

Handbook 2026-2027



Learning to Learn

Welcome to Kelvin Park Early Years Centre

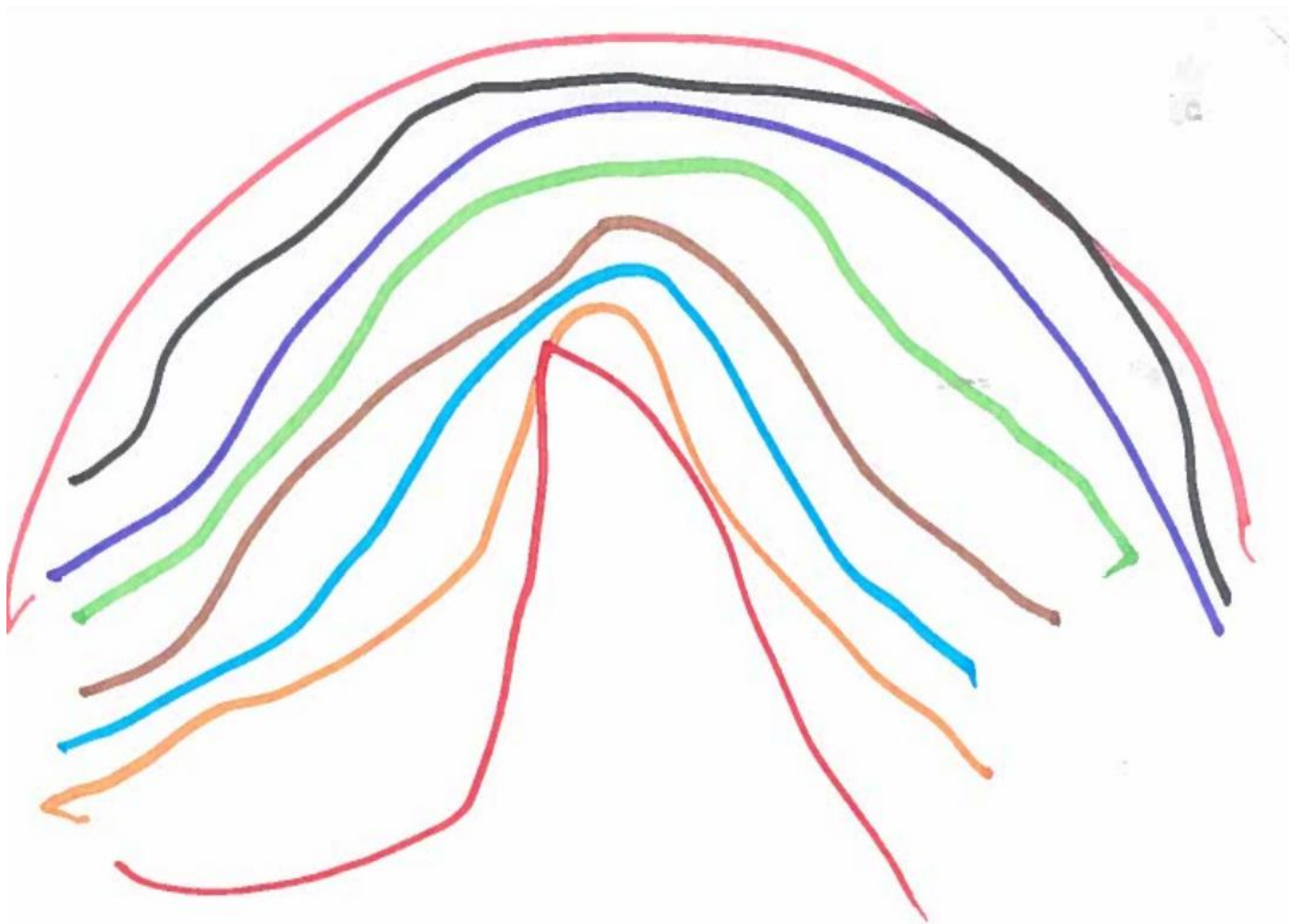
The staff team and I would like to extend a warm welcome to you and your family. We are a Glasgow City Council managed Early Learning and Childcare (ELC) setting, situated in the west end of Glasgow. We are a diverse and inclusive early years centre who welcome all children and families as part of our community.

