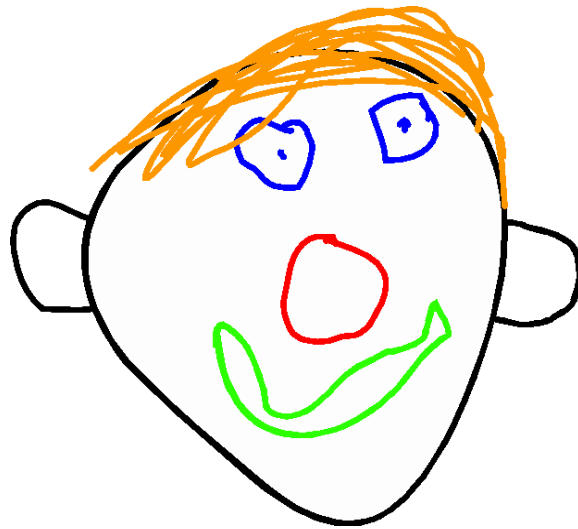


# Penilee Nursery



## Information Handbook 2023 - 2024

Penilee Nursery School  
23-25 Inkerman Road  
Glasgow  
G52 2RW  
0141 882 7605

[headteacher@penilee-nursery.glasgow.sch.uk](mailto:headteacher@penilee-nursery.glasgow.sch.uk)



# Welcome to Penilee Nursery



This handbook is designed to tell you about our nursery, the education we offer and the way in which we provide it. At this very important time in your child's education we hope you feel supported by us and play an active role in the life of the nursery. Throughout your child's time here we will keep you up to date with the life and work of the nursery school through regular newsletters, our website, Groupcall messaging service, Seesaw informal and formal meetings and Twitter. There will also be regular communication between yourself and your child's keyworker to provide you with information on what your child is learning and to keep you up to date with your child's development.

We recognise the important role that you play in your child's life and the knowledge you have and therefore wish to work in partnership with you. Any information that you want to share with us will be welcomed and staff will always be available to talk with you or answer any of your queries. If you wish a more private meeting with staff at any time please contact us in advance and we will arrange this.

On reading our handbook if you have any further queries please do not hesitate to ask.

We hope you and your child enjoy their time at Penilee Nursery and very much look forward to getting to know you.

Kind regards

Amanda Fox  
Head of Centre





## Contents

- Our Visions, Values and Aims
- Section One - Inclusion Policy of the Nursery
- Section Two - General Information
- Section Three - Medical Information
- Section Four - The Curriculum
- Section Five - Parental Partnership
- Section Six - The Wider Community
- Section Seven - Other Information



## Our Mission Statement

In Penilee Nursery we aim to provide the highest quality early years' experience for your child.

We will work hard to deliver an interesting, exciting and imaginative programme full of planned, purposeful play both indoors and outside that will encourage your child to achieve their potential as a learner.

As a staff team we will foster and develop caring, sharing and positive behaviour models through words and actions throughout the nursery.

We support children as they become successful learners and grow in confidence, becoming self-assured and responsible citizens that contribute effectively to our society.

This works best in partnership with you!

## Our Vision and Values



**Partnership** -Our nursery will work in partnership with parents, other professionals and the wider community, especially at times of transitions. All partners should provide a positive role model for all children.



**Encourage** -Preparing children for their future through endless opportunities and encouragement to meet their full potential.



**Nurture** -To provide a safe, secure environment for all, where children are listened to and know who to speak to if they need support.



**Inclusion** -There will be equal opportunities for all. Children are included and valued.



**Learning and Teaching** -Using Curriculum for Excellence and Glasgow City Council guidelines our nursery will deliver the highest quality in learning and teaching employing a range of methods and consultation to suit all children.



**Environment** -Our ethos is happy and positive where children feel protected and confident. Healthy lifestyles are promoted.



**Enjoyment** -Children will experience exciting, active learning both indoors and out where their independence is promoted. They are encouraged to make choices and take responsibility for their own learning.

