Sgoil Èrainnteach
Glasgow Gaelic School
Nursery
2016-2017
Handbook

Sgoil Ghàidhlig Ghlaschu
147 Sraid Berkeley
Glaschu
G3 7HB
fòn: 0141 276 8500

Glasgow Gaelic School
147 Berkeley Street
Glasgow
G3 7HB
Tel: 0141 276 8500

Post-dealain/e-mail: mnmacintyre@glasgowgaelic.glasgow.sch.uk
Làrach-lìn/ website: www.glasgowgaelic.sch.uk
Ar Lèirsinn/Our Vision

Ann an Sgoil Ghàidhlig Ghlaschu bidh sinn ag obair còmhla nar coimhearsnachd ionnsachaidh gus cànan is cultar na Gàidhlig ath-bheothachadh, agus a’ brosnachadh gach neach gus a bhith nan tosgairean pròiseil don Ghàidhlig agus a’ solarachadh chothroman is fèin-fhiosrachadh a bhios:

- a’ beathachadh, a’ gabhail cùram do agus a’ leasachadh ar daoine òga gus a bhith nas urrainn dhaibh a bhith;
- a’ cur taic ri ionnsachadh fad-beatha;
- a’ leasachadh chom-pàirteachasan;
- a’ spreagadh agus a’ comharrachadh buadhchas.

- At Sgoil Ghàidhlig Ghlaschu we work together in our learning community to revitalise the Gaelic language and culture and provide opportunities and experiences which:
  - nurture, care and develop our young people to be all they can be,
  - support life-long learning,
  - develop partnerships,
  - inspire and celebrate achievement.

- Tha sinn ag iarraidh gun dean an òigridh an dìcheall a bhith soirbheachail air an t-slighe aca gu foghlam aig àrd-ìre, dreuchdan no cothroman obrach. Nì sinn sin tro:
  - Ionnsachadh èifeachdach agus gnìomhail
  - Coimhearsnachd agus feallsanachd na sgoile
  - Cothroman adhartas pearsanta
  - Measadh
  - Taic pearsanta

- We want our young people to achieve to the best of their ability and to succeed in their chosen pathway be it to further or higher education or through vocational or workplace opportunities. We will do this through each of the following:
  - High quality teaching and learning experiences
  - The ethos and community life of our school
  - Opportunities for personal achievement
  - Assessment
  - Personal support
Ar Luachan

*Our Values*

- Tha sinn a’ creidsinn agus a’ brosnachadh gach neach an taobh a-staigh na coimhearsnachd ionnsachaidh againn gu bhith a’ coileanadh nan aon luachan:
- Urram – airson nan uile sa choimhearsnachd eadar-mheasgte againn;
- Uallach – ann an giùlain, seasamh agus ann an obair;
- Mòr-inntinn – do dhaoine fa leth agus don sgoil.

- We believe and encourage all within our learning community to have the same shared values:
- Respect – for all in our diverse community
- Responsibility – for behaviour, attitude, and work
- Ambition – for individuals and the school

Ar Amasan

*Our aims*

Tha sinn a’ solarachadh àrainneachd Ghàidhlig a tha a’ cur taic ri agus ag uidheamachadh ar daoine òga anns na ceithir raointean den Churraicealam airson Sàr-mhathais.

- Luchd-ionnsachaidh Soirbheachail – tro iùrain teagaisg is ionnsachaidh àrda ann an curraicealam farsaing cothromach;
- Daoine Misneachail – tro bhith a’ solarachadh taic is stiùireadh do sgoilearan gus a bhith earbsach ann an stiùireadh an cuid ionnsachaidh fhèin agus a’ coileanadh an comais;
- Saoranach Chiallach – tro bhith a’ leasachadh chom-pàirteachasan, gnàth-eòlasan saoranachd agus ceanglaichean coimhearsnachd;
- Com-pàirtichean Èifeachdach – tro bhith ag àrdachadh cudromachd cànan is cultar na Gàidhlig an taobh a-staigh na coimhearsnachd sgoile, tron choimhearsnachd sgoile agus taobh a-muigh na coimhearsnachd sgoile.
We provide a Gaelic environment that supports and equips our young people in the four capacities of a Curriculum for Excellence.

