



HILLTOP NURSERY SCHOOL

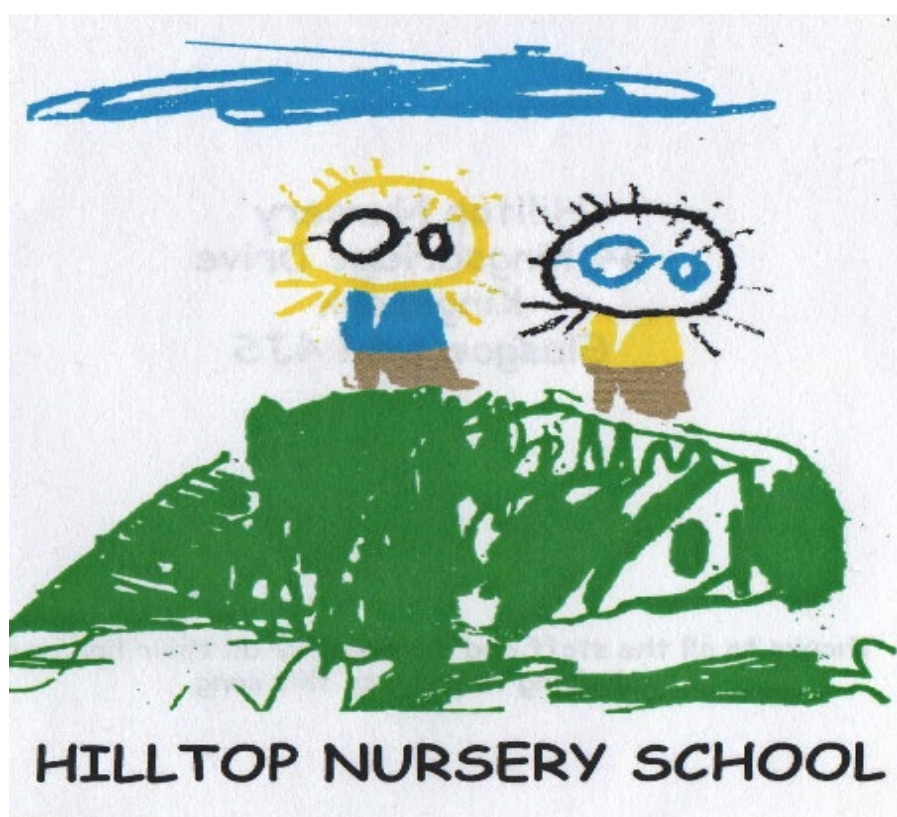
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GLASGOW

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HANDBOOK 2024/2025

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Head Of Nursery:

Patricia Mills

Depute Head of Nursery

Tracey Aitken (Acting)

Team Leader:

Emma Taylor (Acting)

Kayleigh Hunter (Acting)

Maria O'Neill

LPA

Child Development Officers:

Joyce Armour

Shona Bell

Emma Brown- (Job share)

Nicola Burkhill (out doing acting depute)

Deborah Kelly

Lucy MacArthur

Carole McGinlay

Nadia Bouffissen (job share)

Natalie Scott

Karen O'Brien (Job share)

Lesley Russell

Samantha Saunders

Shirley Scott

Jennifer Tawse

Pamela Todd

Carolanne Stewart (Job Share)

Part time vacancy

Carol Ann Douglas

Colleen Bell (job share)

Ashley Sharky

Katie Ireland (Job Share)

JJ (Graduate apprentice)

Lynn McMillan (supply)

Victoria Smith (Supply)

Support For Learning Workers:

Linda Jackson

Helen Stewart

Christine Howie

Amy Irvine

Clerical Assistant:

Kathleen Lyons

Catering Assistant:

Maureen Welsh

Janitor:

John Douglas

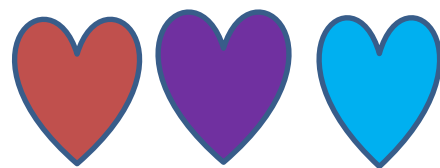
Cleaners:

Stevie & Janice





HOPE



H = Happy children, families & staff

O = Opportunities to thrive & learn

P = Perseverance to succeed

E = Equity & Equality

H - Hilltop will promote good relationships to foster a happy and engaging environment for all.