# Penilee - Getting it Right for Every Child



## **Section One: Inclusion Policy of the Nursery**

### **Inclusion Policy of the Nursery**

We respect and welcome children and parents of all backgrounds. Inclusion is at the heart of our practice.

### **Our Equal Opportunities Policy**

All early years services should reflect the council's Equal Opportunities Policies and be anti-racist, multi-cultural and recognise the rights of both men and women to work or to care for children. Provision should take account of the needs of children, with additional learning needs or chronic illnesses. These principles are reflected in the criteria used to admit children to nursery and in the curriculum of all the establishments.

### **Open Access**

The nursery and Head operate an open-door policy, where parents may discuss issues at any time. An appointment may also be made for a convenient time for a meeting/discussion if you prefer.

All queries are given careful consideration and are always dealt with promptly and effectively.

### **Accessibility Strategy**

The nursery school has a duty to ensure that all children have equal access to the curriculum, supported as appropriate to their needs. This covers not only the content of experiences and teaching strategies but also minor adaptations to the physical environment of our building to address the needs of children with physical or sensory impairments. We also need to ensure that parents who have a disability have equal access to information about their children. This could involve, for example, relocating the venue for parents meetings to facilitate physical access at parents' evenings or individual interviews.

### **Race Equality Policy**

It is a requirement that every educational establishment has a Race Equality Policy in accordance with the Race Relations (Amendment) Act 2000 and also Glasgow City Council and Scottish Executive guidelines which stipulates:-

- The elimination of unlawful racial discrimination
- The promotion of Equality of Opportunities
- The promotion of good race relations

### **Inspection**

We are inspected and reviewed by the two external bodies, Education Scotland and The Care Inspectorate. The Care Inspectorate inspections are based on Health and Social Care Standards. The main principles of the Health and Social Care Standards are dignity, privacy, choice, safety, realising potential, equality and diversity. Copies of the most up to date inspection reports are available online and are also displayed on our General Information noticeboard.

The website address for Education Scotland <https://education.gov.scot/> and Care Inspectorate is <https://www.careinspectorate.com/>



## Section Two: General Information

When your child comes to Penilee all staff will be responsible for their teaching, learning and wellbeing but we do allocate a keyworker who will be their main person in relation to reporting as well as being a key contact for parents/carers. The groups are named after Scottish Woodland Animals and we have 12 in total. We also work in Teams to ensure all children, regardless if their keyworker is present on that day, will have at least 3 other key staff who will be supporting them at Together Time to do focused small group work.

### *Meet Team Penilee*

<b>Head of Nursery</b>	Amanda Fox
<b>Depute Head of Nursery</b>	Morag McKenzie ( <i>First Aider</i> )
<b>Team Leaders</b>	Sarah Affleck
	Carol-Anne McKay ( <i>Mon, Tue, Wed PM/Term Time</i> )
<b>Lead Practitioner of Attainment</b>	Catriona Black
<b>Child Development Officers</b>	
<b>Team Oak Tree</b>      	Kim Graham-Haughey ( <i>Term Time</i> ) <i>The Otters</i>
	Lucy Kennedy <i>The Owls</i>
	Brenda Hunter ( <i>Mon, Tue, Wed</i> ) Heather Robinson ( <i>Wed, Thur, Fri</i> ) <i>The Wildcats</i>
<b>Team Pine Tree</b>    	
	Rachel Grubb <i>The Deer</i>
	Natalie Donaghy <i>The Foxes</i>

<b>Team Willow Tree</b>    	Carolyn McLaughlin ( <i>Term Time</i> ) <i>The Dormice</i>
	Dominique McGregor <i>The Rabbits</i>
	Jade Lowrie <i>The Wolves</i>
<b>Support for Learning Workers/Lunch Support</b>	Shannon Clark
	Natalie McKenna
<b>Clerical Support</b>	Emma Brown
<b>Catering Assistants</b>	Ashley Wright ( <i>Term Time</i> )
	Patricia Millar
<b>Janitor</b>	Nancy Stewart
<b>Cleaners</b>	Linda Burns
	Janice



