



# St. Bridget's Primary School and Nursery Class



## School



## Parish



## Families



## School Handbook

Last updated on 15 October 2024



## Welcome

Dear Parent / Carer

It gives me great pleasure to welcome you and your child to St Bridget's Primary School and Nursery Class. I hope that you will find our school a happy and safe place where your child has the opportunity to thrive.

We aim to offer education of the highest quality, to allow children in our care to become:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

This handbook is designed to give you a flavour of everyday life in our school. Should you wish further information we would be delighted to speak with you - our door is always open.

The staff and I look forward to working in partnership with you.

Kind Regards

*Susan Allan*

Headteacher



# St. Bridget's Primary School and Nursery Class



## Our patron saint.

Saint Bridget (or Brigid) is also known as St Bridget of Kildare or St Bridget of Ireland and died around 528 AD.

She was born of a noble father and a slave mother and was sold along with her mother to a druid whom she later converted to Christianity. She was baptised by Saint Patrick himself.

According to legend, the King of Leinster granted Bridget land on which to found an abbey in Kildare. He tried to trick her by granting her only as much land as her cloak would cover. Bridget took her cloak and shook it out. It miraculously expanded to cover a huge area of land, and the king seeing the power of God within Bridget had no choice but to keep his bargain and granted her the parcel of land and on this land, the first nunnery in Ireland was established. Many miracles involving the feeding of the local community are attributed to Bridget.

Bridget is the patron saint of many peoples including infants, midwives, sailors and scholars.



Bridget's cross is usually made from rushes or, less often, straw. It is traditionally believed that the cross protects the home from fire. St. Bridget's crosses are often made on 1 February (St Bridget's feast day) and sprinkled with holy water.

Our school has adopted the prayer:

*Saint Bridget, Mary of Ireland, we ask of you today.  
The courage to do God's bidding, whatever the world may say.  
The grace to be strong and valiant.  
The grace to be firm and true.  
The grace to be faithful always,  
To God, God's Mother, and you.*

St Bridget's is a community of **FAITH**, **LEARNING** and **SERVICE**

As a community of **FAITH**, we place Christ at the heart of all we do build an atmosphere of trust and mutual respect provide opportunities to promote the Catholic faith recognise and celebrate the faiths of other cultures

As a community of **LEARNING** we provide a safe, nurturing and inclusive environment where all members of our school community may grow and thrive provide high quality learning experiences to meet the differing needs of all pupils work in close partnerships with all stakeholders to provide a wide variety of learning opportunities in a range of contexts.

As a community of **SERVICE** we recognise that every child is an individual made in the image of God encourage our pupils to show their Faith in Action and provide opportunities for pupils to think of and serve others.





## Our Vision and Values

### Our Vision

As a Rights Respecting School, we aspire to create a community where every person is respected, nurtured and included. Through our Gospel values and high-quality learning experiences, we encourage everyone to achieve their fullest potential.



### Values:

Our values were chosen through a consultative process involving children, staff and families. We endeavour to live them in our daily interactions in order to make our school community a place where we show commitment to what we hold dear.





