

Whiteinch Nursery School

Handbook

2025-2026



Whiteinch Nursery
Glendore Street
Glasgow
G14 9RU

0141 959 3823

headteacher@whiteinch-nursery.glasgow.sch.uk

Care Inspectorate Registration Number: CS2003017158

Welcome to Whiteinch Nursery School

We are a Glasgow City Council Early Learning and Childcare (ELC) setting. The staff and I would like to extend a warm welcome to you and your child(ren).

By working in partnership with families, we aim to provide an environment which is safe, friendly and nurturing. We try to involve families in the life of the nursery to ensure your child's learning journey is a happy, memorable and successful one.

If you have any questions, please get in touch.

Geraldine and Team Whiteinch



OUR VISION, VALUES AND AIMS

Vision

Whiteinch Nursery School is a friendly, diverse, inclusive and nurturing nursery. All children are empowered to fulfil their potential and develop a love for learning. Through multiagency collaboration we support families to be the best they can be.

Values

Caring, Inclusive, Nurturing, Respectful, Safe

Aims

Whiteinch Nursery School aims to:

- Ensure every child feels safe and happy.
- Encourage respect for others.
- Motivate, nurture and listen to children.
- Celebrate diversity and inclusion.
- Work in partnership with families.

OUR STAFF

Management Team

Geraldine Dolan	Head of Centre
Laura Anderson	Depute Head of Centre
Chloe Douglas	Acting Team Leader
Lianne Garrity	Acting Team Leader

Clerical Staff

Vacancy	Monday, Tuesday
Lucy Akroyd	Wednesday, Thursday and Friday

Catering and Facilities Management (CFM) Staff

Diane Johnston	Janitor and Cleaner
Linda McDonald	Catering Assistant
Angela Lang	Catering Assistant
Mina Love	Catering Assistant (TT)
Isabel Carrick	Cleaner

Staff Photographs

Staff photographs are located inside the nursery entrance. We also have booklets of staff photographs, please speak to the main office if you would like a copy.

Upstairs Staff and Group

Rebecca Reid	Lion
Colette Brown	Koala
Louise Hutchison	Penguin
Lynne Hazelton	Penguin
Ruth Struthers	Penguin
Natalie McEwan	Gecko
Ellie Stevenson	Monkey
Vacancy	Panda
Raychelle Pinder	SFL Lunch Cover
Natalie McLelland	SFL Lunch Cover

Downstairs Staff and Group

Stephanie Richards	Flamingo
Nicola Moore	Elephant
Alice Chisholm	Shark
Yvonne Baird	Orca
June McCluskey	Crocodile
Ashleigh Johnstone	CDO
Gemma McCormack	SFL Lunch Cover
Vacancy	SFL Lunch Cover
Sophie Wylie	Modern Apprentice

2-3 Room Staff and Group

Mandy McGill	Tiger
Caris McGrory	Giraffe



MC57: Child Protection and Safeguarding

Keeping Children and Young People Safe

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- ensuring that children are respected and listened to.
- ensuring that health and wellbeing is central to the curriculum.
- ensuring that staff are aware of Management Circular 57 and child protection procedures and concerns.
- ensuring that any CP or Safeguarding concerns are progressed as per MC57 guidance.
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.
- ensuring the name of the Child Protection Coordinator and Depute Child Protection Coordinator(s) is on display within the establishment.

Name of CP Coordinator: Geraldine Dolan

All educational establishments and services must take positive steps to help children and young people by ensuring that 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 learners.

Safeguarding supports the development of learner's knowledge, skills and resilience to keep themselves safe and to protect themselves and develop an understanding of the world so that they can respond to a range of issues and potential risky situations arising throughout their lives.

Safeguarding and wellbeing issues are addressed through our personal, social and health education curriculum and care should be taken to ensure our children have opportunity to develop such knowledge and understanding within our establishments.

As with other areas of the curriculum, you will be kept informed of the health and well-being programme for your child's establishment.