The nursery aims to provide an environment that is safe, welcoming, nurturing and fun! We respect children as individuals and, in partnership with families, encourage and support them to develop and learn at their own pace through play-based learning experiences and interactions. We hope that your child's learning journey at Kelvin Park EYC is fun and successful.

Kind regards
Catherine Finnigan
Acting Head of Nursery

Phone: 0141 339 7513

Website: <http://www.kelvinpark-nursery.glasgow.sch.uk>



Kelvin Park Early Years Centre: Vision, Values and Aims

The Vision, Values and Aims were created in consultation with children, the staff team and parents/ carers

Vision

Our vision is to create a nurturing, inclusive nursery where every child feels valued, safe, and inspired to learn. Through play, exploration, and positive relationships, we support children to develop confidence, curiosity, and a lifelong love of learning. We aim to provide rich learning spaces and experiences that help children grow into successful learners, confident individuals, responsible citizens, and effective contributors.

Values

Play: Play is our primary pedagogy. Through play, children explore ideas, develop language, solve problems, and experience success and joy in learning. Outdoor play provides challenge, discovery, wellbeing, and opportunities to develop resilience.

Curiosity and Creativity: Children's interests and questions guide the learning experiences we offer. Children can access rich, meaningful learning opportunities, supporting investigation, discovery, and deep thinking.

Inclusion and Respect: We celebrate diversity and promote inclusion to ensure every child and family feels welcomed, respected, and valued. Our nursery promotes kindness, respect and a strong sense of belonging.

Positive Relationships: Strong, nurturing relationships between children, families, and practitioners are at the heart of our nursery community. Respectful, kind and responsive interactions are promoted through collaboration and communication.

Wellbeing: We prioritise children's emotional, social, and physical wellbeing so that they feel safe, confident, and ready to learn.

Aims

- To provide a safe, caring, and rich emotional environment where children feel secure and supported.
 - To create a learning space that promotes play-based learning experiences to spark children's curiosity, creativity, imagination, and offers opportunities for hands-on problem-solving.
 - To observe and respond to children's interests and development, ensuring learning experiences are relevant, engaging, and personalised.
 - To create a reflective culture of continuous learning and improvement.
 - For adults to scaffold children's learning and progress across the four capacities: successful learners, confident individuals, responsible citizens, and effective contributors, and across the curriculum.
 - To create an inclusive environment where all children have equitable opportunities to lead their learning through voice and choice
 - To encourage independence, confidence, and resilience through meaningful choices and opportunities to be independent and increasingly responsible.
- To work in partnership with families, carers and the local community, recognising that children learn best when home and nursery work together.

The Kelvin Park EYC Team

Leadership Team

Catherine Finnigan	Acting Head of Nursery
Lisa Burns	Acting Depute Head of Nursery
Kirsten Mather	Child Development Team Leader
Joanne Reid	Child Development Team Leader

Clerical Support

Rebecca Kelly

Child Development Officers

Alix Munro
Deanna Lee Mallone
Eilidh Benson
Eva McGinley (part-time)
Kathleen Sillars (part-time/ term time)
Michelle Brannan
Morgan Moffat
Genvieve Rafique
Tina Taylor
Wejdan Batha (part-time)
Vera Kaur (part-time/ term time)
Tracy Stevenson
Vacant post x 2
Vacant post (term time) x 3

Support for Learning/ Lunch Cover

Chloe Richardson
Saj Ahmed
Tayiba Ulla

Catering & Facilities Management

Barbara	Catering Assistant
Hazel	Catering Assistant
Colin	Janitor
Isabelle	Janitor
Linda	Cleaner
Oliver	Day Cleaner

Kelvin Park EYC staff photographs are displayed at the nursery reception area.

Nursery Capacity & Opening Hours

The nursery is registered to accommodate a maximum of 79 children, aged 2-5 years at any time:

2-3 Playroom:	maximum of 15 children
3-5 Playroom:	maximum of 64 children

The nursery is open 50 weeks of the year from 8:00am-6:00pm, although some children attend on a term-time basis.