# St. Bridget's Primary School and Nursery Class



## School Staff 2024 - 2025

|                               |  |   |                               |
|-------------------------------|--|---|-------------------------------|
| Head Teacher                  | Mrs Susan Allan                                  |   |                               |
| Depute Head Teachers          | Mrs Emma MacLean                                 | Mrs Laura Redmond                         |                               |
| Principal Teachers            | Mrs Pauline McKibbin<br>Ms Mel Pearson           |   |                               |
| Office Staff                  | Mrs A Miller                                     | Monday – Friday                           | Vacancies                     |
| Janitor                       | Mr Thomas  |   |                               |
| Class                         | Room   | Teacher                                   |                               |
| P1                            | 1  | Ms AM Simpson                             |                               |
| P1                            | 2  | Mrs J Quinn                               |                               |
| P2                            | 5  | Mrs A Smith                               |                               |
| P3/2                          | 6  | Mrs G O'Sullivan / Ms A Campbell          |                               |
| P3                            | 8  | Mrs M Martin / Mrs JA Montgomery          |                               |
| P4/3                          | 9  | Mrs J McDougall / Mrs H Edwards           |                               |
| P4                            | 10   | Miss H Hughes                             |                               |
| P5/4                          | 11   | Mrs Hynd                                  |                               |
| P5                            | 12   | Mrs L Woods                               |                               |
| P6/5                          | 13   | Mrs H Frew / Mrs J Barbour                |                               |
| P6                            | 14   | Mrs S Keenan                              |                               |
| P6                            | 15   | Miss J McCall                             |                               |
| P7                            | 16   | Mrs M Reilly                              |                               |
| P7                            | 17   | Miss R O'Hagan                            |                               |
| Nursery Staff                 | Joanne Higgins: Team Leader: M,T,W<br>CDO: Th, F | Jaqueline McDougall<br>Team Leader: Th, F | Sian Rowlands CDO<br>(supply) |
|                               | Amanda McColgan<br>CDO                           | Sumone Saleem CDO<br>(maternity leave)    | Claire Cowan CDO              |
| Support for learning workers. |  |   |                               |
| Mrs E Kempinska<br>Mon-Wed    | Ms J Cassells<br>Mon-Fri                         | Mrs M Gilroy<br>Mon-Fri                   | Miss L Martin<br>Mon-Fri      |
| Mrs H McManus<br>Wed-Fri      | Mrs G Heaney<br>Mon-Fri                          | Mrs M Gallacher<br>Mon-Fri                | Mrs D Lappin<br>Mon-Fri       |

**School Information:**

St Bridget's Primary School and Nursery Class  
Camp Road  
Baillieston  
Glasgow  
G69 6DF



# St. Bridget's Primary School and Nursery Class



|                    |  |
|--------------------|--|
| Headteacher        | Mrs Susan Allan  |
| Telephone Number   | 0141 771 1294  |
| E-mail             | <a href="mailto:headteacher@st-bridgets-pri.glasgow.sch.uk">headteacher@st-bridgets-pri.glasgow.sch.uk</a>       |
| GCC Web site       | <a href="http://www.glasgow.gov.uk/en/residents/goingtoschool">www.glasgow.gov.uk/en/residents/goingtoschool</a> |
| Present Roll       | Primary School 397    Nursery 12   |
| Working capacity   | 500  |
| Teaching Staff     | 19.4   |
| Stage Covered      | Primary 1 to Primary 7   |
| Status             | Roman Catholic, co-educational   |
| Learning Community | St Bridget's Primary School is part of the St Andrews Learning Community   |

## Enrolment

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office. Enrolment is now conducted online – see the link below.

Families living outwith the catchment area are welcome to make a placing request to attend St Bridget's Primary School but must enrol their child online as a first step.

Further information is available using the following  
<https://www.glasgow.gov.uk/index.aspx?articleid=18426>

## Organisation of Classes

The following guidelines set by Scottish Government apply.

|                   |            |
|-------------------|------------|
| P1                | maximum 25 |
| P2&3              | maximum 30 |
| P4-7              | maximum 33 |
| Composite classes | maximum 25 |

Composite classes have pupils from more than one stage.



# St. Bridget's Primary School and Nursery Class



## Our School Day

|            |                  |
|------------|------------------|
| Start      | 9.00am           |
| Play time  | 10.30am – 1045am |
| Lunch time | 12.15 pm – 1pm   |
| Close      | 3.00pm           |



Primary 1 pupils are in full days from the first day of term.

A Breakfast Club runs every morning from 8.00am until 8.45am. Children must be in by 8.30am in order to access the Breakfast Club.

Various after school clubs run throughout the course of the year. Parents / carers are informed of specific details prior to each club commencing. The usual running time is 3.15 – 4.15. Parents are asked to ensure their child /children are collected promptly after each club.

### **After Care**

Out of hours care – aka “ After Care”.

“After care” is a privately-operated service, providing after school care (from 3.00pm until approx. 5.45pm) and childcare during school holidays. Although St Bridget’s Primary school is the **venue**, we are not affiliated with this service and payments should be made directly to After Care and not through St Bridget’s Parent Pay.

**Please contact Michelle on 07817701049 for availability and costs.**

### **School Term Dates**

Details of school term dates are available on the Glasgow City Council website:

<https://www.glasgow.gov.uk/article/4276/School-Term-Dates>

### **Pupil Absence**

Within Glasgow Primary School good attendance is encouraged at all times and children rewarded accordingly. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absences are investigated by the school and appropriate action taken. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday.