GENERAL INFORMATION

Privacy Statement

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post or by email at: dataprotection@glasgow.gov.uk and by telephone on 0141 287 1055. Glasgow City Council is registered with the Information Commissioner's Office under registration number Z4871657. <https://www.glasgow.gov.uk/index.aspx?articleid=22066>

Nursery Capacity and Opening Hours

The nursery is registered to accommodate a maximum of 110 children at any time from the age of 2-5 years:

2-3 Playroom maximum of 10 children
3-5 Playrooms maximum of 100 children

The nursery is open 52 weeks of the year from 8.00am – 6.00pm.

AM Block 8am – 1pm (last pick up 12.45pm)

PM Block 1pm – 6pm (last pick up 5.45pm)

Holiday dates for 2025-2026 can be found on www.glasgow.gov.uk and at the end of this handbook.

Transition to Nursery

Keyworkers will work with parents to ensure children settle into nursery at a pace that meets their needs. The settling in process is a gradual one to allow children to get to know the staff, and to feel safe and secure in their new surroundings. Every child is different therefore settling in time will differ from child to child. Some parents may be invited into the playroom to help to settle their child.

Children will be invited to play with other children on their first day at nursery and families will be asked to complete enrolment forms. Please be aware that your child may be offered the chance to play outdoors.

Dropping Off and Collecting Your Child

It is expected that a responsible adult (aged 16 or over) will bring and collect your child to and from nursery. When your child starts nursery staff will discuss who has permission to collect your child and this will be recorded on their care plan. You must tell a member of staff if you want your child to be collected by someone who is not on their care plan. Staff may ask them to provide ID to prove who they are.

Admissions & Early Years Charges

Nursery places are allocated in line with Glasgow City Council's Admissions & Banding policy at local Admissions Panels.

More information on how to apply can be found at <https://www.gfis.org.uk/InfoPages/View/1>

Children aged 3 and 4 years and eligible 2-year olds are entitled to up to 1140 hours of free Early Learning and Childcare (ELC) per year. If your child attends nursery for more than their entitlement, you are required to pay for additional hours. This is sent in the form of monthly invoices. The charges for Early Years provision will vary according to your individual family circumstances. Your Early Years establishment will clarify the charging rate applicable to you. You will be asked to provide evidence of Income and Address.

More information on childcare charges is available from the nursery office or online at

<https://www.gfis.org.uk/InfoPages/View/4>

Our Cloakrooms

Every child has their own peg with their group symbol and name on it. Children will also have access to outdoor clothing from the nursery.

Learning Fund

A £2.00 a week contribution from parents helps to pay for additional items such as ingredients for playdough, special treats, and resources. This contribution can be paid weekly, monthly or termly. We prefer this money to be transferred directly into our bank account. Sort code 80-07-55 and account number 00973460. If you would like to confirm our bank details before setting up a transfer please contact the nursery. We are also happy to provide receipts for any donations.

Emergency Closure

Occasionally we may need to close the nursery due to severe weather, power failure or lack of water.

If this happens there are a variety of ways we will let you know, these will include: text messages, email, Learning Journals, social media and via local radio stations (such as Clyde 1 and BBC Radio Scotland).

Emergency Contacts

We will ask you to provide us with the name, address and telephone number of two emergency contacts. It is important you make the nursery aware of any changes to this information.

Security

The nursery operates a secure entry system. Please press the call button to gain entry. If we do not answer straight away please be patient as we are probably busy dealing with another issue.

Attendance

Regular attendance is very important for children's progress. If your child is unable to attend nursery for any reason you should inform us of this either in person or by phone or email. It is our policy to contact parents when a child is absent and we have not been notified as to the reason why. A call may be made to emergency contacts if we are unable to contact you.

Outings

Your welcome pack includes a consent form that allows staff to take your child out in the local community. We cannot take children on an outing without this consent.

If the outing is out with the local community or involves transport then we will ask you to complete an additional permission form.