## **Holidays for Term Time Children**

### **Holidays/Closures 2023-2024**

#### **August**

- Monday, 14 August 2023 (Return date for Teachers & In-Service Day)
- Tuesday, 15 August 2023 (In-Service Day)
- Wednesday, 16 August 2023 (Return date for Pupils)

#### **September**

- Friday, 22 September and Monday, 25 September 2023 (September weekend holiday)

#### **October**

- Friday, 13 October 2023 (In-Service Day)
- Monday, 16 to Friday, 20 October 2023 (October Week)

#### **December - Christmas and New Year**

- Schools close at 2.30 pm on Friday, 22 December 2023
- Monday, 25 December 2023 - Friday, 5 January 2024 (Christmas holidays)

#### **January**

- Schools return on Monday, 8 January 2024

#### **February mid term break**

- Monday, 12 February 2024
- Tuesday, 13 February 2024
- Wednesday, 14 February 2024 (In-service day)

#### **April - Spring Holiday (Easter)**

- Schools close at 2.30 pm on Thursday, 28 March 2024
- Good Friday 29 March 2024
- Easter Monday 1 April 2024
- Monday, 1 April - Friday, 12 April 2024 (Spring Break)
- Schools return on Monday, 15 April 2024

#### **May**

- Thursday, 2 May 2024 (In-service day to coincide with UK Parliamentary elections, but may be subject to change)
- Monday, 6 May 2024 (May Holiday)
- Friday, 24 May 2024 and Monday, 27 May 2024 (May Weekend)

#### **June**

- Schools Close at 1.00 pm on Wednesday 26 June 2024





## Holidays for 52-week children

### Holidays/Closures for 2023 - 2024

#### August

- Monday 14 August 2023 (Return date for staff & In-Service Day)
- Tuesday 15 August 2023 (In-Service Day)
- Wednesday 16 August 2023 (Return date for pupils)

#### September Weekend

- Friday 22 September 2023
- Monday 25 September 2023

#### October

- Friday 13 October 2023 (In-Service Day)

#### December - Christmas and New Year

- Nursery closes on Friday 23 December 2023

#### January

- Nursery returns on Wednesday 3 January 2024

#### February Mid-term break

- Wednesday 14 February 2024 (In-service day)

#### April - Spring Holiday (Easter)

- 29 March 2024 (Good Friday)
- 1 April 2024 (Easter Monday)

#### May

- Thursday 2 May (In-service day)
- Monday 6 May 2023 (May Holiday)
- Friday 24 May and Monday 27 May 2023 (May Weekend)

#### July

- Monday 15 July 2024 (Glasgow Fair)



## Nursery Roll

### Glasgow City Council Admissions and Charging Policy For Early Years Establishments

We cater for up to 80 children each session aged from 3 to 5 years old.

You can put your child's name on our list of applicants as soon as they are 2 years old.

Children can start in nursery after their third birthday.

Penilee Nursery School is a part of the Rosshall Learning Community.

As a Local Authority Nursery School we are open from 8.00am -6.00pm all year and provide a range of all year and term time places.

We accept all children as a non-denominational service.

[Click here to access GCC admissions and charging information](#)



## Our Curriculum

In line with all other educational establishments in Scotland we implement the Curriculum for Excellence. Within the Curriculum for Excellence there are 8 curriculum areas, Health and Wellbeing, Literacy and English, Numeracy and Mathematics, Social Studies, Sciences, Expressive Arts, Technology and Religious and Moral Education. We cover these curricular areas through a range of topics throughout the nursery year. Through this and in line with the capacities of the Curriculum for Excellence we aim to make our children, Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. [CfE information](#)

We will provide you with information in nursery regularly about how we plan to provide a broad, balanced, relevant and cohesive curriculum that has the child at the centre of all learning and your thoughts will also be included.

In Penilee Nursery School this information is in the monthly newsletter, displayed on the learning wall above the cloakroom pegs and as displays on walls. All children have their own profiles which evidence their personal learning journeys.