Alternatively you can use the online form on the Glasgow City Council website:

<https://www.glasgow.gov.uk/index.aspx?articleid=18832>

### **Medical & Healthcare**

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents are kept informed by letter.



# St. Bridget's Primary School and Nursery Class



If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.

Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.

## Emergencies

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

## School Uniform

The school uniform is:

- green blazer (optional),
- grey skirt / pinafore / trousers
- bottle green cardigan / V necked jumper or green school sweatshirt,
- school hoodies and joggers (available from our suppliers- Aspire)
- white blouse / shirt, school tie, black or dark brown shoes.
- girls also have the option of a green gingham dress / green /green tartan pinafore

It is asked that all children attending St Bridget's Primary School adhere to this dress code.

## PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

There are forms of dress that are unacceptable in school, such as items of clothing which:

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose-fitting clothing, jewellery)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils





# St. Bridget's Primary School and Nursery Class

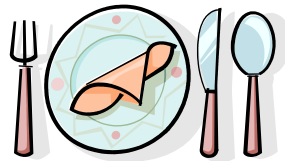


## Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (check link below for thresholds), Housing Benefit, Council Tax Benefit or Universal Credit (check link below for thresholds) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at

<https://www.glasgow.gov.uk/article/4272/Apply-for-Grants-and-Allowances>

## School meals



Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided.

Children who prefer to bring packed lunches will be accommodated in a suitable area.

All children in P1-5 are entitled to a free school meal. However, this does not entitle them to a free breakfast. To receive a free breakfast, you must meet the criteria below and apply accordingly.

If you plan to send your child/children to breakfast club, you should inform the staff of any medical dietary requirements.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (check link below for thresholds), Child Tax Credit only (check link below for thresholds), Universal Credit (check link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at

<https://www.glasgow.gov.uk/article/4272/Apply-for-Grants-and-Allowances>

## Transport

The education authority has a policy of providing free transport to all pupils who live outwith a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online at

<https://www.glasgow.gov.uk/article/2493/Free-School-Transport-for-Catchment-School>

## Transfer from Primary to Secondary School

Children and young people normally transfer between the ages of 11 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education.



# St. Bridget's Primary School and Nursery Class



Parents and carers will be informed of the school arrangements no later than December of P7. Children from our school normally transfer to:

St Ambrose High School  
65 Townhead Road  
Coatbridge ML5 2JE  
Phone: 01236 794 899  
Head Teacher: James McParland

OR

St Andrew's Secondary School  
47 Torphin Cres,  
Glasgow G32 6QE  
Phone: 0141 582 0240  
Head Teacher: John McGhee

## **Communication with Parents**

At St Bridget's Primary School we use a variety of ways to keep in touch.

*Appointments / Open Door* – the senior leadership team are available for all parents and carers providing they are not teaching or in another meeting. Please phone for an appointment.

*SHOWBIE APP* – will let parents know what homework has been set and is also used to communicate between the class teacher and parents.

*Newsletters* – will be sent out on a regular basis to keep parents informed about the work of the school.

*Letters* – further information which requires a response may be sent out in letter form.

*School Twitter account* – will contain information about the school.  
It is a good idea to check this regularly.

*Text messaging / emails* – You may also receive text reminders about events/school closures etc. Please ensure we have the most up to date contact information for yourself and emergency contacts.

*Meetings* - Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work.

Parents and carers are welcome at other events throughout the school year e.g. workshops, information sessions, class performances and showcase of learning events.  
The school newsletter and website will keep you informed.



# St. Bridget's Primary School and Nursery Class



## **Emergency Contact Information**

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

## **Data Protection – use of information about children and parents/carers**

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/privacy>

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/search?q=education+privacy+statement>

## **Appointments during school hours**

If your child has an unavoidable appointment, please give them a letter for their class teacher and then collect them from the school office at the specified time.

## **Comments & Complaints**

In Glasgow Primary School we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available : <https://www.glasgow.gov.uk/complaints>

Customer Care Team  
Glasgow City Council  
Glasgow G2 9RZ

Tel: 0141 287 0900  
OR use the online form [www.glasgow.gov.uk/complaints](https://www.glasgow.gov.uk/complaints)

The above website also includes information on data protection and freedom of information.



# St. Bridget's Primary School and Nursery Class



## Curriculum

### Curriculum for Excellence 3-18

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.