Pram Shed

You are welcome to use our pram shed currently located at the back door to store your pram or child's wheeled toys whilst your child is in nursery. Please note that items are left at your own risk and the nursery cannot accept responsibility for lost or stolen items from this area.



Clothing



Play and learning at nursery can be very messy so please dress your child in clothes that you do not mind getting dirty. We try to make sure that children wear aprons to protect their clothes, but we cannot guarantee clothes will remain in their original condition.

We would appreciate it if children do not wear any clothing that could cause offence such as anti-religious symbolism, football colours or political slogans. Parents are asked to ensure that valuable items and unnecessarily expensive items of clothing are not brought or worn to nursery.

Please remember to write your child's name on clothing and footwear to prevent confusion and allow us to return items to the correct owner.

Outdoor Learning

Children take part in outdoor learning every day regardless of the weather. Please ensure your child is dressed appropriately for the weather and provide a spare outfit in case they need a change.

All children will be provided with waterproof clothing, which should remain in the nursery. If you would rather provide your own clothing, please let your child's key worker know. We also have nursery wellies for children but it would be great if you could provide your own.

Mobile Phones

The use of mobile phones within the nursery is strictly prohibited. Please respect this rule as it ensures the safety of the children.

NO PICTURES SHOULD BE TAKEN IN NURSERY UNLESS AUTHORISED BY A MEMBER OF NURSERY MANAGEMENT TEAM.



Lost Property

If your child has lost something at nursery please speak to a member of staff who will try and locate the missing item. Please label your child's items to help us locate items quicker.

No Smoking Policy

Glasgow City Council in line with Government policy has designated all its buildings no smoking areas.



English as an Additional Language (EAL)

Some children start nursery with little or no English. Staff will use a range of strategies to support children with EAL.

Our nursery iPads are equipped with the Microsoft Translator App, which allows text, camera and voice translation of approximately 60 languages, and supports communications with our EAL learners and families.

Staff utilise the Glasgow City Council EAL Development Checklist in collaboration with parents/carers to track and support the progress of our EAL learners.



FOOD AND HEALTH



Snacks and Lunches

Snacks and lunches are provided by Glasgow City Council's Facilities Management (CFM) Service

Every day the children will have the choice of two main meals. Our lunch and snack menus are available from the main office, please speak to a member of staff if you would like a copy.

Dietary requirements can be catered for. In order to accommodate specific allergies or allergens we will require a letter from the NHS. Please speak to a member of staff for further details.

Birthdays

Children's birthdays are celebrated within the nursery. Children will receive a card and a rendition of Happy Birthday from their peers.

Please note that we do not celebrate birthdays with a cake to ensure we meet all children's dietary needs and to help us to promote healthy eating.



Childsmile

Childsmile is a Scotland wide initiative to help improve the health of our children's teeth, through the distribution of free dental packs and supervised toothbrushing programmes in nurseries. The children at Whiteinch Nursery are offered twice yearly fluoride varnishing by Childsmile dental teams who visit the nursery. Consent forms are included in your child's welcome pack. Only children with permission can take part in the fluoride varnish programme. Further details can be found at www.child-smile.org.uk



Breastfeeding Friendly Establishment

Whiteinch Nursery School is a breast feeding friendly establishment. We strive to make our nursery a welcoming and comfortable environment for both baby and mum to breastfeed.



MEDICAL INFORMATION

Illness

Whiteinch Nursery adheres to the Health Protection Scotland exclusion criteria for childcare and childminding settings in the Health Protection in Children and Young People Settings, (March 24) [Infection Control](#) and Infection Prevention and Control in Childcare Settings (2018) [Child Care Setting Infection Control](#). To help control infection, please call or email the nursery for exclusion advice regarding your child's infection or symptoms.

If your child has diarrhoea and/or vomiting, they should stay at home for **48 hours** from the last episode.

If your child becomes unwell at nursery we will contact you. Please ensure the nursery has up-to-date contact details for you and your emergency contacts. If the illness or accident is of a serious nature, your child will be taken to the nearest hospital/ accident department and you will be contacted and advised to join the child at hospital. Children who are unwell should be kept at home where they will be more comfortable.