Each year we create a School Improvement Plan. This identifies areas where we feel we could improve and how we plan to do this. This is linked closely to the curriculum, local and national priorities. A copy of our Improvement Plan is available on our website or on our Parent's Noticeboard. We also write a Standards and Quality Report each year which outlines our achievements and how well we are doing. This, too, is available on our website and our Parent's Noticeboard.



## The Nursery Day

Children arrive from 8.00am for the morning session and from 1.00pm for the afternoon session. Children will be welcomed in by staff and supported to change out of their jacket and put outdoor shoes on in the cloakroom area. There will be staff at the Welcome area to greet your child, register them and support them to wash their hands. As your child becomes more familiar with our routines the process of leaving your child for the session becomes easier for both of you. The session will be a variety of adult led and child centred activities and experiences. The morning session finishes by 12.45pm/1.00pm and the afternoon session by 6.00pm.

Information sent in the form of newsletters, twitter and our website will keep you involved and aware of the current interests and learning planned within the nursery.

We have a Parent's Noticeboard which is used together with our website and newsletters to alert and inform parents about:

- Information, Assessment and Transition Meetings
- Fundraising Events
- Volunteer Helpers for Trips/Events
- Parent Events
- Help and Support for Children's Events
- And any other irrelevant information/dates



## **Admissions Policy**

All nursery places are allocated in line with Glasgow Council's admission policy and the nursery staff will be happy to advise you how this policy operates when you apply for a place for your child. A leaflet detailing the council's policy is also available from all establishments if you want a copy, please ask for one. An admissions panel will meet at regular intervals throughout the year to decide how nursery places will be allocated. The panel will consist of all head teachers of early years establishments in the area, and where applicable, a representative from divisional offices and representatives of other agencies involved in supporting children and their families e.g. Social Work Department, Health Board.

## **Register of Applicants**

All applications are logged on Glasgow City Council's Nursery Application Management System (NAMS) database and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places. Please note the length of time a child's name has been on the register WILL NOT affect the child's priority for admission. Parents can ask to see their application at any time. If circumstances change which affect the application you should speak to the Head of Nursery. Applications are accepted once your child has reached 2 years of age. You can choose up to three nurseries but the application must be submitted to your first choice nursery. If multiple applications are submitted, it is assumed that the most recent application reflects your preferred option and any previous applications will be deleted from the system.

## **Enrolment Procedures**

All parents who wish their child to attend Penilee Nursery School are invited to complete an application form at any time suitable after the child's second birthday. Places will be offered to parents as soon as a place becomes available or on the first Tuesday after the child's third birthday. If your application is successful, you will be invited to complete enrolment paperwork prior to the placement starting.



## Settling In Policy

As mentioned above, when you have been informed of your child being granted a placement at Penilee Nursery Each child will be given a date and time to start and will be invited to pop in for an enrolment visit prior to their starting day. This is the beginning of their transition from home to nursery. There may be a lot to talk about on the enrolment day. This is an important time for us to share. This is the time for you to tell us all we need to know about your child so that together we can provide the best for you both. It is also a time for us to answer your questions. Most importantly we need to talk together about helping your child get to know and trust key staff to help them settle in to their playroom.

On their first day they usually start after the normal starting time to allow time existing children to settle in to their nursery day and ensure all staff are on shift. This will give us some time to support your child in their new environment. The length of time it takes to settle children is done on an individual bases as some children may take a little longer to become confident and happy in their nursery environment more than others.

### Your child's keyworker

Each child is allocated to a particular member of staff who will be there for both of you in nursery. They will get to know them through the information you have provided and through supporting them to settle into nursery. Each child is unique, (that's what makes our job so enjoyable!).



They take their own time to relax into nursery school.

There's so much to see; so many people around - all wanting to play with the same things at the same time; it's so exciting and new that it's easy to feel a bit lost and nervous.



### Starting Nursery

Just like you and me, your child feels uncertain about being in a new environment at first. (You know that feeling? Everyone else seems to know what's going on and what the rules are - except you!) For this reason, we build their time in nursery up gradually to ease them in.