AM Block	8am- 1:00pm (last pick-up 12:45pm)
PM Block	1:00pm- 6pm (last pick-up 5:45pm)

Term-time holidays and In-service training dates for 2026-27 can be found at <https://www.glasgow.gov.uk/article/4276/School-Term-Dates> and at the end of this handbook.

Kelvin Park is a busy nursery, and to add your child's name to the register of applicants we recommended that you apply from age 1 for placement in the 2-3yrs room and age 2 for placement in the 3-5yrs room. There is no guarantee, however, that every application made can be granted a Kelvin Park EYC nursery place. The nursery is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.



MC57: Child Protection and Safeguarding

Insert for Establishment Handbooks

Keeping Children and Young People Safe

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

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

Name of CP Coordinator: Catherine Finnigan

Name of Depute CP Coordinator(s): Lisa Burns

All educational establishments and services must take positive steps to help children and young people by ensuring that safeguarding is promoted through all elements of education including leadership, values, vision, the curriculum, learning and teaching, positive relationships, ethos and building resilience in our learners.

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

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

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

General Information

Privacy Statement

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. The head office address is City Chambers, George Square, Glasgow G2 1DU, United Kingdom. The Data Protection Officer can be contacted by post or email at: dataprotection@glasgow.gov.uk or telephone on 0141 287 1055.

Glasgow City Council is registered with the Information Commissioner's Office under registration number Z4871657. Further information can be found at <https://www.glasgow.gov.uk/foi>

Admissions and Funding

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

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

It is recommended that you list three Glasgow City Council ELC settings on your nursery application. If your first choice of Nursery cannot be given, consideration will be given to your second or third choice. Where a place cannot be offered within any of the three preferred nurseries every effort will be made by the panel to offer an alternative place.

Children aged 3 and 4 years and eligible 2-year-olds are entitled to up to 1140 hours of free Early Learning and Childcare (ELC) per year. Additional hours can only be offered if there are no children waiting on the local registers of applicants. If your child attends nursery for more than their entitlement, you are required to pay for additional hours and will be sent monthly invoices from Glasgow City Council. The charges for Early Years provision will vary according to your individual family circumstances. Your Early Years establishment will let you know the charging rate to expect. You will be asked to provide evidence of Income and Address.

Children often have more than one childcare provider and attend different settings throughout the week. Please let us know if your child attends both Kelvin Park EYC and another nursery so that we can ensure any funded hours are applied correctly.

More information on childcare charges is available from the nursery office or online at <https://www.gfis.org.uk/InfoPages/View/4>

Early Years Charging Rates Session 2026-2027

- | | |
|---|--------------|
| • Non-resident Standard Rate (3 to 5 years) | £5.50 per hr |
| • Resident Discounted Rate (3 to 5 years) | £4.50 per hr |
| • Non-resident Standard Rate (0 to 3 years) | £4.00 per hr |
| • Resident Discounted Rate (0 to 3 years) | £3.00 per hr |
| • Resident Reduced Rate | £1.00 per hr |
| • Resident Second Child Rate | £2.20 per hr |
| • Resident Third Child Rate | £1.70 per hr |

Closure

Occasionally, we may need to close the nursery due to emergencies such as power or water failure or extreme weather.

If this happens, we will send out a message via Groupcall, KPEYC Parent Padlet and Learning Journals. If the problem is wide-spread, notification may be made on local radio stations.

Transition to Nursery

Keyworkers will work with parents/ carers to ensure children settle into nursery at a pace that meets the child's needs. The settling in process is a gradual one to allow children to build relationships with staff members and to feel safe and secure in their new surroundings. Every child is different, therefore settling in time will differ from child to child. Parents may be requested to spend time in the playroom to help to settle their child.

Children will be invited to play with other children on their first day at nursery and families will be asked to complete any required enrolment forms.

Your child will have their own coat peg with their name on it. There will also have a bag at their peg for any spare items of clothing.