- Successful Learners - through high standards of teaching and learning in a broad and balanced curriculum
- Confident Individuals - through providing support and guidance for pupils to take responsibility for leading their own learning and achieving their potential
- Responsible Citizens - through developing partnerships, citizenship experiences and community links
- Effective Contributors - through enhancing the importance of the Gaelic language and culture with the school community, through the school community and outside the school community.

Fiosrachadh na Sgoil-Àraich/Nursery Information

The Glasgow Gaelic Nursery Class opened in August 2006 on the campus of the Glasgow Gaelic 3-18 establishment. The nursery has its own separate entrance from the school. Within the Nursery area there are two rooms, a reception area and an outdoor play area. The nursery has spaces for 30 children per session. Part-time nursery education (5 sessions) for 3-5 year olds is provided free of charge by the Government. We are part of the Hillhead Learning Community.

Uaireannan Fosglaidh/Hours of opening

Morning session 8.35 - 11.45am
Afternoon session 12.20 - 3.30pm
**Luchd Obrach/Staff**

**Ceannard/ Headteacher** - Dr Donalda McComb

**Iar Cheannard/Depute Headteacher** - Nellie MacIntyre (Responsible for management of Nursery Class)

**Neach Stiùireadh an Sgioba/ Team Leader** - Christine Bradford

**Oifigear Leasaiche na Cloinne/Child Development Officer** - Annemarie MacKenzie

**Oifigear Leasaiche na Cloinne/Child Development Officer** - Shona Campbell

**Oifigear Leasaiche na Cloinne/Child Development Officer** - Anne Marie MacDonald

**Rùnaire/Admin Assistant** - Marion MacLennan

**Rùnaire/Admin Assistant** - Kenna Cunningham

**Rùnaire/Admin Assistant** - Christina Beggs

**Dorsair/Facility Officer** - Danny McJimpsey

Willie Munro
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<td>September Weekend</td>
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<td>First Mid-Term</td>
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<td>In-Service Day</td>
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<td>School Closes</td>
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**Admissions Policy**
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. A leaflet detailing the council’s policy is also available from all establishments. If you want a copy, please ask for one.

An admissions panel meet at regular intervals throughout the year to decide how nursery places will be allocated. The panel consists of N. MacIntyre, Depute Head Teacher, Head Teachers of Rowena Nursery School J. Boyle and C. Kelly Head of Lyoncross Nursery School who also offer Gaelic medium early years education. Where applicable, a representative from divisional offices and representatives of other agencies involved in supporting children and their families e.g. Social Work Department, Health Board may attend.

**Register of Applicants**
All applications are logged on Glasgow City Council’s Nursery Application Management System (NAMS) database and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places. Parents can ask to see their application at any time. If circumstances change which affect the application you should speak to the Depute Head Teacher. Applications are accepted once your child has reached 2 years of age.
You can choose up to three nurseries but the application must be submitted to your first choice nursery. If multiple applications are submitted, it is assumed that the most recent application reflects your preferred option and any previous applications will be deleted from the system.

**Clàrachadh/Enrolment**
Enrolment Procedures
All parents who wish their child to attend Glasgow Gaelic Nursery Class are invited to complete an application form at any time suitable after the child’s second birthday. Places will be offered to parents as soon as a place becomes available after their child’s third birthday. If your application is successful, you will be notified in writing and invited to visit the nursery, along with your child, to meet the staff and children and to complete enrolment documentation prior to the placement starting.
An Toiseach / Settling in policy
On the first day, your child will stay for one hour, and we ask that a responsible adult waits with him/her.
We take our lead from the child so after discussion with your child, yourself and your child’s key worker, your child’s time at nursery is gradually extended until he or she is ready for a full session.

A’ fàgail / togail na Cloinne / Arrival and collection of children
It is expected that a responsible adult (over 16 years) will bring a child to and from nursery. You must sign your child in on arrival at nursery and also sign them out when you pick them up. Parents/guardians should escort their child into a playroom each morning and collect them from a playroom at the end of each session.
In the interests of your child’s safety you must inform a member of staff if your child is to be collected by someone not known to us. If an unexpected situation arises and you have to make emergency arrangements, please telephone the nursery to give us details of the person collecting the child. You will also be asked to provide a password which you give to both us and the person collecting your child. This avoids difficult situations, as we will not allow a child to leave with anyone who is not known to the staff. Please inform a staff member if you wish to collect your child earlier that the finishing time of the session.
We ask that parents/carers ensure they are on time to collect their child at the end of each session.
Frithealadh/Attendance
Learning a second language is not easy. The more exposure a child has to Gaelic the quicker the language acquisition. Therefore attendance on a regular basis is crucial. Please telephone if your child is unable to attend for any reason. If we are not informed it will be recorded as an unauthorised absence on your child’s attendance record. It is our policy to contact the parents/carers who have not notified us that their child will be absent.