**Children are brilliant at picking up vibes, so if you look happy dropping them off then they will begin to feel happy too.**

Our staff are experienced at settling in children and they will guide them, and you, through those first uncertain days. We usually start the children off with about an hour the first day - long enough to get a taste of things. After that we gradually lengthen the time that they stay in the playroom. Your child has little sense of time and for some children it is no time at all, for others it is an eternity and they may be anxious when this happens at first. If your child reacts this way, try not to worry, our staff will comfort them and reassure them that they will take care of them until you come back. This way your child learns to trust staff and gain confidence. We will not allow your child to become very distressed and will always contact you when we feel they need you.

When you come back we would like you to reassure your child that they have well, then quietly head for home. (Don't forget your child's paintings!) That way the children get used to the idea that when parents arrive it's time for home.

As we said all children are different. Some will take longer than others to settle into nursery. Please allow our experienced staff to guide you through these first days/weeks - it will be worth it - we promise!



## **Accommodation for Parents**

At present, due to minimal space, we are only able to accommodate parents in the building for events that have been arranged in advance.

## **Arrival and Collection of Children**

It is expected that a responsible adult (over 16 years) will bring children to and from nursery.

In the interests of your child's safety you must tell us if your child is to be collected by someone not known to us. If an unexpected situation arises and you have to make emergency arrangements, please telephone the nursery to give us details of the person collecting the child. This avoids difficult situations, as we will not allow a child to leave with anyone who is not known to the staff.

## **Attendance**

Parents are encouraged to ensure that whenever possible their child attends regularly. Please telephone if your child is unable to attend for any reason. If we are not informed it will be recorded as an unauthorised absence on your child's attendance record. It is our policy to contact the parents/carers who have not notified us that their child will be absent. Places are in such demand that regular attendance is essential or a review of need for the placement will occur and your child's place may be withdrawn.



## **Emergency Closure Arrangements**

The nursery will be opened at the times already outlined, but on some occasions, circumstances arise which may mean the nursery has to close. There may also be occasions when allocated hours have to be adjusted to ensure safe ratios for children. Establishments may be affected by for example, severe weather, transport problems, power failures or difficulty with fuel supplies. If this happens, we will do all we can to let you know about details of closure and re-opening. We may keep in touch by telephone, text message, in the press and local radio.



## **Charges & School Fund**

Pre-school children are funded for 6 term time or 5 all year half-day sessions per week. Children in their ante pre-school year receive funding from the Monday following their 3rd birthday. If your child attends for full day, you may have to pay for the additional sessions. This also depends on family circumstances. We also ask all parents to pay £2.00 per week towards the children's school Fund. This helps to buy extra resources such as playdough and baking ingredients. The Nursery Fund also pays for a birthday present for each child, Christmas gifts, special celebrations and treats, resources, and entertainers for special occasions. Payments can be made on a Monday at the office or directly to the Nursery bank account. Each child has their own "account" and you are welcome to pay weekly, monthly or quarterly. [Nursery Fund Information](#)



## **Snacks and the Promotion of Healthy Eating**

We operate a healthy eating policy and children receive a snack along with milk or water and a choice of fruit each day. Snack time is seen as a social occasion where children can chat to one another, and learn to share by passing round the fruit, making sure everyone has milk etc. Throughout the year at special events or when celebrating a festival such as the Chinese New Year, Eid or Burns Day appropriate food would be discussed, cooked, and offered as part of the curriculum.



## **Working Together To Support Learning**

The staff at Penilee Nursery School want to work together with you for the benefit of your child.

We think that this is important because:

- You know and understand your child better than anyone else and we want to learn from you.
- Your child will settle more quickly and feel more secure if he/she knows we communicate and work together.
- Research shows the importance of the parent's involvement in successful learning.
- You have already taught your child all they know and we would like to support and extend your child's learning in partnership with you.

