become regular volunteers, we also ask that you become a member of "The Protection of Vulnerable Groups" (PVG). You will be given an induction into our life in Nursery, offered advice on procedures and given ideas and support in everything you do.

No Smoking Policy

The Nursery operates a no smoking policy in all areas within school grounds. Thank you for your co-operation with this.

Inspection

The Nursery is inspected on a regular basis by The Care Inspectorate who carry out graded inspections rating various quality statements with a number from one to six (one being unsatisfactory and six being excellent and sector leading). Once the final report is published it is available to view on the noticeboard and on the Care Inspectorate website. Timescales of inspections are dependent on previous grading and risk assessments. The Care Inspectorate use The Health and Social Care Standards to ensure all establishments comply with requirements and provide appropriate care and education to young children.

Inspections are also carried out by Education Scotland who focus on self evaluation to ensure improvements in children's achievements across the Curriculum for Excellence.

Evaluating The Nursery

Working in partnership with parents is important for your child's progress. We welcome your input, suggestions and participation in the life of Kelvinside Academy Nursery. We employ rigorous systems of quality assurance and monitor the different aspects of Nursery life using How Good Is Our Early Learning And Childcare and The Health and Social Care Standards. We regularly require your views, opinions and ideas on these aspects and hope that you will help to evaluate our service through completing various questionnaires and engaging with us in monitoring and improving our service to you and your child.

Acceptance of Money or Personal Gifts

Small gifts only as tokens of appreciation at pertinent times in the school year would be acceptable but are not expected and would have no bearing on the quality of your child's educational provision.

Babysitting

Parents may on occasion wish to request the services of staff members for babysitting duties outside of Nursery working hours. Parents should take the following points into consideration before approaching staff for these purposes:

- Kelvinside Academy Nursery is not responsible for any private arrangements or agreements that are made with individual staff members.
- Staff are not covered by Kelvinside Academy's insurance whilst babysitting any child that attends the Nursery.
- Kelvinside Academy will not take responsibility for any health and safety issues, conduct, grievances or other claims arising out of private arrangements made between individual staff and parents.
- Staff are bound by contract and UK GDPR and are unable to discuss any confidential issues regarding the Nursery, other staff members, parents or other children.
- Parents should make their own checks as to the suitability of a member of staff for babysitting ie seek references and checks. Parents should also be aware that there may be other adults accompanying the babysitter who may not have relevant checks or experience. Parents should clarify arrangements.
- Kelvinside Academy has a duty to safeguard ALL children whilst on our premises and in the care of our staff. Any safeguarding concerns arising from KA staff providing babysitting duties will be reported to the School's Child Protection Co-ordinator.



Fees

Any queries regarding fees should be directed to the Chief Operating Officer's Office.

Additional Charges

Additional charges are levied for late collection of children. Children are expected to be collected by 6pm. A charge of £20.00 will be levied for late collection between 6-6:15pm and £30 thereafter.

Changes to Placements

Should you wish to make any changes to your child's placement, these need to be submitted in writing to Mrs Nugent who will then confirm or decline the request. A month's notice is required by the Finance department for these changes to take effect.

FINANCE

Partnership Funding

The nursery undertakes a corporate procurement process with Glasgow City Council to receive funding for parents of three and four year olds. If successful in this process parents are able to access the funded hours, which are free at the point of access. The Nursery has to maintain the National Standard as a minimum requirement for partnership.

Funding will cover the cost of 30 hours per week over 38 weeks of the year during school term time or 22.8 hours per week on an all year round basis. The cost of any additional hours or services are then billed and paid on a monthly basis in advance.

Funding is administered through the Nursery Application Management System (NAMS) Therefore any change of address, placement information etc should be brought to our attention immediately.

Any queries regarding fees should be emailed to Sharon Moffat in the Finance Department – Sharon.moffat@kelvinside.org

Should you have any issues regarding funding which cannot be answered you can contact GCC -

Louise Smith
Education Services
Early Years Team
City Chambers East
40 John Street
Glasgow
G1 1JL

Tel: 0141 287 5223
Information, advice and support for families in Glasgow City Council can be accessed through the Glasgow Family Information Service - http://www.gfis.org.uk

Inter Authority Cross Boundary Funding

The duty for providing early years' and childcare funding lies with the local council in which the child lives – known as the 'resident authority'. There is now a protocol in place which came into effect in May 2017, in which Glasgow City have agreed to collaborate with some councils (Renfrewshire, Inverclyde, East Dunbartonshire, West Dunbartonshire, South Lanarkshire, North Lanarkshire, South Ayrshire, North Ayrshire, East Ayrshire and Argyll and Bute) to produce guidelines to support parents to access funding.

Should parents reside in any of the councils named above (other than Glasgow City), we must provide information to Glasgow City who will then request funding from the resident council. There is only 1 panel meeting each year in May. Funding allocations will be accepted or declined during this meeting for the next school year. Information for the following year has to be submitted to GCC in early March.