O – Hilltop will provide opportunities for all staff, children & families to learn and grow together. We will foster & promote optimism, recognising that there is potential in everyone, and the culture & climate will be set where everyone matters and has a voice.

P – Hilltop will promote a culture of perseverance, where everyone will be encouraged to try their best and it is ok to make mistakes and try again.

E – Hilltop will provide equity for the staff, children & families regardless of their life circumstances. Everyone will be treated as an individual, with access to an environment promoting equal opportunities.

Culture

- Everyone matters and is valued
- Everyone has a voice
- Everyone has opportunity for leadership roles
- Everyone has professional integrity
- Everyone values partnerships & collaborative working
- Everyone promotes a fun environment
- Everyone respects each other
- Everyone values reflection & CPD

Climate

- an environment that supports learning for all
- an environment that is stimulating & engaging
- an environment that is nurturing for all
- an environment that promotes learning for sustainability
- an environment that promotes fun experiences
- an environment you can hear laughter in
- an environment promoting positive relationships
- an environment that is inclusive for all
- an environment that embraces change



Hours of opening:

The nursery is open from 8:00 am to 5.45pm.

We are open 50 weeks of the year

We are closed for all Scottish Public Holidays and in between Christmas and New Year.

There are five In-Service days to support staff development.

<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

Hours/days of attendance.

Hilltop Nursery School provides a service for children between the ages of 2-5 years. We accommodate children at each daily session and children attend either on a part-time or extended day basis. This is broken down to the following:

3 to 5 years 80 children at any one time
Staff to Child ratio 1:8

2-3 years 20 children at any one time
Staff to child ratio 1:5

Am session - 8am-12.45pm /Term Time or 8am-12.30pm /50 weeks

Pm session - 1pm-5.45pm /Term Time or 1pm-5.30pm /50 weeks

Full day session - 8am-5.45pm /term time or 8am-5.30pm /50 weeks

All allocations are delivered in line with Glasgow City Council Area Admissions Policy and by the arrangement of the Head of Centre.



Children learn as they play.....

- During messy experiences such as painting we will always try to make sure they wear aprons, however accidents happen, so please dress your child in clothes that are suitable for these types of experiences
- Outdoors in our playground, garden or walks in the community are offered daily to the children. Please make sure that your child has appropriate clothing for the weather.
- The nursery has waterproof suits and trousers but if you could please leave a pair of wellies at nursery, we will make sure your child's name is on them.
- In the interest of Health & Safety, it helps to change your child's shoes on arrival at the nursery.

- Please leave a spare set of named clothing in the bag at your child's peg. There are forms of dress which are unacceptable in the nursery such as items of clothing which:

- Potentially encourages faction (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health & safety difficulties such as loose fitting clothing and dangling earrings
- Carry advertising for alcohol or tobacco
- Could be used to inflict damage on other children or be used by others to do so.



As with all Glasgow City Council Nurseries, applications received are input into the Nursery Application Management System (NAMS) database.

All nursery places are allocated in line with the Council's Admission Policy and the nursery staff will be happy to advise you how this policy operates when you apply for a place for your child.

Please note that the length of time a child's name has been on the register will not affect the child's priority for admission. Early Years Admission Policy Guidelines are available from the Office.

A register of all applicants will be kept by the Head of Nursery and the information contained in the application will be considered by the Admissions Panel to assist in the allocation of places.



When your child is offered a place, you and your child will be offered a home visit by a member of the management team and your child's key worker. You will be given a start date and time along with other important information to aid the enrolment process.

Together we will complete a care plan for your child which gives us information so we can get to know you and your child better.

On the first day your child will stay for one hour and we ask that you or a responsible adult waits with her/him in the nursery.

Children are all individual therefore we take our lead from the child so, after discussion with your child, yourself and your child's Keyworker your child's time at nursery is gradually extended until your child is ready for a full part-time session or extended session as appropriate.

Arrival & Collection of Children:

It is expected that a responsible adult (16yrs +) brings and collects your child. In the interest of your child's safety, please notify the nursery staff if someone unknown to them or not expected by them, will be collecting your child. This avoids a difficult situation where a child cannot be allowed to leave with an adult who is a stranger to the staff or is not the person expected.



We ask that you provide us with two emergency contacts. Please ensure telephone contact numbers include one landline as sometimes mobiles are switched off.

It is very important that you inform the nursery immediately of any changes.