Children should wear

Comfortable play clothes which are easily fastened and washed.

Slip on or Velcro fastening indoor shoes.

Outdoor shoes which are easy for them to put on and take off by themselves.

Suitable jackets/ coats for the weather.

Please note that we do have some wellies and waterproof clothing for outdoor play in wet weather, but you may wish to provide your child with their own for nursery use.



At home, encourage your child to dress themselves each day as this will develop their independence.

If your child has lost something, please speak to a member of staff who will try and locate missing items. **Please label all belongings with your child's name.**

Children should not wear:

Belts- these can be difficult for children to use the toilet independently

Football colours/ tops etc.

Flip flops

Crocs outdoors

For safety reasons, we ask that your child does not wear jewellery. Stud earrings may be worn in pierced ears. Personal toys should not be brought to nursery as lost or damaged toys can cause great distress. Personal toys can also lead to disputes among children.

However, younger children may bring comforters.

Toy and Activity Fund

A £2.50 donation per week, per family helps the nursery to pay for additional items such as ingredients for playdough, baking and resources. This contribution can be paid weekly, monthly or termly. This money can be transferred to Kelvin Park Early Years Centre Toy Fund Account, **Sort code 80-37-24** and **account number 00281805** or paid in cash at reception.

Mobile Phones

Mobile phone use in the nursery is strictly prohibited. Please respect this rule as it ensures the safety of the children. No photos can be taken unless authorised by a nursery manager.

Arrival and collection of children

To make the nursery a secure place for children, there are security doors and gates. Please ensure all doors and gates are closed as you arrive at and leave the nursery.

Every child must be brought to and collected from nursery by a responsible adult (aged 16 or over). Children will not be allowed to leave the nursery with anyone under 16 years of age or anyone assumed to be under the influence of drugs or alcohol. Please let us know who has permission to collect your child and this information will be added to your child's Care Plan. You must inform us if you want someone not listed on the Care Plan to collect your child and provide their details and a password. Staff members may ask them for ID for verification. Please be advised that parking in close proximity to the nursery entrance is limited as our nursery entrance is located within a pedestrianised walkway (Kelvin Way). There is also no drive zone on Westbank Quadrant and Otago Street, which is in effect between 08:30-09:15am and 14:30-15:15pm during term-time, to keep children safe going to and leaving the school campus.

Emergency Contacts

We ask you to provide us with the name, address and telephone number of two emergency contacts. It is important that you keep the nursery informed of changes to this information. Parents will be issued with data check forms annually. Please ensure that this is completed and returned to the nursery.

Attendance

Regular attendance at nursery is important for children's progress. If your child is absent, on holiday or unable to attend please notify the nursery to let us know, either in-person, via e-mail or telephone. If your child is absent and we have not been notified, we may call you to ask why they are absent and when we can expect them to return to nursery. If we cannot contact you, we may call an emergency contact.

Buggies/ Bikes/ Scooters etc.

Children's buggies and wheeled toys can be stored at the nursery entrance while your child is at nursery. Please fold buggies to ensure there is space for all. Please note, that items are left at your own risk and the nursery cannot accept responsibility for any lost, stolen or damaged items stored in this area.

Outings

At enrolment you will be asked to complete an outings consent form to give permission for your child to participate in local outings within the community. You will be informed of local outings prior to your child joining. If the outing is out with the local community, we will ask you to complete an additional consent form.

English as an Additional Language (EAL)

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

Staff utilise the support of, and resources developed by, Glasgow City Council EAL Service. This include a Developmental Checklist completed in collaboration with parents/carers to track and support the progress of our EAL learners.

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

No Smoking

In line with Scottish Government policy, Glasgow City Council has designated all its buildings and grounds no smoking zones.

Food and Health



Snacks & Lunch

Snacks and lunches are provided by Glasgow City Council's catering services. Children are offered a healthy snack, AM and PM and a two-course lunch. The menus are in line with the Scottish Government's 'Setting the Table' (2024) guidance. Menus are displayed on the notice board, please ask if you would like a copy. Please let us know if your child has any dietary restrictions, requirements or food allergies at enrolment. To cater for specific allergies or allergens we require a NHS letter. Please speak to a member of staff for further details. Please note, we are unable to accommodate lunch boxes or foods from home.