Fiosrachadh ann an Èiginn/Emergency Contacts
Parents whose children are in the nursery are asked to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of an emergency.

PLEASE NOTE - WE MUST HAVE A RELIABLE CONTACT NUMBER AT ALL TIMES. IT IS VITAL THAT YOU INFORM US OF ANY CHANGES IN CONTACT NUMBERS.

Bochdainn/Illness
Parents must inform nursery staff if your child has mumps, measles, chicken pox etc. and keep your child at home until the infection has passed. If your child has sickness and diarrhoea they should not return to the nursery until symptoms have been clear for a full 48 hours.

Iocshlainte/Medication
If your child is in need of medication during his/her time at nursery you should discuss his/her requirements with the Depute Head. Prescribed drugs will be given at the discretion Depute Head and you are required to fill in a form which authorises nursery staff to administer the drugs to your child. The Team Leader will give you the necessary form to complete. You should note that we can only administer prescribed medication.

If your child suffers from asthma you must tell the head of the nursery if there are any activities or specific circumstances which are likely to bring on an attack. If your child suffers from epileptic attacks you must tell the Depute Head what emergency treatment to give.
Mu dh’fhàsas do phàiste bochd/If your child becomes ill
The establishment would welcome a telephone call if your child is not able to attend nursery on a particular day.
If your child becomes ill at nursery you will be contacted by telephone immediately. Please ensure that the nursery has an up-to-date contact number.

Tubaistean beaga/Minor accidents
If your child has a little accident, a bump or a fall you will be informed when you collect your child. If we are concerned in any way you will be informed immediately. The nursery keeps an accident record and an incident record which you will be requested to countersign in the event of either taking place.

Airgead/Charges & Activity Fund
All children are funded for 5 half-day sessions per week from the child’s third birthday.

We also ask all parents to pay £2 per week towards the children’s activity fund which allows us to purchase additional resources for the children, e.g. baking ingredients and garden equipment. It also pays for the children’s birthday and Christmas gifts, transport and entrance costs on excursions and our visiting Gymnastics and Soccer Tots coaches. Parents with more than 1 child and those not attending the 5 sessions will be charged at a reduced rate.

Each child has an envelope at reception containing information of charges and a record of payments. Payments should be put into the envelopes and inserted into the secure white box on the wall. You are welcome to pay weekly, monthly or quarterly. We issue regular reminders to keep you up to date with how your account stands.

There is also a daily charge of 26p for snack which is payable in advance to Glasgow City Council. Payments for this are done on a termly basis direct to Glasgow City Council. Parents should receive an invoice at the start of each term.
**Allergies**
If your child has any known allergies, it is vital that you inform the Depute Head Teacher of the details along with the appropriate medical advice immediately.

**Biadh Fallain/Promotion of Healthy Eating**
We are a health promoting nursery and we work in partnership with the school and the local Health Promotion Officer to promote the positive health and wellbeing of the children and their families. We offer the children a daily snack which consists of milk or water, fruit and on occasions another form of nutritional snack (e.g. breadsticks, toast, crackers). Our fruit is supplied by a local retailer and the range on offer varies depending on what’s in season. In our nursery we aim to create a fun, social snack whereby children are able to develop independence and support one another. As part of the Long Term Plan when celebrating a festival such as the Chinese New Year, Christmas or Burns Day appropriate food would be discussed, cooked, and offered as part of the curriculum.

**Cò-là-breith/Birthdays**
We celebrate birthdays with a group party, a small gift and a pretend cake. We use a pretend cake as we are a “Smile Too!” Nursery. If each child brought in a cake the children would be munching through 60+ cakes every year!