Through the experiences we provide at St. Bridget's Primary School we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

|                   |                    |                |              |
|-------------------|--------------------|----------------|--------------|
| Expressive Arts   | Health & Wellbeing | Languages      | Mathematics  |
| Religious & Moral | Sciences           | Social Studies | Technologies |

Progress in learning is indicated through curriculum levels as detailed below.

| Level          | Stage   |
|----------------|---|
| Early          | The pre-school years and P1 or later            |
| First          | To the end of P4, but earlier or later for some |
| Second         | To the end of P7, but earlier or later for some |
| Third & Fourth | S1-S3, but earlier for some                     |

**Expressive arts:** The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

**Health and wellbeing:** Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.

**Science:** Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

**Social Studies:** Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.



# St. Bridget's Primary School and Nursery Class



**Religious and moral education:** Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

**Languages:** Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.

**Mathematics:** Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

**Technologies:** The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

## **Further Information**

During the course of the year we hold Parent Workshops where parents and carers have the opportunity to come into school to hear more about their child's learning. We also hold dedicated information sessions in order to provide a forum to discuss specific areas of learning and issues such as Sacramental preparation and relationships and moral education.

## **Useful websites**

Education Scotland [www.education.gov.scot](http://www.education.gov.scot)

National Parent Forum of Scotland [www.npfs.org.uk](http://www.npfs.org.uk)

## **Religious Observance**



We work in partnership with the parish of St Ambrose. Our children celebrate Mass at St Bridget's Church and in school on a number of occasions during the school year. In addition, we work closely with the parish to prepare the children for the Sacraments of Reconciliation, Confirmation and Communion.

### **Parish of St Ambrose**

St Bridget's Presbytery

15 Swinton Road

Baillieston, Glasgow

G69 6DT

**Email:** [stambrose@rcdom.org.uk](mailto:stambrose@rcdom.org.uk)

**Tel.** 0141 771 1058

**Parish Priest:** Rev. Thomas J. Devlin



# St. Bridget's Primary School and Nursery Class



Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any 1 school session.

## **Assessment & Reporting**

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child.

You can make an appointment to discuss your child's work at any point during the school year. There are also dedicated sessions for formal reporting to parents. These meetings usually take place in November and May. Assessment records are kept by the class teacher and form the basis of these discussions. It is found that children return to school after these meetings of parents and teachers with renewed enthusiasm for their work.

Parents are contacted beforehand with a choice of day and time, and an appointment time is arranged. Any parent who cannot manage either the day or time allocated due to work commitments is invited to contact the school and an alternative appointment will be arranged.

A formal, written report is issued to all parents in June each year. This provides a very full picture of your child's achievements, strengths and next steps in learning across all curricular areas. Parents and children are given the opportunity to comment on the report by means of a feedback sheet issued with the report.

## **Support for Pupils**

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>



# St. Bridget's Primary School and Nursery Class



## **Nurturing City**

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

## **School Improvement**

On an annual basis, we make available our Standards and Quality report. Copies from previous years are available from the school. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council.

## **Promoting Positive Behaviour**

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within St Bridget's Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Our school operates a system of class charters to set out expected behaviour. These are developed collaboratively by the children and staff in August each year. Expected, positive behaviours are celebrated through 'Rocket Rewards', awards at assemblies and certificates sent home to parents etc.

The highest standards of behaviour are expected of pupils at all times. Where this is not the case, a variety of sanctions are used. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.

## **Home Learning**

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks.



# St Bridget's Primary School and Nursery Class



## **Parent Council**

We have an established Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in September. Parent Council minutes are available from the Parent Council and on request from the school office.

## **Pupil Groups**

During the course of the school year we consult the children on a range of subjects in order to give them a purposeful say in how we continuously improve our school. Pupils are also encouraged to take on leadership roles and do this in a number of ways, for example through leading lunchtime clubs and participating in groups and committees such as our Digital leaders, Play Champs and Buddies.

## **Extra-Curricular Activities**

We have a wide range of activities that run between Monday – Thursday to extend the learning experience. These currently include Digital Technology, dance and gymnastics. Through the course of the year, we try to ensure all children have multiple opportunities to attend extra-curricular clubs. Please check your child's schoolbag for information as places are popular and usually limited.

Staff leadership of clubs, good links with community organisations and our Active Schools Co-ordinator are vital to the success of these programmes.