We try to put this partnership into practice in a number of ways:

- By listening and talking to you about your child.
- By sharing information about nursery life and the curriculum through: newsletters, social media, Curriculum leaflets, talks and workshops, learning at home tasks.
- By welcoming you to "Stay and Play" sessions to come and see what your child is doing in nursery.
- By inviting you to contribute your skills and interests e.g. making resources, loaning items for display, telling stories, playing a musical instrument.

Please let us know if you would like to become involved in any way.

## **Excursions and Consent Forms**



When outings or excursions for children are planned, the Head of Nursery or a member of staff will advise you in advance. You will be asked to complete consent forms which give your permission for your child's participation if it is out with Glasgow. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/carer. Risk Assessments are applied prior to all excursions.

## **Insurance**

Sometimes children like to bring something special or new to the nursery for their friends to see. However, parents should ensure that valuable items are not left in the nursery, particularly as the authority has no insurance to cover the loss of such personal items. (We would prefer that no special items from home be brought into the nursery as we are not always able to find these if they get lost).



## Suitable Clothing

Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons but accidents happen, so please dress your child in suitable clothes. Please also make sure that your child has suitable clothing in case outdoor play or a trip is planned. We use the outdoor area on a daily basis so all weather conditions must be considered. Please make sure your child has suitable outdoor footwear and clothing every day. Please also ensure your child has at least 2 full changes of clothes in case of any spills.



## Statement of No Smoking Policy

In accordance with Education Department Policy there is a **NO SMOKING** policy in the nursery and on the nursery grounds.... this also includes the entrance of the gates.



## Gate Safety

Please ensure that the main entrance gate is always closed securely when you enter or leave the nursery, especially when children are playing outside. Please do not allow your child to swing on the entrance bannisters or play in the front garden before their sessions starts.

## Section Three: Medical Information

### Emergency Contacts

Parents whose children are in the nursery are asked to provide the establishment with the names, addresses and telephone numbers of at least two contact persons for use in case of emergency.



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

### Illness



Please notify us if your child has mumps, measles, chickenpox etc. and keep your child at home until the infection has passed. If your child has sickness or diarrhoea they should not return to the nursery until symptoms have been clear for a full **48** hours. If you are unsure about any illnesses please give us a call.



### Medication

Please ensure you inform of any medical requirements your child has. If your child needs medication during their time at nursery you should discuss their requirements with the Head or Depute Head of Centre. Prescribed drugs will be given at the discretion of the Head of the nursery. You are required to fill in a form which authorises nursery staff to administer the medication to your child. You will be supported by a member of the management team to complete this thoroughly. You should note that we can only administer prescribed medication. If your child suffers from asthma you must detail if there are any activities or specific circumstances which are likely to bring on an attack.



## Allergies

If your child has any known allergies, it is vital that you inform us of the details along with the appropriate medical advice immediately. We require the allergy information sheet given from the allergy clinic.

### If your child becomes ill at the nursery

We will telephone you at home/work on one of the contact numbers provided. In the event of an accident that requires immediate medical care, arrangements will be made to take your child to hospital and thereafter inform you. It is therefore essential that we can contact you at any time and that your contact details are kept up to date.

### Minor accidents and upsets



The nursery has qualified First Aiders. Any accident/incident that takes place in nursery is recorded on an accident/incident form and parents/carers are informed when they come to collect their child. The contents of the form will be shared and parents/carers will be asked to sign to acknowledge this. If necessary, for example incurring a head bump, we will call home/work to inform you of this as well as complete a head bump sheet to go home.



### Visits to the establishment by Pre School vision screening team

The above team visit the nursery annually. You will be informed in advance when this will take place.

### Dental Health



The nursery is 'Smile Too' accredited. Our Oral Health Team visit twice per year to apply, with your consent, fluoride varnish to your child's teeth. More information on the benefits of this can be found here <https://www.nhs.uk/live-well/healthy-body/taking-care-of-childrens-teeth/> Regular visits also take place to monitor and update tooth brushing procedures. All children are provided with their own toothbrush which allows them to brush their teeth after snack.



## Section Four: The Curriculum

As mentioned previously the nursery uses 'The Curriculum for Excellence'.