Accidents and Incidents

Staff will let you know if your child is involved in an accident or incident in nursery. You may be asked to read and sign an accident book when you arrive to collect your child. The form will inform you of how the accident happened and what treatment (if any) was administered.

If your child receives a bump to the head while at nursery we will contact you straight away via telephone or text message.

Medication

Medication should be administered wherever possible at home. If medication is required during the nursery day, please discuss requirements with a member of the leadership team who will ask you to fill in the necessary forms. All medication must be prescribed and be clearly labelled with the child's name and dosage instructions. Staff are unable to administer the first dose of medication. Children requiring emergency medication such as inhalers and epi-pens should always have these medications in nursery when they attend.



Vision Screening

The government has recommended that all children should have their sight checked prior to starting school.

Screening takes place annually by NHS staff within the nursery. You will be notified before the screening takes place.



Nappies and Toilet Training

If your child wears nappies you will be asked to provide nappies and wipes that will be kept in nursery. Nappy cream is treated the same as medication and should have a pharmacist's label (with your child's name on) and instructions on the packaging.

If your child is ready to start or has recently started toilet training, then please let their keyworker know so we can support you. Please ensure that your child has plenty spare clothes in their bag, especially in the early stages of toilet training. Soiled clothing will be bagged and stored appropriately until pick up time. The nursery also has spare clothes.

POLICIES

Whiteinch Nursery is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs. Copies of all of our policies are available from the Head of Nursery, feedback from families are always welcome.

Equal Opportunities and Social Inclusion

Whiteinch Nursery respects Glasgow City Council's equal opportunities policies and recognises the right of all service users to participate fully in nursery life irrespective of sex, race, age, religion, socio-economic circumstances and educational and physical abilities.

Provision should take account of the needs of children with additional support needs or chronic illnesses. These principles are reflected in the criteria used to admit children to nursery.

Racial Harassment

The Race Relations Act of 1976 makes it unlawful to discriminate against someone because of their colour, race, nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination.

In 1999 the guidelines, "Dealing with Racial Harassment" were issued to assist all teaching staff in dealing with such incidents.

The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child in Glasgow has the right to be happy and secure at their establishment.

Confidentiality

The need for confidentiality is recognised by all staff working within our establishment.

Please be reassured that the information you or your child share with us will be treated with respect and handled in a professional manner.

Information relating to child protection concerns cannot be kept confidential and will be subject to Child Protection policy and procedures.

Complaints

Whiteinch Nursery has a complaints procedure for dealing with complaints or concerns from service users. In the first instance, any concerns or complaints should be raised with the Head of Centre, or person acting on their behalf, who will try to seek a satisfactory outcome.

The link below takes you to Glasgow City Council's complaints policy.

<https://www.glasgow.gov.uk/complaints>

What if I am not satisfied?

We would hope that we could resolve the issue, however if you are dissatisfied with the outcome, you can take this further. Please forward your complaint, preferably in writing, to the Customer Care Team at-

The Customer Care Team

Glasgow City Council, Education Services

Telephone: 0141 287 4453

Education.CustomerService@glasgow.gov.uk

In extenuating circumstances, it may be deemed necessary to notify the Care Inspectorate if:

- A child appears to be at risk,
- or there appears to be a breach of registration requirements

Headquarters Care Inspectorate

web: www.careinspectorate.com

email: enquiries@careinspectorate.com

telephone: 0345 600 9527

PARTNERSHIPS WITH FAMILIES

Home & Nursery Partnerships

We strive to work in partnership with parents and carers. We recognise the value of partnership working and seek ways to fully involve you in the education of your child.

Everyone's opinion is valued and we are keen to keep improving Whiteinch Nursery to create the best possible learning environment for all. We are always keen to hear your feedback and will gather your views using a variety of approaches.