Birthdays

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

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

Childsmile

Childsmile is a Scotland-wide initiative to help improve the health of our children's teeth, through the distribution of free dental packs and supervised toothbrushing in nurseries. We work very closely with Our Oral Health Team to promote good oral health. You can find out more information at <https://www.childsmile.nhs.scot/>



Breastfeeding Friendly Establishment

Kelvin Park EYC is a breast-feeding friendly establishment. We strive to make our nursery a welcoming and comfortable environment for both mother and baby to breastfeed.

Sun Safe Accredited Nursery

Kelvin Park EYC is a Sun Safe accredited nursery. We are committed to make our nursery an environment that enables children and staff to stay safe in the sun. Upon enrolment we will share key information from our Sun Safety Policy.



Medical

Illness

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

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

If your child becomes unwell at nursery we will contact you. Please ensure the nursery has up-to-date contact details for both you and your emergency contacts. If the illness or accident is of a serious nature, your child will be taken to the nearest hospital/ accident department; you will be contacted and advised to join your child at hospital.

Children who are unwell should be kept at home where they will be more comfortable and have the space and time to rest and get well.

Accidents and Incidents

If your child is hurt in an accident or incident at nursery, staff will follow first aid procedures and offer comfort. A member of the staff team will inform you if your child is involved in an accident or incident in nursery. You may be asked to read and sign an accident form when you arrive to collect your child. This will inform you of how the accident happened and what first aid (if any) was administered. If your child receives a bump to the head at nursery, we will contact you straight away to pass this information on.

Medication

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



Nappies and Toilet Training

If your child wears nappies you will be asked to provide nappies and wipes that will be stored in nursery. Nappy cream is treated the same as medication and should have a pharmacy label, your child's name and clear administration instructions on the packaging.

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

Medical History

Please provide full details of your child's medical history when completing admission and enrolment forms as this enables staff to be as prepared as possible for any health emergency which may arise.

Vision Screening

The government has recommended that all children should have an eye checked prior to starting school. NHS Screening takes place annually by NHS staff within the nursery and you'll be notified prior to the screening taking place.

Child Protection

Getting it Right for Every Child (GIRFEC) states that every adult in Scotland has a role in ensuring that all children live safely and can reach their potential. 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. As with other areas of the curriculum, the nursery will keep you informed of activities within our health and personal safety programme that your child will be involved in.

All staff have annual Child Protection training in line with Glasgow City Council policy and procedures, SSSC requirements and the National Guidance for Child Protection in Scotland (updated 2023).

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

- ensuring that children are respected and listened to.
- ensuring that programmes of health and personal safety are central to the curriculum.
- ensuring that all staff are aware of child protection issues and procedures.
- 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 any concerns regarding the welfare or safety of a child the concerns must be reported to the Head of Nursery, or persons acting on their behalf. In cases with cause for concern regarding welfare and safety, Social Care Direct will be immediately notified of the circumstances.

When a young child is at risk of harm, abuse or neglect, confidentiality is not an option. No single individual can protect children by acting alone. It is the sharing of information, collective thinking and collaborative action that enables decisions to be made in the best interests of children.

Policies

Racial Harassment

The Race Relations Act of 1976, later repealed and consolidated into the Equality Act 2010, 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. Every child in Glasgow has the right to be happy and secure at their education establishment.

Equal Opportunities and Social Inclusion

Kelvin Park EYC respects Glasgow City Council's Equal Opportunities policies, which are grounded in the Equality Act 2010, and recognise the right of all service users to participate fully in nursery life, irrespective of sex, race, age, religion, socio-economic circumstances and educational and physical abilities.

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

Confidentiality

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

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

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

Bullying

“Bullying behaviour is never acceptable within Glasgow City Council's schools or early learning centres. All children and young people have an entitlement to work and play in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination.”