# St. Bridget's Primary School and Nursery Class



## Things to know about our nursery class...

To ensure the highest standards for all children, the nursery is inspected regularly by the Care Inspectorate & reviewed every 3 years by Glasgow City Council.

GCC also regulates the work of the nursery through its Management Circulars, Health & Safety Regulations, Policy Guidelines and regular meetings.

Standards & improvements are monitored annually within the nursery using the Quality Indicators of How Good Is Our Early Learning & Childcare and the National Care Standards.

- **Admissions Policy**

All nursery places are allocated in line with GCC Admissions Policy. The Head or other nursery leaders can talk in more detail about the policy when applying.

An area admission panel will at regular intervals throughout the year to decide how nursery places will be allocated, however in between those panels, the senior leadership team can allocate spaces as they become available.

Applications are banded based on the information in application forms and the evidence to support it. If information on an application form changes it is vital it be updated to remain banded correctly.

- **Excursions, Consent, & Emergencies.**

Any excursions that take place will be planned in advance & involve parental consent. General consent forms are part of the nursery enrolment paperwork. Consent forms for specific trips or events will be given to parents to sign.

A child can only be dropped off and collected from the nursery by a responsible adult; that is, someone over 16 and capable of caring for them. We require at least two emergency contact numbers for your child in the event of an injury, illness, evacuation, or other situation. It is vital that all contact information for parents & emergency contacts is kept up to date,

- **Illness & Medicines.**

If your child becomes ill when in nursery, we will contact you to collect them and we will keep them comfortable until you arrive. GCC nurseries operate within Greater Glasgow &



# St. Bridget's Primary School and Nursery Class



Clyde Health Board guidance regarding communicable diseases, illness, sickness and diarrhoea. Further information on these and exclusion periods can be found in the nursery or by speaking to the leadership team.

If your child has an accident or is injured, we will record the details in an accident book and ask you to read and sign it.

If your child has asthma then they MUST have an inhaler that can stay in the nursery, along with an asthma plan. If your child has epilepsy or is prone to seizures, you MUST provide a seizure plan.

If your child requires medication during their day in nursery, we will support that administration at the discretion of the senior leadership team. Only medicines that are prescribed for your child, and that are for a specific purpose e.g. fighting infection, will be administered. Pain relief will not, and if a child is unwell enough to require pain management such as Calpol, then they should be at home until well enough to return to nursery.

At times throughout the year, medical professionals visit the nursery for specific purposes e.g. teeth varnishing, visual screening. Your consent will be sought before your child takes part.

- **Enrolments & Attendance.**

The nursery follows GCC policy on admissions. If your child is offered a place, a date will be set for them so start with us, and they will have a settling in period. When they start there will be further paperwork to fill in e.g. enrolment forms, and within 28 days, a fully completed Care and Learning Plan. The nursery leadership team and your child's Key Worker will guide you through this process.

Daily attendance registers are maintained to provide safety and security for all children. If a child does not attend for 2 consecutive days, their key worker will contact you to ensure everything is alright. Whilst Early Years is not a mandatory part of education, it is important that attendance levels are kept up, as if a space is not being used due to extensive non-attendance, the senior leadership team may write to you to reduce provision, or if prolonged, remove the space altogether.

- **Harassment & Equality**

Bullying or intolerant behaviour will not be tolerated within Glasgow City Council buildings or workplaces. Discrimination or harassment of any sort that goes against the Equality Act (2010) can be considered a criminal offence and St Bridget's Nursery Class operates a zero-tolerance policy in line with GCC guidance and Equality legislation.

We strive to ensure everyone can access, and feel welcome into, the nursery, facing zero or manageable barriers to equal access and interactions.

- **Session Times**

At St Bridget's Nursery Class, we currently operate a part time, term time service. Our sessions are as follows:



# St. Bridget's Primary School and Nursery Class



Morning sessions – 8.30am – 11.45am

Afternoon session – 1pm – 4.15pm

Sessions are available Monday through Friday. As per Scottish Government Policy all children are entitled to 1140 hours per year; this can be accessed at alternative provision – subject to availability. Please speak to the nursery if further information is required.

- **Dining**

All children in nursery are provided with snack in the morning and afternoon.

The dining experience in St Bridget's Nursery Class is a calm, child led, and enjoyable experience. We aim to provide a social experience in our bistro style area, whilst the children serve their own food, clear away their dishes, taste new foods, and enjoy their snack.