**Cuairtean a-mach & Cead/Excursions and Consent Forms**
Staff will inform parents of any planned trips and they may also request helpers for the day. Consent forms will be issued for each trip and these must be completed by parents in order to allow your child to participate. Staff will undertake risk assessments prior to going on a trip. Please note that we only take a small group at any one time. The ratio is 1 adult to 2 children. All children will get the same amount of trips out each session.
Aodach Freagarrach/Èideadh/ Suitable clothing / Uniform

Please ensure your child has a spare change of clothing (which can be kept in a coloured bag on their peg) in case of any accidents:

- underwear
- t-shirt/top
- Spare socks.

Each child is given a bag to keep their spare clothes and indoor shoes in and these should be kept on the appropriate pegs at the reception area. Please help us by keeping this area as tidy, ensuring shoes and bags are stored correctly. The nursery has a bank of clothes which can be used in an emergency. Please return these to the nursery washed in order that they are available for other children in required.

Parents have the option of purchasing a nursery polo shirt/sweater but this is not compulsory. Order forms for uniforms will be issued in the first term. Please also make sure that your child has suitable clothing in case outdoor play or a trip is planned. We use the outdoor area on a daily basis so all weather conditions must be considered.

Coin/Dogs

Dogs are not allowed on school premises. They should not be left unattended or tied to the school railings. A barking dog left tied to the railings can be intimidating for small children.

Na bi a’ smocadh/ No Smoking

Smoking is not permitted within the nursery building and grounds. This is a Glasgow City Council policy.

Sàbhailteas aig an doras/ Door Safety

The doors at the entrance to the Nursery are on security entry. In order to enter the building you must press the buzzer and wait for a member of staff to let you in. Please be vigilant and make sure that no other children enter or exit the building with you.
Non-denominational Policy of the Nursery
The Glasgow Gaelic School Nursery is non-denominational. By operating this policy we welcome all children and parents of all faiths and beliefs to the nursery.

Cothroman na Fèinne agus Cur Sòisealta
Equal Opportunities and Social Inclusion
Our nursery is committed to Glasgow City Council’s aims of the promotion of social justice and equal opportunity for all their establishments.
Every child is important and will be accepted and integrated as they are!
The Education Authority requires every school to produce its own Race Equality Policy to comply with the Race Relations (Amendment) Act 2000. A copy of the policy is held in the nursery.

Sàbhailteachd Chloinne/ Poileasaidh Dìon Chloinne
Child Safety/Child Protection Policy
Like all educational establishment the Glasgow Gaelic Nursery will try to ensure that the welfare of the child is at the heart of our nursery. We will work hard to creating a safe nursery environment and will regularly review resources etc.

Health and Safety has a very important part in our curriculum and together we will ensure children are very aware of the nursery rules etc and safe behaviour etc.

Staff will be familiar with the Child Protection guidelines and will ensure all children are respected and listened to. Staff are familiar with the procedures in relation to Child Protection issues and will report any concerns immediately to the Head Teacher. The Head Teacher will then deal with the matter being professional at all times and contact the necessary agencies. Copies of our Child Protection procedures are displayed at the reception area on the parent information board.
Curraicealam an Sgoil-Àraich/Nursery Curriculum

We aim to:

- value all children as they learn through play.
- encourage the children to develop independence and access the resources in all areas of the nursery.
- help the children become confident, young enthusiastic learners who have a high level of self-esteem too.
- work alongside children in their play and model and facilitate their learning.

We will help children learn through:

- providing praise and consistent support and encouragement.
- undertaking valuable consultations with the children to help extend their learning.
- encouraging them to develop social skills and establish good friendships in the nursery.
- providing a wide variety of learning opportunities through which they can extend their imaginations as well as gaining responsibility for their own learning.

Assessment involves:

- informing the children of what they are learning and how to check for success.
- encouraging the children to take responsibility for their own learning.
- staff continually assess the children's progress and uses these assessments to inform future planning.
- staff sharing information with parents regularly informally regarding children's progress.
- staff completing First Transition Records and sharing these with parents and also completing a Nursery Transition Record for those progressing to school.
- meetings being arranged with parents throughout the year.
- using the children's ideas and learning and taking this forward.
Riatanas Barrachd Taic/ Additional Support Needs

If you have any concerns about your child please do not hesitate in approaching a member of the nursery staff. Staff are always willing to offer assistance and will be very supportive.

With your consent the nursery staff team will be able to access various agencies to help deal with specific concerns, e.g. Speech and Language Therapist, Education Psychologist, Health Visitor.