Every child is included and supported: Getting it right in Glasgow, the nurturing city, Anti-bullying (2019)

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://glasgow.gov.uk/media/7011/Information-Use-and-Privacy-Policy/pdf/GCC_information_Use_and_Privacy_Policy_2023.doc_002_1.pdf?m=170265741873

Education specific privacy statements can be accessed at

<https://www.glasgow.gov.uk/article/5533/Schools-Privacy-Statements>

Further information on Data Protection can be found at

<https://www.glasgow.gov.uk/article/1300/Data-Protection-and-Freedom-of-Information>

Partnerships with Families

Home & Nursery Partnerships

We strive to work in partnership with parents, families and carers. We recognise the value of partnership working and seek ways to fully involve you in the education of your child. Everyone's opinion is valued and we are keen to keep improving our nursery to create the best possible learning environment for all. We are always keen to hear your feedback and will gather your views using a variety of approaches.

Working Together to Promote Positive Behaviour

A calm and harmonious ethos is conducive to positive play experiences for children and supports high levels of learning and engagement. At Kelvin Park EYC we encourage positive, caring, respectful behaviours. We support children to develop skills that will help them resolve conflict with their peers or adults in a positive, constructive way. Children will benefit if parents and nursery staff work together to promote positive behaviour and adopt consistent strategies to resolve any issues that may arise.

Family Learning

It is widely recognised that parents working and learning collaboratively with their child can have a positive impact on the child's attainment and learning. At Kelvin Park EYC we plan a range of family learning activities throughout the year for you and your child to join. Family activities will be communicated via Groupcall text messages, Padlet and in-house posters. Please speak to a member of staff if you have any suggestions events.

Parents as Partners

Everything you do with your child at home including the experiences you offer them contributes to their development. As your child's main educator, we recognise that nobody knows your child better than you. It makes sense therefore, that together we should aim to form a strong partnership working effectively together to support your child's learning at nursery and at home.



Support for Children with Additional Support Needs (ASN)

We aim to provide all children with the opportunity to progress and develop their skills within the nursery. If the nursery identifies areas where a child would benefit from additional support, then we will discuss this with you and agree on the best course of action to support your child. We work closely with a wide range of professionals including Speech and Language Therapists and Educational Psychologists. Glasgow City Council has a duty, as outlined in standards in the Education (Scotland) Act 2016, to ensure that every child has the opportunity to achieve their potential. Glasgow's Education Services is committed to the inclusion of all children and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirements. The authority recognises that there are a wide range of factors, which may act as a barrier to your child's learning. We are committed to working closely with parents and carers to overcome any barriers to a child's learning and development. If you have any concerns about your child's development or you are unhappy with the support being given to your child please speak to the Head of Nursery, who will be happy to meet with you to discuss your concerns.

Further information relating to Additional Support Needs is also available on the Glasgow City Council website-

<https://www.glasgow.gov.uk/article/4302/Additional-Support-Needs>

Stay and Play

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

Parental Support

Kelvin Park EYC welcomes parental involvement and input to plan ways to support events and fundraising at nursery, alongside nursery staff and the local community. Please speak to a member of staff if you would like to contribute.



Eco Committee

The nursery is registered with Eco Schools Scotland and is working towards recognition as an eco-friendly nursery and to fly an Eco-Schools green flag. We are continuing to develop our garden and entrance area to make the most of the environment. Our hope is that we can grow a variety of vegetables and herbs which the children can then cook. So far, we have had success growing potatoes, apples, carrots, green beans, peas, kale, lettuce, peppers, chillies and a variety of beautiful flowers.

If you would like to join our Eco Committee, or volunteer to help in the garden, please speak to a member of staff.

Sharing Your Skills & Expertise

We are keen to hear from family members who would like to share their skills and expertise with the staff and children. Perhaps you play an instrument, would like to cook or bake or talk to the children about your exciting job. If you would like to be involved in the life of the nursery, please let us know. We are always keen for family members to help.

Home Links

We have a popular 'Book Swap' lending library at the nursery entrance, where children can borrow or swap a book from home. Further home link projects occur throughout the year to support children's learning and partnership work.