The curriculum is designed on the principles of:

- Challenge and Enjoyment
- Breadth
- Progression
- Depth
- Personalisation and choice
- Coherence
- Relevance

Early learning and child care research has proven that young children learn best when engaged in active learning. This type of learning takes account of:

- Spontaneous Play
- Planned and purposeful play



- Investigating and exploring
- Events and life experiences
- Focused learning and teaching

We, as a staff team, plan, assess and track children's learning and progress through these types of experiences and use them to identify their next steps and then plan for future learning. We will develop skills for learning, life and work with a continuous focus on literacy, numeracy, health and wellbeing.

You will be contacted twice a year by your child's keyworker for a parent's meeting. You will be able to discuss your child's progress and how you can best help support them at home. At the time of transition, when your child moves onto school we will share their transition report which will be forwarded to your chosen primary school. This will help school to determine your child's next steps in learning in order to support the progress achieved at nursery.

If you have any concerns or wish to discuss your child's education at any other time please do not hesitate to speak to a member of staff. To find out more about the curriculum you may find this website useful <https://education.gov.scot/parentzone/>



## **Section Five: Parental Partnership**

### **Establishment Aims**

Our Establishment aims for Parental Partnership are:

- To acknowledge parents/carers as the child's first and main educator.
- To develop effective relationships with the parents/carers of our children.
- Identify parents'/carers expectations for their child whilst at Penilee Nursery.
- To work together in order to address these expectations and the needs of the individual child.

Working with you:

- We aim to support your child while at nursery in order to promote self-esteem and to provide the very best opportunities for broad and balanced learning which match their individual needs and interests.
- Please keep staff informed of any exciting events in your child's life or any interests that they develop and these will be incorporated into our planning and your child's own Personal Learning Plan.

**Working together to promote positive behaviour**



- Our policy on "Promoting Positive Behaviour" is available for you to see, if you would like a copy of this please contact the Head of Nursery.
- We encourage children to be considerate of others at all times and to follow the nursery Golden rules.
- Should behaviour be causing concern we will work together to positively address the situation at all times.



### **Fundraising**

Children, parents and staff are involved in fund raising events to generate funds for the nursery and some worthy charities. Local organisations may be approached to lend support to the nursery by donations.

## Parents and Policies

We actively seek parental contributions when developing and introducing policies and procedures at Penilee Nursery School. A selection of policies are available for you to review on a regular basis. To access more policies please look on [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

### Section Six: The Wider Community

#### The Nursery and the Community

We have a strong relationship with the local primary schools below and operate an effective transition programme to help prepare children for moving onto Primary School. These are the local schools that most parents/carers choose to send their children to:

- Sandwood Primary School (Non-denominational)  
120 Sandwood Road, Glasgow, G52 2QY  
Tel: 0141 883 8367
- St George's Primary School (Roman Catholic)  
101 Muirdykes Road, Glasgow, G52 2QJ  
Tel: 0141 883 9671
- Hillington Primary School (Non-denominational)  
227 Hartlaw Crescent, Glasgow, G52 2JL  
Tel: 0141 882 2144
- Cardonald Primary School (Non-denominational)  
1 Angus Oval, Glasgow, G52 3HD  
Tel: 0141 883 9668



We work hard to maintain good relationships within the local community:

- The police, paramedics, fire-fighters, dentist, the hygienist and the oral health action team visit us regularly.
- We deliver the Promoting Alternative Thinking Strategies Programme (PATHs). The purpose of the PATHs Preschool curriculum is to enhance social and emotional competence and understanding in children, as well as to develop a caring, pro-social context that facilitates educational processes in the classroom.
- When possible we take the children on outings, especially within the local community.
- We have external visitors who visit regularly to help us implement the curriculum.
- We are a proactive member of the Rosshall Learning Community ensuring early learning and child care is at the forefront of all local initiatives.
- We work together with other local nurseries, schools and colleges to share good practice and improve our learning environment.