Equal Opportunities

All pre-five services should reflect Glasgow City Council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work or to care for children. Provision should take account of the needs of children with additional needs. These principles are reflected in the criteria used to admit children to Nursery and in the Curriculum of all the establishments.

The establishment has a duty to ensure that all our children have equal access to the Curriculum, supported as appropriate to their individual needs. This covers not only the content of planned activities and teaching strategies but also minor adaptations to the physical environment of our building to address the needs of children with physical or sensory impairments.

We also need to ensure that parents and carers who have a disability, have equal access to information about their child. This will involve for example, provision of an interpreter for people who have a hearing impairment or English as Additional Language, agreeing a phone contact system to provide direct feedback to parents/carers.

Data Protection Act 1998

Information on children and young people, parents/carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties.

The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information, please contact the establishment.

Dealing with Racial Harassment

The Race Relations Act of 1976 makes it unlawful to discriminate against someone because of his/her 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 establishment.

Dealing with Violence and Aggression towards Staff

Glasgow City Council has a Zero Tolerance policy towards violence and aggression within their establishments. We welcome your support in ensuring our environment is safe and respectful.



Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 (FOI) enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish Public

Authorities including Scottish Executive and its agencies; Scottish Parliament; Local

Authorities; NHS Scotland; Universities and further education colleges and the Police.

Public authorities have to allow access to any information which they hold including information about:

- The provision, cost and standard of its service
- Factual information or decision-making & The reasons for decisions made by it.

The legal right of access includes all types of 'recorded' information of any date held by Scottish Public Authorities. From 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions and exemptions.

Further information is provided on the Glasgow City Council website.

Internet facilities are provided at all Glasgow City Council Public Libraries and Real Learning Centres.

Promotion of Health & Wellbeing

We are a Health Promoting Nursery. Children attending will receive a snack in line with our Health Eating Policy. All Children attending will be served a two-course lunch, again encouraging Healthy Eating i.e. vegetables and fruit.

No Smoking Policy

In accordance with Glasgow City Council, there is strictly **NO SMOKING** allowed in the building or in its grounds.

Health & Safety Policy

It is our policy to take all reasonable and practical steps to ensure the health, safety and welfare of all staff and children.



Child Welfare & Safety

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person no matter who.

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

- Ensuring children are respected and listened to.

- Ensuring that programmes of Health and Personal Safety are central to the curriculum.
- Ensuring that staff are aware of child protection issues and procedures. This is discussed at our August in-service day and during any inductions for new staff/students.
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child, they must report these concerns to the Head of Nursery who is the child protection officer.

The Head of Nursery or the person deputising for the Head, after judging that there may be grounds for concern regarding the welfare or safety of any child, must then immediately advise the duty Senior Social Worker at the local Social Services area office of the circumstances. This is in line with GCC policy - Management Circular 57.

Charges

If you are required to pay charges to Glasgow City Council, you will be informed at enrolment. Conditions apply as in line with Glasgow City Council's Early Years Admissions and Charging Policy.



Trips & Excursions

When outings or excursions for children are planned, staff will advise you in advance. You will be asked to complete consent forms which give your permission for your child's participation.

Please note that children cannot take part in outings unless completed consent forms have been submitted by their parents/carers.

Parental Permissions

We take photographs of the children as a matter of course to record children's work and achievements etc. On enrolment, you will be asked if you wish to give consent.

Social Media

The nursery has a Private Twitter account. You will be asked at enrolment if you consent to your child photograph being shown on twitter. Please search for @HilltopNS

Medication



If your child needs medication during nursery hours, you should discuss details with the Head or any member of the SMT. Prescribed drugs will be given at their discretion however; you will need to complete a form which authorises nursery staff to administer the drugs. At all times the child must have already had a dose of the medicine before the nursery will administer. All medication should have the child's name, DOB, address and dosage on a printed label to verify that it has been prescribed only to them.

If your child suffers from asthma, epilepsy, nut allergy, or any other allergies please discuss with SMT any treatment necessary and plans already in place. Parents/carers will be required to provide a letter from GP to pass to the caterers to ensure any food given to your child is safe. All staff will be alerted to allergy & dietary requirements. This information will be displayed in playrooms and other areas on our 'remember boards'.

If your child is ill

Please call the nursery if your child is not able to attend nursery as a result of illness. In line with infection control policy if your child has symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend nursery for 48 hours after the symptoms have stopped.