We work with our colleagues in CFM (formally Cordia) to ensure all food safety & hygiene regulations are adhered to and ensure the voices of the children stay at the forefront of any changes and improvements we make.

Please note that no food can be brought from home.

- **Insurance & Liability**

The nursery is covered by Employers Liability & Public Liability insurances, which is organised by Glasgow City Council in line with their obligations as the legal provider of the service.

All insurance and liability information is displayed in the main foyer of the nursery.

Please note that neither insurance policy covers loss or damage to property so please be mindful of what your child brings to nursery, and equally what they wear.

Glasgow City Council nor St Bridget's Nursery Class accept any responsibility for loss or damage of property that is left unattended.

- **Clothing & Sun-cream**

Our children will access outdoor play every day in all weathers (with the exception of severe weather warnings) and so the children should come to nursery dressed for the weather. We have wetsuits and welly boots that the children can use, however appropriate jackets, footwear, and clothing generally that is appropriate for the weather that day is also essential.

On sunny days, please ensure sun cream is applied to your child before they come to nursery. The nursery staff will reapply during the day as needed. Please also provide a sun hat for your child on sunny or hot days,

We will provide a canvas bag to each child for their peg, in which can be kept changes of clothes. We endeavour to ensure the children wear aprons when painting, playing in water or messy materials, and remain clean when eating, however play and toilet accidents do happen, so please ensure the bag is full each week in order that we always have a spare



# St. Bridget's Primary School and Nursery Class



change of clothes for your child. Nappies and wipes cannot be kept in these bags. Please write your child's name on all clothes to avoid them being lost or taken in error.

- **Arriving at & Leaving Nursery**

There is no parking provided for parents/carers in the school car park.

We would encourage all children to walk, cycle, or wheel to and from nursery as much as possible to promote physical fitness, community awareness, and general health & well being for them and their family..

Children cannot be dropped off or collected by anyone under 16 years old, and that person must always be a responsible adult, preferably a parent/carer, but certainly someone who can competently care for your child once they leave nursery. We may refuse to let a child leave with someone if they are under 16, or with an adult we deem to be irresponsible e.g. intoxicated, irrational etc. We would contact the police and or Social Services if we felt that was an appropriate action in the circumstances.

- **Play & Tracking Learning**

Children's learning and development is continually assessed by their Key Worker, and in collaboration with all staff. The children will have opportunities to engage in a large variety of play and learning experiences. The playrooms are divided into areas that support different types of play e.g. Discovery using sand, water, malleable, tactile etc. or Construction using technology, tools, block play, digital, small world, loose parts etc.

The play is child led in line with the children's interests, needs, and seasonal & cultural calendars. Learning is tracked using the Curriculum for Excellence and Realising the Ambition - supported by other documents that enable Practitioners to create meaningful experiences and provocations that help the children develop and learn.

We record all children's learning on Showbie. A digital app that enables parents/carers to interact with their child's play and learning in real time as the learning journal is updated by staff.

We will have meetings with you twice a year to discuss your child's progress, learning, and overall development.

- **Additional Support for Learning**

The nursery has a statutory duty to ensure that all children have equal access to the curriculum and supported as appropriate to their individual needs. This covers not only play, learning, and resources, but also the nature of our environment, interactions and experiences.

The nursery team is made up of Child Development Officers, qualified to at least HNC level (although often to degree level), with Support for Learning Workers, as required, who supplement the staff team and who can assist children, either individually or in small groups to access the curriculum, learn, grow, and express themselves. The CDOs and SFLWs work in conjunction to meet the needs of our children who require that extra bit of support as they grow.



# St. Bridget's Primary School and Nursery Class



- **Child Welfare & Safety**

All staff in the nursery are guided on policy and procedures relating to child safety, protection, and welfare, by Glasgow City Council. All educational establishments must take positive steps to help children protect themselves by ensuring that health and personal safety are central to the curriculum.

The nursery creates and maintains a positive ethos and climate which actively promotes child welfare and a safe environment by;

- Ensuring that children are respected & listened to.
- Ensuring that staff are aware of child protection issues & procedures.
- Establishing & maintaining close working relationships & arrangements with other agencies to make sure that professionals collaborate effectively in protecting children.