Should parents move out of a Glasgow City Council area, then funding will cease until the resident authority have agreed to fund the child. For those children residing outwith Glasgow City Council who gain an agreed funded place, this will only commence at the start of the term following their 3rd birthday.

Eligibility

Glasgow City Council residents are eligible for the funded hours the day after their third birthday. Children resident in other councils are eligible the term following their third birthday, however there are monthly deadlines for the submission of applications; failure to meet these deadlines results in funding being delayed.

Preparation for School

Transition Arrangements to Junior 1

Almost all of our children transfer into Junior 1 at Kelvinside Academy. The children will make many informal visits to the school during their time in Nursery – special assemblies, concerts, informal visits to classes, on their way to the gym, library or the lunch hall being just some of the reasons to visit.

The **Early Years Pathway** provides parents and children with a range of events and workshops across many aspects of school life, providing familiarisation, developing knowledge and confidence in their journey along the KA educational path ensuring continuity and consistency.

The Junior 1 class teachers visit the children in nursery throughout their Nursery 2 year. Parents and key workers will meet to discuss children's progress and transfer into the Junior School around June.

Key workers will also meet with Junior 1 staff to discuss pupils and transfer documents. Children will meet their new class teacher more formally on 3 induction afternoons in June.

Children also explore their prospective new school environment through sharing information books which familiarise them with the changes, the routine and the staff.

Early in Junior 1 key workers will visit and talk formally and/or informally to both child and class teacher about how they have settled in.

COMMUNICATION PLATFORMS

SCHOOL WEBSITE

The School Website **www.kelvinside.org** is our main information platform.

SCHOOL CALENDAR

The School Calendar has a direct link icon on the website home page and can be found on the Current Parent Page **kelvinside.org/parents/parent-area**. If viewing the calendar on your mobile you can sync the School calendar with your own outlook diary.

EMAILS AND TEXTS

Important information and letters will be issued to you via email entitled Kelvinside Academy. Urgent messages e.g. last minute changes to games and trips will be sent to you via SMS text.

WEEKLY NEWSLETTER

On Sunday mornings we email the 'Week Ahead' newsletter which details all the important events happening that week across Nursery, Junior & Senior School. It is important that we have the correct email address on file to ensure that you receive this.

PARENT PAY

Is the online payment service that we use for any parent payments required for School trips, DoE & CCF costs, club charges etc. This allows you to pay at a time that suits you and means pupils do not have to carry money into School. The link **Online Payments** is on our Parent Page and login details will be emailed to you separately after your child starts at KA.

INSTAGRAM

Our School Instagram account, **@Kelvinside1878**, is popular with current and former pupils and is regularly updated with photographs to give a colourful snapshot of life at KA.

FACEBOOK

Find us on Facebook at **@Kelvinside1878** for more detailed updates and news and so that you are regularly updated about important messages.



In order to promote children's abilities in writing, the muscles and strength of the fingers and hands need to be developed first. Here are some pre-writing activities to encourage and strengthen a pincer grip:

- Place a small object, such as a rubber, in hand; move between thumb and index finger and then to each fingertip in turn. Then move the object down the little finger into the palm
- Finger rhymes
- Small construction toys such as Lego
- Sprinkle glitter
- Squeezing plasticine, clay or playdough
- Pinching a plasticine sausage with fingers and thumb
- Rolling pieces of plasticine or playdough into a ball between finger and thumb
- Using tweezers to pick up pegs, sequins or beads
- Pegs and pegboards
- Pushing and pulling matchsticks in and out of plasticine
- Flicking paper balls into a goal
- Playing tiddlywinks
- Pulling buttons or small beads out of playdough or plasticine using index finger and thumb
- Tearing paper to make collages
- Practise rotating a pencil between thumb and index finger

Once your child has developed control and strength they can practice forming the correct letter and number shapes.

This following sheet shows how letters and number are formed. Please encourage your child to hold a pencil correctly in "froggy leg" grip (the thumb and first finger touch in front with the rest of the fingers behind the pencil). Start at the dot and follow the arrows. All letters are formed without lifting the pencil until completion other than the letters f, t and x.



Confidentiality
Kelvinside Academy aims to establish relationships of trust between staff, pupils and parents. Pupils and parents should therefore feel able to make the School aware of personal and private matters, including concerns about safety and welfare, in the certain knowledge that such information will be dealt with sensitively.

Complaints Policy
It is important that parents and pupils who have a complaint or concern should be able to express their views and feelings and obtain a fair hearing and a prompt response to any complaint which they make. It is hoped that most concerns can be sorted out quickly and informally by speaking to the appropriate member(s) of staff. The School's Complaints Policy is under Policies on the Parent Page of the website.

Data Protection
The School will not pass on to other agencies or individuals information it has about pupils and their families, except with their permission or where the information is already in the public domain or where the School is obliged to do so by law or a court order. In all instances the School conforms to the stipulations of the Data (Use and Access) Act 2025.

ΑΙΕΝ ΑΡΙΣΤΕΥΕΙΝ

KELVINSIDE ACADEMY 1878

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