If your child becomes ill at nursery we will ensure they are as comfortable as possible and call you to alert you to this.

Absence

If your child is not at nursery and you have not informed us why we will give you a call after 2 days. This helps us update our registers and allows us to ask if you require any support.

Accidents

We try to ensure that all our children are playing in a safe environment however accidents do happen and children do become upset. Staff will use their judgement on whether or not you should be alerted and if not, you will be informed as you collect your child.

However, if your child suffers a bump to the head, however small, we will always call you to inform you of this. A First aider will advise you if they feel further intervention is required although ultimately it will be your decision to seek medical attention.

Staff will complete an Accident Form, which you will be asked to sign when you collect your child.

Incidents

Common incidents and children displaying challenging behaviour which may cause harm from child to child. If your child is involved in an incident, it will be recorded and you will be informed and if further action is required there is a procedure in place to accommodate this. All staff are trained in 'all behaviour is communication'

Risk Assessments

The nursery regularly carries out Risk Assessments to identify possible hazards inside and outside. The children are involved in these activities as it encourages them to demonstrate safe play. Any risk identified is dealt with immediately to ensure our children have a safe environment to play in.

Visit to the Establishment by Medical Staff

The nursery has regular visits from NHS Staff i.e. Vision Screening and Oral Health Management. Staff will inform parents when these visits take place. Health Visitors for individual children may also visit to see the children in consultation with parents at all times.

Other partners

If your child has diagnosed additional support needs or is in the process of being assessed other professionals involved in their care may visit to assist in their care or assessment and to have professional dialogue with the staff.



We use **Curriculum for Excellence - Early Level outcomes and experiences** when working with children 3 - 5 years.

We use **Pre-birth to three** national guidance when working with children 2-3 years.

Alongside these we use **Realising the Ambition** to support provision for all children and families.

In order to ensure we are delivering high quality learning experiences we also use a document called **How Good is Our Early Learning and Childcare?** This helps us to self-evaluate and monitor the impact on children's learning. There are copies of these documents in the nursery and can also be accessed online at Education Scotland. (<http://www.educationscotland.gov.uk/>)

Throughout Hilltop Nursery School there are displays of children's learning and the curriculum in action. We deliver the curriculum through **play and active learning using** children's own experiences and interests as our starting point.

The learning experiences offered to children promote **curiosity, investigation and discovery** skills. All children are given the opportunity to explore and problem solve in an environment that provides open ended resources to encourage these skills to development.

At Hilltop Nursery School, we are very fortunate to have an extensive garden and playground area for our children's learning. Children have access to this area in all weathers throughout the year, experiencing a range of play experiences. Please ensure your child is dress appropriately i.e. waterproof jacket, wellington

boots and change of clothes. They have opportunities to take part in risky play and therefore will develop skills for life in negotiating and problem solving. Each day children can choose whether to play & learn indoors or outdoors and self-register using a magnetic name, we would ask for your support with this and for you to respect your child's decision. Staff track and monitor children accessing indoors or outdoors using our registers.

We recognise that parents/carers are the prime educators of the child and provide for continuity of learning experiences between the home, the community and other educational establishments therefore, it is important we work together to ensure that your child has the best early years' experience.

Further information for parents about the curriculum is provided on the **Education Scotland Website** on the Parent Zone Page.

<https://education.gov.scot/parentzone>



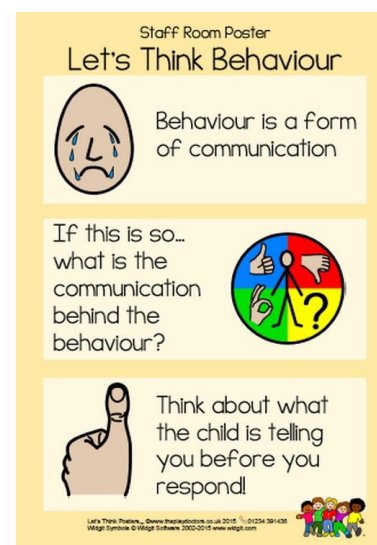
Observation & Assessment 'Actions, words & emotions'

Hilltop Nursery School is a place where everyone learns together.