Partnership Working

At Kelvin Park EYC we actively seek to build relationships with a wide range of partners to enhance our children's learning. We work closely with professional colleagues, including those from Speech and Language Therapy, Social Work, Educational Psychology and Health Visiting teams. We also try to make use of facilities in the local and wider community. The children benefit from outings to Kelvingrove Park and Kelvingrove Art Galleries throughout the year.

Primary School Enrolment

Registration for Primary School takes place in the November prior to the year your child is due to start school. Registration takes place online. Full details about the enrolment process and catchment schools can be found at <https://www.glasgow.gov.uk/P1Enrolment>

Transition Process to Primary School

Important information is transferred from nurseries to schools during the transition process. It is critical that the move from nursery to school is as smooth a process as possible.

In nursery we:

- ensure that an effective liaison programme is established within associated primary schools.
- provide associated primary schools with appropriate information to ensure an effective transition.

The curriculum in primary schools will aim to build on what your child has learned at nursery. Play will still be an important element in Primary 1. Information about your child will be passed on to your child's primary school via liaison meetings with staff and transition reports. As part of the transition process, you and your child will be invited to visit the school prior to their first day.

Curricular Information

Learning Through Play and Active Learning

Children learn best through play and when they actively experience things for themselves. In nursery we aim to build on the learning from home and help children develop skills, knowledge and dispositions. We continually build on what they know and use their interests to meet their needs and provide them with challenges through purposeful play, both indoor and outdoor. The nursery day is organised to allow children choice in selecting and planning their own activities. There is a balance of adult-led experiences and child-led experiences.

The Curriculum

Realising the Ambition: Being Me is the National Practice Guidance for the early years. It builds upon the original principles and philosophy of Pre-Birth to 3 and Building the Ambition. It looks closely at how children grow and develop and what interactions, experiences and spaces children need from the adults who look after them.

This has influenced Glasgow's guidance for staff working with children under 3 years, with a focus on development in the following areas:

- Social, emotional and communication
- Movement and co-ordination
- Confidence, creativity and curiosity
- Playful Literacy and Playful Numeracy

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

Curriculum for Excellence The 3-18 curriculum builds on the solid foundations developed in the critical years of pre-birth to three and links learning in ELC settings and primary schools. The 3–18 curriculum aims to ensure that all children living in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work. The knowledge, skills and attributes learners will develop will allow them to demonstrate them to demonstrate four key capacities to be:

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

The experiences and outcomes are set out in lines of development which describe progress in learning, they are organised into eight curriculum areas.

- Health and Wellbeing
- Literacy
- Numeracy & Mathematics
- Expressive arts
- Religious and moral education
- Sciences
- Social studies
- Technologies

More information on Curriculum for Excellence can be found on the following website.

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

Our service is also influenced by guidance from many professional bodies and documents. Links to a selection of these are listed below:

[A quality improvement framework for the early learning and childcare sectors](#)

[Health and Social Care Standards](#)

[Applying nurture as a whole school approach](#)

[My world outdoors](#)

[Our Creative Journey](#)

[Getting It Right For Every Child](#)

[UN Convention on the Rights of the Child \(UNCRC\)](#)

How we teach is just as important as **what** we teach.

Parents and guardians and carers play a very important part in their child's learning and development. At Kelvin Park EYC we will consider and value your views on the quality of education we provide for your child. Our experience of young children's learning has taught us that they learn most effectively when the nursery and parents and guardians can work together and share the same aims for the children.

We hope you feel welcome in Kelvin Park EYC and we appreciate your participation and support in your child's learning.

At Kelvin Park EYC we will:

- Put children at the centre of learning. Children learn best when they feel happy, safe and secure
- Listen to the voice of our children and young people.
- Enable all children to become successful learners, confident individuals, responsible citizens and effective contributors.
- Continue to raise standards of attainment and achievement for all children and provide the highest quality teaching and learning.
- Understand our own responsibility for the care and wellbeing of all children and young people in our establishment.

Assessment and Reporting of Children's Progress

The assessment of children's progress is continuous, and the children are part of the assessment process in terms of self and peer assessment. Any concerns of staff about specific children will be discussed with parents. Children will be referred for further assessment by other professionals. Parents will always be kept informed and encouraged to be involved in their child's progress who may require additional support.