Working Together to Promote Positive Behaviour

A calm and harmonious ethos is conducive to positive play experiences for children and supports good levels of learning and engagement. At Whiteinch Nursery we encourage positive, caring, respectful behaviour. We support children to develop skills that will help them resolve matters of conflict with their peers or adults in a positive manner. Children will benefit if families and nursery staff work together to promote positive behaviour and to resolve any issues that may arise.

Family Learning

It is widely recognised that parents working and learning collaboratively with their children can have a positive impact children's attainment and learning. At Whiteinch Nursery we have a range of family learning experiences throughout the year for you and your child to get involved in.

Family learning experiences activities are communicated via Learning Journals, Email, newsletters and via Twitter. Please speak to a member of staff if you have any suggestions for events.

Families as Partners

Everything you do with your child at home contributes to their development. As your child's main educator we recognise that nobody knows your child better than you. It makes sense that we work together to support your child's learning at nursery and at home.

Children with Additional Support Needs (ASN)

Whiteinch Nursery provides all children with the opportunity to progress and develop. If we identify that your child would benefit from additional support, then we will discuss this with you individually. We work closely with a wide range of professionals including Health Visitors, Speech and Language Therapists and Educational Psychologists.

Glasgow City Council has a duty, as outlined in the standards in Scotland's Schools 2000 Act, to ensure that every child achieves their potential. Glasgow's Education Services is committed to the inclusion of all children and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirement in the 2000 Act.

Glasgow City Council recognises that there are a wide range of factors, which could be a barrier to your child's learning. We are committed to working closely with families to overcome any barriers to their child's learning. If you have any concerns about your child's development or you are unhappy with the support being given to your child please speak to the Head of Centre who will be happy to meet with you to discuss your concerns.

Any families seeking further advice regarding this policy should contact the Head of Centre. Further information relating to Additional Support Needs is also available on the Glasgow City Council website – www.glasgow.gov.uk

Stay and Play Sessions

Throughout the year we will offer 'stay and play' sessions. These sessions allow parents to play alongside their child in the playroom. Parents will gain an insight into what a typical nursery day looks like for children and how learning and development is supported within the setting.

Sharing Your Skills and Expertise

We are always keen to hear from families who would like to share their skills and expertise. Perhaps you can read stories to the children, do some baking or make soup for example, or perhaps you do an exciting job that you could tell the children about.

If you would like to be involved in the life of the nursery please let us know. We are always keen for family members to help.

Fundraising

We organise fund raising events throughout the year, proceeds of which are used to pay for special treats for the children such as Christmas presents, parties and outings. We would be most grateful for your support particularly at our annual Christmas Fayre.

Home Links

Our home link packs are designed for you to use with your child at home and include literacy, numeracy, sensory and 'make your own playdough' packs. In addition, our lending library is available for families in our cupboard at the main entrance and outside the 2-3 playroom.

Partnership Working

At Whiteinch Nursery we actively seek to build relationships with a wide range of partners to enhance our children's learning. We work closely with a range of professionals including colleagues Speech and Language Therapy, Social Work, Educational Psychology. We also try to make use of facilities in the local and wider community. The children benefit from outings to visits to Victoria Park and Whiteinch library.

Links with other establishments

Whiteinch Nursery is part of the Hyndland Learning Community. We also have close links with other nurseries and schools in the local area including Whiteinch Primary, St Pauls (Whiteinch) Primary and Scotstoun Primary.

A transition report detailing your child's progress at nursery is completed and forwarded to your child's Primary School prior to them starting school. You will also receive a copy of your child's transition report.

CURRICULUM INFORMATION

Learning Through Play

Children learn best through play and when they actively experience things for themselves. At Whiteinch Nursery we aim to build on the learning from home and help children develop the skills and attitudes that they will need in life. We continually build on what they know and use their interests to meet their needs and provide them with challenges through purposeful play both in and outdoors.

The nursery day is organised to allow children choice in selecting and planning their own experiences. This will include a mixture of adult and child-led learning.