Each child will have 2 Key Workers who will be responsible for observing, recording and planning for your child, considering their age, developmental stage, interests and needs. They will compile a Learning Journey with learning stories of the children's success and achievements and next steps in learning. Your child's learning journey will be documents through See Saw online learning journals and you will receive a joining code or invite when your child starts. There will be a paper copy of your child's learning stored in children's folders in their playrooms. Children can access these to reflect on their learning and all parents/carers and welcome to look through these also.

All Behaviour is Communication

We want the nursery to be a calm and happy place for your child and high importance is given to ensure positive ethos. Therefore, with your help, we will always encourage positive, caring behaviour from the children. If a child's behaviour is distressing his Key Worker will discuss this with you and together we will work together to support both you and your child. We want you to feel able to talk to any member of staff about worries you may have which will, of course, be treated with strict confidence.



It is our role to interpret all of the many way's children communicate and ensure they are supported and reduce the barriers to learning in order that they can access the curriculum.

Priority will be given to:

- Praise and encouragement
- Listening
- Building an ethos of respect
- Setting clear expectations
- Modelling positive behaviour

Additional Support Needs/Accessibility Strategy

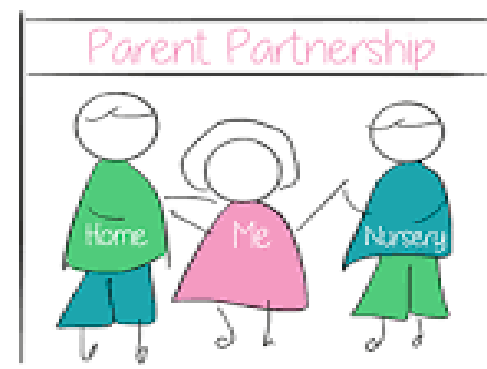
When a child is identified to be requiring additional support, he/she will be given support to assist their progress. Many of the difficulties that young children experience is temporary and will be resolved as they develop and learn however, when it is felt to be in the child's interest, the Head of Centre will consult with families and may arrange for specialist help e.g., Speech & Language Therapist or Educational Psychologist. Parents will always be consulted before such a step is taken.

The Professionals involved with the child will work co-operatively and contribute towards the child's Wellbeing and Assessment Plan.

The rights and responsibilities of parents/carers are respected, and they are actively encouraged to be involved in making decisions about the approaches taken to meet their child's needs. Parents/Carers will also be involved in regular review meetings.

Further information relating to Additional Support Needs is also available on the Glasgow City Council Website. <http://www.glasgow.gov.uk>

This is inline with GCC inclusion policy.



Our Aims for Promoting of Partnership:

We welcome parental involvement in the nursery and will endeavour to keep you updated with your child's development and progress. Suggestions on how we can improve our service are welcome from parents/carers. Please speak to staff, complete any relevant questionnaires and feedback sheets.

We value parental input and look forward to building positive relationships.

Fundraising

We appreciate the support parents/carers offer in helping to raise funds for the Centre activities. A contribution of £3.00 per week is requested and this is used to fund the children's outings, Christmas presents, equipment etc. Without this donation, the children would not benefit from these experiences.

Working Together to Promote Positive Behaviour

We welcome parental support in managing children's behaviour. We encourage children to be considerate of others at all times. We are working towards being a communication Friendly accredited establishment and use strategies and tools from this to reinforced positive interactions at all times.

Our staff have been trained to acknowledge that all behaviour is communication and every child is treated with care and respect.

Should behaviour be causing concern, we will work together to positively address the situation at all times and seek professional advice if necessary.



The Establishment and the Community

We are part of King's Park Learning Community. The nursery plays an important part in the community, linking with the other agencies who work with young children e.g. local Health Centres, shops and local parks and Libraries. We also provide work experience placements for local Secondary Schools and Colleges.

We have a good liaison with other local Nurseries as well as Primary and Secondary Schools in the area. The Police, Paramedics, Fire-Fighters, Dentist, Hygienist and the Oral Health Action Team visit the Nursery regularly.

We are very proud to have a special link with our neighbours Orchard Grove Care Home. Small groups of children visit the home on a regular basis.

We enjoy going outside to learn and enjoy outings to The Kelvingrove Art Gallery and a variety of Glasgow's Parks and other Museums. We also visit other venues that support the children's interest and the Nursery curriculum plans

Inter-Agency Working

We work very closely with our colleagues in NHS, Social Work Services, Educational Psychologist and Speech and Language Therapists. We all work together to ensure that all the child's needs are being met.