Twice yearly, staff will arrange appointments for reporting on progress of children to all parents. Detailed assessments and learning will be discussed with parents of children about to transfer from nursery to primary in the summer term. You will be able to catch up with your child's experiences, achievements, next steps in learning and be a part of their learning journey. Staff regularly monitor and record children's progress and development in each area of the curriculum.

Learning Journals

The nursery utilises Learning Journals, a secure online portal, to record children's photos, observations and comments, in line with Early Years curricula. This builds up a record of your child's experiences and learning during their time with us. This system allows us to work with parents and carers to share information and record the children's play and learning in and outside of the classroom.

Learning Journals provides each individual child with their own online journal. Parents and carers are given a unique log-in. All our staff are given a secure log-in. They can then upload observations, photos or videos, recording children's achievements and assessing their learning in reference to the curriculum.



An e-mail is automatically generated informing parents when an observation has been added so they can have a look and add any comments of their own. Please ask staff members for any help or to answer any queries.

Kelvin Park Early Years Centre has accreditation from Breastfeeding Friendly Scotland.

Kelvin Park Early Years Centre recognises the significant health and well-being benefits of breastfeeding for mothers, babies and young children. We aspire to foster a positive breastfeeding culture and aim to promote an environment where breastfeeding is seen as the normal way to feed babies and young children. We aim to make sure that mothers wishing/needing to breastfeed on our premises are supported to do so. Our breastfeeding and returning to work policy provides assurance to pregnant and breastfeeding mother employees that they will be supported to continue breastfeeding on return to work, should they wish to do so. We aim to be aware of local services where breastfeeding families can access support and information and be able to signpost families to this support if desired.



Comments and Complaints

The nursery has a complaints procedure for dealing with any complaints or concerns from service users. This is displayed in the nursery reception area. In the first instance, the concern/complaint should be raised with the Head of Centre, or person acting on their behalf, who will try to seek a satisfactory outcome.

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

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

What if I am not satisfied?

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

The Customer Care Team
Glasgow City Council, Education Services
City Chambers East
40 John Street
Glasgow G1 1JL
Telephone: 0141 287 4453
Education.CustomerService@glasgow.gov.uk

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

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

Headquarters Care Inspectorate
Compass House
11 Riverside Drive Dundee DD1 4NY
web: www.careinspectorate.com
email: enquiries@careinspectorate.com
telephone: 0345 600 9527

In any of these cases the complainant and staff will be kept informed as appropriate.

Nursery Holiday Dates 2026-2027

No children attend on in-service days or public holidays

August

- Monday, 10 August 2026 (Return date for Teachers & In-Service Day)
- Tuesday, 11 August 2026 (In-Service Day)
- Wednesday, 12 August 2026 (Return date for Pupils)

September

- Friday, 25 September and Monday, 28 September 2026 (September weekend holiday)

October

- Friday, 9 October 2026 (In-Service Day)

- Monday, 12 to Friday, 16 October 2026 (Term-time holiday, October Week)

December - Christmas and New Year

- Schools close on Friday, 18 December 2026 (Term-time holiday)
- Thursday 24th December 2026 (52-week)

January

- Schools return on Tuesday, 5 January 2027

February mid-term break

- Monday, 15 and Tuesday 16 February 2027 (Term-time holiday)
- Wednesday, 17 February 2027 (In-service day)

March

- Friday, 26 March 2027 (Good Friday)
- Monday, 29 March 2027 (Easter Monday)

April - Spring Holiday

- Schools on Friday, 2 April 2027
- Monday, 5 April - Friday, 16 April 2027 (Term-time holiday)
- Schools return on Monday, 19 April 2027

May

- Monday, 3 May 2027 (May Holiday)
- Thursday, 6 May 2027 (In-service day, but may be subject to change)
- Friday, 28 May 2027 and Monday, 31 May 2027 (May Weekend)

June

- Schools Close on Friday, 25 June 2027 (Term-time holiday)