Once a support system has been established to help your child meet their needs, we can arrange meetings to discuss progress and keep parents regularly informed and also work together to meet the needs of your child.
What do we do in the nursery?

Our nursery class curriculum is child-led and based on 'Curriculum for Excellence'. Our aim is to enable all young children to become successful learners, confident individuals, responsible citizens and effective contributors.

- **Successful learners** with enthusiasm and motivation for learning and openness to new ideas and determined to reach high standards of achievement;

- **Confident individuals** with physical, mental and emotional wellbeing and self-respect and ambition;

- **Responsible citizens** with respect for others and a commitment to participate responsibly in political, economic, social and cultural life whilst developing a knowledge of the world and Scotland's place in it;

- **Effective contributors** with resilience and self-reliance, who can communicate, work in partnership and apply critical thinking, solve problems and be enterprising and creative.

The guidance is structured under eight curriculum areas:

- Languages
- Mathematics
- Expressive Arts
- Health and Wellbeing
- Religious and Moral Education
- Sciences
- Social studies
- Technologies

We have a display area in the nursery specifically for Curriculum for Excellence giving information about what we are doing and how the children are being supported in their learning.
Working with Parents and The Wider Community

We aim to:

- work collaboratively with parents
- value parents as the child’s prime educator
- develop positive relationships with parents and keep them regularly informed.
- support parents to learn Gaelic
- facilitate parents skills and talents in the nursery

During the first term we organise an information evening for parents/carers. This gives an opportunity to find out more about our nursery and how parents and carers can support their child at home. Parents will have the opportunity to take part in our Stay and Play sessions.

The school has a well-established Parent Council and parents from the nursery class, primary and secondary sectors are all encouraged to be actively involved. Information on meetings will be given out during the session and minutes are displayed in the foyer at the main entrance of the school.

Our nursery parent group is open for any parent/carer to attend. Meetings occur 6 weeks with the Team Leader and all parents are encouraged to attend. The focus of the meetings is to support the work and life of the nursery.

Support for parents is also offered by distributing a Gaelic booklet which highlights common Gaelic words and phrases to use at home. “Learning at Home” sheets are also made available to go alongside each short term plan.

There are Gaelic classes for parents held at the Riverside Museum every Monday afternoon.

Contact: GaelicLanguageEnquiry@glasgowlife.org.uk for a registration form.
**Conaltradh/Communication**  
Please refer to the Communication with Parents leaflet included with the handbook.

**Ceangalan leis a’ Bhun-Sgoil/Links with the Primary School**  
We have regular liaisons and visits to the school which we are part of. Informal visits to the school office and primary area will allow the children to become familiar with the school setting. The children also attend weekly assemblies with the P1-3 stages and whole school assemblies.

We have established a transition programme with the primary school with a variety of events to help the pre-school children become familiar with the primary school setting. A copy of this is displayed at the nursery reception.

**Iomraidhean & Gearainean**  
**Suggestions and Complaints**

We are always working to provide the best Gaelic nursery education for your child. If you have any suggestions to make about the service we provide please contact any of the nursery staff and/or Nellie MacIntyre (Depute Head Teacher).

If you have a complaint about the service you should contact the Depute Head Teacher or the Head Teacher who will aim to deal with your complaint as soon as possible.

If you feel your complaint has not been dealt with satisfactorily please contact Glasgow City Council’s Customer Liaison unit and follow the guidance as per attached leaflet and Management circular 89.

If you have any complaints or concerns about alleged racism you can contact a member of the Race Equality Team based within Education and Social Work Services (contact details are on the attached leaflet).
Parents/carers may also contact The SCSWIS at the following address.

The Care Inspectorate  
4th Floor  
No1 Smithhills Street  
Paisley  
PA1 1EB  
Tel no: 0141 843 6840  
Enquiries: 0845 600 9527  
E-mail enquiries@careinspectorate.com
Other useful numbers:-

Councillors - Anderson Ward

Councillor Gordon Matheson CBE
0141 287 5480
gordon.matheson@councillors.glasgow.gov.uk

Bailie Philip Braat
0141 287 5788
philip.braat@councillors.glasgow.gov.uk

Bailie Dr Nina Baker
0141 287 7741
nina.baker@councillors.glasgow.gov.uk

Bailie Martin Docherty
0141 287 3628
martin.docherty@councillors.glasgow.gov.uk