**getting
it right**
for every child

Transition to Primary School

Important information is transferred from Nurseries to Schools during the transition process. This helps the move from Nursery to School to be as smooth a process as possible for the children and their families.

In nursery, we -

- Have a Transition Programme of fun experiences, events and essential skill development awareness delivered to all school age children harnessing the support of their parents.
- Ensure that an effective liaison programme is established within associated Primary.
- Provide associated Primary Schools with appropriate information to ensure an effective transition.



Suggestions & Complaints

Hilltop Nursery School is subject to Education Scotland & Care Inspectorate inspections, parents/carers can access current reports online. We strive to provide the highest quality service for children and families. We always welcome any suggestions from parents/carers which would enhance or develop our service.

If you are not satisfied with the service you receive in this Centre, there are a number of courses of action open to you. In the first instance, you can discuss your concerns with the Head of Centre, Patricia Mills. If you are not satisfied with the outcome of your discussion with the Head, you may wish to contact Glasgow City Council.

Education Services
Customer Liaison Unit
City Chambers
40 John Street
Glasgow G1 1JL
Tel: 0141 287 3655
education@glasgow.gov.uk



Care Inspectorate
03456009527



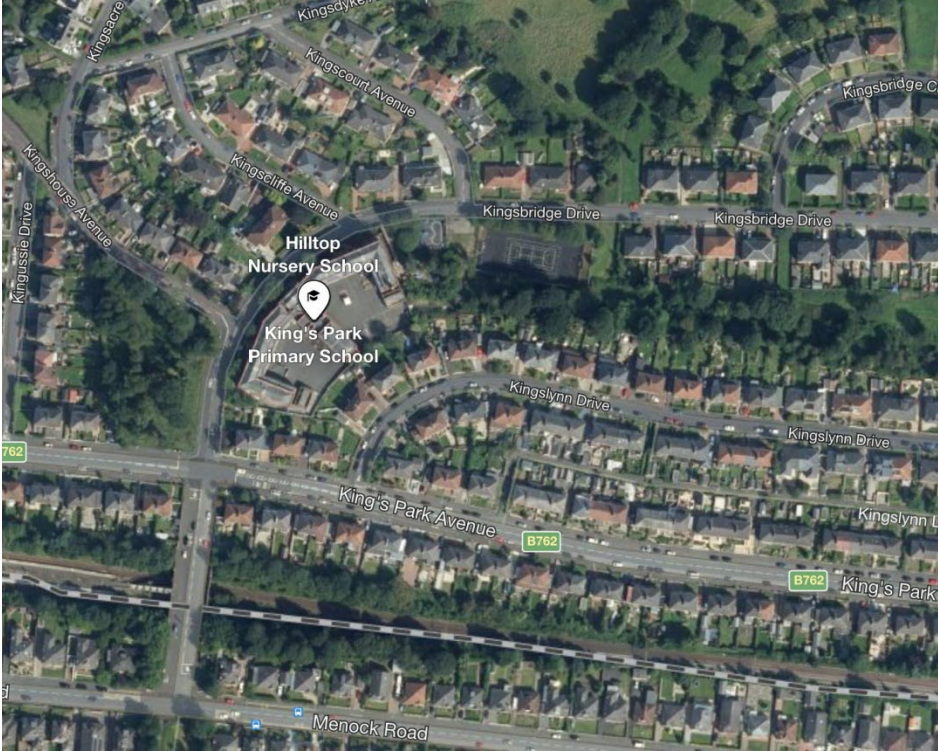
concerns@careinspectorate.gov.scot

The Health & Social Care Standards cover services for children and young people up to the age of 16 years which are to be regulated under the regulation of Care (Scotland) Act 2001. They apply equally to services operating in the public, private and voluntary sectors and in domestic or non-domestic premises which provide services for over two hours a day and for six days or more each year.



We are also inspected by Education Scotland using How Good Is Our Early Learning and Childcare quality assurance government guidance document.





Travel to Hilltop Nursery School

First Bus no. 75 from Glasgow City Centre to Castlemilk

First Bus no. 34 from Govan to Castlemilk

Both Stop on Menock Rd at Kingsbridge Drive.



https://www.firstbus.co.uk/greater-glasgow//journey_planning/timetable



By Train from Glasgow Central to Newton to King'sPark.

<https://www.scotrail.co.uk/plan-your-journey/timetables>