The Head Teacher of the School, Mrs Allan, is the designated child protection officer and will act on all issues that are raised and pass them to other agencies if initial investigation warrants it. Child welfare and safety is everyone's responsibility and everyone has a duty of care to safeguard and protect our children and young people.

- **Communication**

We communicate with our parents in a variety of ways; digitally, in print, & in person. We would always prefer to speak with our families face to face as the relationships we have with you are very important to us. When this isn't possible, we will use Group call to send you text messages and emails, Showbie to notify you of learning or play announcements, and our noticeboard located in the cloakroom. We will also create a nursery newsletter every term that can be printed or read online.

If at any point you want to speak to your child's Key Worker, or a member of the nursery leadership team, that will always be accommodated at a mutually suitable time.

We abide by strict data protection guidance and therefore nothing personal or sensitive would ever be communicated remotely or en masse.

- **Miscellaneous Information**

There is no smoking allowed anywhere on the nursery or school grounds.

There are no dogs allowed anywhere on the nursery or school grounds. Guide dogs are permitted.

Phones cannot be used anywhere inside the nursery. Please finish or hold off making any phone calls until you are outside the nursery gates.

Please be mindful of voice levels when in the nursery, particularly in the playrooms.

In the event of an emergency closure of the nursery, we will communicate with families to inform you. Please therefore ensure any changes in your contact information is passed to the nursery in a timely manner.



- **Play and Learning**

## **Curriculum for Excellence**

The document offers breadth, depth & challenge within each of the eight curricular areas & when used alongside the benchmarks, it is a great tool for delivering learning to an extremely high standard. Although within the document, the eight curricular areas stand-alone and seem very separated, they very much interlink. This curriculum focuses on our children developing within '4 capacities' and allows for continuity throughout their education from 3-18 through having the consistency of one curriculum which can support to ease transition through different educational establishments. It is a fantastic tool for educators to use and is used extensively in early years establishments, primary school and secondary schools. One of the reasons the Curriculum is so effective is that it is broken up into different categories such as the 4 capacities, experiences & outcomes, curricular areas, and the curriculum principles. On a practical level the document also gives practitioners support in how to best use it to implement learning experiences using the Experiences & Outcomes. Curriculum for Excellence also ensures that educators can focus on priorities for learning such as Literacy, Numeracy and Health & Well-being

## **Nurturing My Potential**

This Glasgow City Council good practice framework 'Nurturing my Potential' has been developed to support practitioners working with babies and toddlers in their first 1000 days. This guidance refers to Scotland's Early Learning and Childcare National Practice Guidance Realising the Ambition (Education Scotland, 2020). It also takes account of guidance from Care Inspectorate, Education Scotland and Scottish Government. In addition, the guidance draws on International practice and research for example.

This Good Practice Framework aims to provide information and knowledge to support quality learning and development during a child's first 3 years. Realising the Ambition should still be used as this framework is intended to complement and support, but not replace.

## **Realising the Ambition - Being Me**

The document has been creatively and sensitively designed to guide and support all those who work with babies and children in the early learning & childcare sector and beyond into the early years of primary school in Scotland. Threaded throughout the document you will find updated information, detailed advice based on recent research and signposting to a wide range of professional development resources. Realising the Ambition: Being Me builds on the premise contained in the original guidance Building the Ambition & Pre-Birth to Three, that our babies and children deserve the very best experiences throughout their learning journey; before birth and beyond. Realising this ambition can only be achieved if all our services aspire to provide our babies, children and their families with flexible, accessible and affordable provision of the highest quality. Research has shown that children's life chances, particularly those from disadvantaged backgrounds, can benefit socially, emotionally and cognitively by accessing world class early years education. The golden thread that links provision, opportunity and potential is quality.



# St. Bridget's Primary School and Nursery Class



## **Glasgow Counts**

### **Literacy for All**

Literacy for All is an evolving framework which aims to build capacity and develop understanding of Literacy as a transformational tool. LfA approaches help to develop consistency across Glasgow's establishments, raising achievement and engagement through examining what works and how best to support our learners.



# St. Bridget's Primary School and Nursery Class



## Useful Contacts

**Parentzone Scotland** is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.

## Connect

Connect is a national organisation that provides advice and resources for parents and carers. [www.connect.scot](http://www.connect.scot)

## Enquire Scotland

Enquire is a national advice service for families with additional support needs. [www.enquire.org.uk](http://www.enquire.org.uk)

## Glasgow City Council

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