The Curriculum

In Scotland, the term early years is used to describe the period from pre-birth to 8 years old. Curriculum for Excellence and Realising the Ambition: Being Me, are the documents which underpin our planning, teaching and assessment. They enable staff to plan with the children, experiences which promote effective learning through purposeful play to meet the needs of the individual child.

Realising the Ambition: Being Me

Realising the Ambition: Being Me is the National Practice Guidance for the early years. It builds upon the original principles and philosophy of Pre-Birth to 3 and Building the Ambition. It looks closely at how children grow and develop and what interactions, experiences and spaces children need from the adults who look after them. This has influenced GCC's guidance for staff working with children under 3 years, with a focus on the following four areas:

- Emotional Wellbeing and Social Competence
- Communication and Language
- Curiosity
- Movement and Co-ordination

Guidance can be found here- <https://education.gov.scot/media/3bjpr3wa/realisingtheambition.pdf>

Curriculum for Excellence

The 3-18 curriculum (Curriculum for Excellence) builds on the solid foundations developed in the critical years of pre-birth to three and links learning in ELC settings and primary schools.

The 3–18 curriculum aims to ensure that all children living in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work. The knowledge, skills and attributes learners will develop will allow them to demonstrate four key capacities to be:

- successful learners
- confident individuals
- responsible citizens
- effective contributors

Learning Journals

Whiteinch Nursery uses Learning Journals, a secure online portal, to record children's photos, observations and comments. This builds up a record of your child's experiences and learning during their time with us. An e-mail is automatically generated informing parents when an observation has been added so they can have a look and add any comments of their own. Please speak to a member of staff if you need help to log in or to answer any queries. Assessment data influences what we do next in our plans for children's learning and influences the improvement agenda for Whiteinch Nursery.



Parent Appointments

You will be invited to attend a parent appointment twice a year using during November and May. This is a great opportunity for staff to discuss your child's development, progress and next steps at Whiteinch Nursery. These meetings can take place in person or over the phone.

Parents are also welcome to discuss their child's progress on an informal basis with staff throughout the year or request a meeting with the Head of Centre or Keyworker.

SCHOOL IMPROVEMENT PLAN (SIP)

School Improvement Plan 2025/26

Whiteinch Nursery has an Improvement Plan that outlines the priorities of the nursery for the year ahead. The priorities for Whiteinch Nursery during session 2025/26 are:

- To achieve LCFE Accreditation
- To ensure almost all children are receiving high quality learning experiences outdoors (including Wilderness Weans).
- To ensure almost all children are having their needs met (including parental involvement).

Our Improvement Plan display is located outside the 2-3 playroom. Please speak to a member of staff if you would like more information or a copy of our improvement plan.

HOLIDAY DATES 2025/2026

In-Service Days All children	Tuesday 12th and Wednesday 13th August 2025
Children Return All children	Thursday 14th August 2025
September Weekend All children	Friday 26th September and Monday 29th September 2025
In-Service Day All children	Friday 10th October 2025
Mid Term Holiday (Oct Holidays) Term Time Children	Monday 13th October to Friday 17th October 2025
Christmas/New Year Holidays Term Time Children	Monday 22nd to Friday 2nd January 2026
52 week children	Thursday 25th December 2025 to Friday 2nd January 2026
Mid Term/Local Holiday Term Time Children	Monday 16th and Tuesday 17th February 2026
In-Service Day All children	Wednesday 18th February 2026
Spring Break (Easter Holidays) Term Time Children	Friday 3rd April until Friday 17th April 2026
52 week children	Friday 3rd and Monday 6th April 2026
May Day Holiday All children	Monday 4th May 2026
In-Service Day All children	Thursday 7th May 2026
May Weekend All children	Friday 22nd and Monday 25th May 2026
June Holiday All children	Monday 15th June 2026
Summer Holidays Term Time Children	Friday 26th June to Wednesday 12th August 2026
Fair Monday 52 week children	Monday 20th July 2026