## **Section Seven: Other Information**

### **Children with Additional Support Needs**

Glasgow City Council has a duty, as outlined in the Standards in Scotland's Schools 2000 Act, to ensure that your child achieves their potential. Glasgow's Education Services is committed to the inclusion of all children with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirement in the 2000 act. It is also part of Glasgow's policy to maintain a range of special educational establishments. This recognises the key role to be played by specialist provisions in addressing severe low incidence disabilities. 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/carers to ensure that you are fully involved in overcoming barriers to learning. Additional support needs may be linked to a learning difficulty or disability but also could apply to a child who is suffering from bereavement who requires pastoral support, a more able child or those with a particular talent, which needs to be fully developed. The policy requires all establishments to provide an environment where children with additional support needs are actively encouraged to be effective learners and benefit from their school education.

Any parent/carer seeking further advice regarding this policy should contact the Head of Centre in the first instance. If a parent/carer is unhappy with the support their child is getting they must first discuss this with the school in order to seek a resolution at that very local level. Further information relating to Additional Support Needs is also available on: <https://www.glasgow.gov.uk/index.aspx?articleid=18941>

#### **Other Support Organisations**

Enquire - The Scottish Advice and information service for additional support for learning,  
Scottish Independent Advocacy Alliance  
Scottish Child Law Centre

### **Supporting Children with Additional Needs**

The staff at Penilee Nursery School are committed to the education and care of all our children. Staff are trained to notice if a child is not progressing as they should and will bring their concerns to your attention.

Sometimes it is helpful to have a specialist assessment done to pinpoint where a child may be having difficulties. We are able to call on the help of Doctors, Psychologists, Speech and Language Therapists etc. where required. If we think that this would help us to help your child then we will discuss our reasons with you beforehand. No child would be referred to any specialist without your consent and you are welcome to be present during assessments.

The staff team are specialists in early learning and child care and may also plan a specific programme to give particular children individual support for learning. If you have any concerns about your child's behaviour or development, at home or in nursery, and you think that we could help, then please speak to us. We can offer you informal help and support or refer you to receive more specialist help.

## **The Named Person**

GIRFEC stands for 'Getting it Right for Every Child' [GIRFEC Information](#). Part of the Children and Young People Act (Scotland) 2014, it is the Scottish Government - led approach to making sure that our children and young people - and their parents or carers - can get all the help and support they need from birth right through to age 18 (or beyond if still in school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it.

To provide that support, when needed, every child in Scotland has a named individual, the Named Person, as a single point of contact. This Named Person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents. Please do not hesitate to contact your child's Named Person at any time.

The Named Person for all children from birth till age five, when they start primary school is the Health Visitor.

## **Data Protection Act 1998**

As a local authority our schools and early years' establishments process information about children and young people in order to provide education and care. In doing so we must comply with the Data Protection Act (1998). This means, amongst other things, the data held about children and young people must only be used for specific purposes.

However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people, or where otherwise required by law. We may also use any information for research purposes. However, all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council.

For further information please see our full privacy statement at

<https://www.glasgow.gov.uk/index.aspx?articleid=22066>

## **Privacy Statement**

As the local authority our schools and early years establishments process information about children and young people in order to help administer education and care. In doing so we must comply with the Data Protection Act (1998).

This means (amongst other things) that the data held about children and young people must only be used for specific purposes allowed by law. The following information explains the types of data held, why that data is held, and to whom it may be passed on.

### **Types and Uses of Data**

Data held by schools and educational establishments includes contact details, curriculum assessment results, attendance information, characteristics such as ethnic group, additional support needs and any relevant medical information.

Our data includes information about individuals for whom it provides services, and the details of services provided. This data helps us:

- Support learning and teaching
- Monitor and report on progress
- Provide appropriate pastoral care
- Assess how well the school and Council are doing as a whole
- Monitor progress and develop good practice in the services received
- Carry out specific functions (such as social care)
- To evaluate and develop education policy and strategies

In addition, we may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people or where otherwise required by law.

We also hold information about parents/carers, emergency contacts etc. that is provided in the annual data check. This allows us to carry out the Council's functions as the education authority and 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 1998 (number Z4871657) and all personal data is treated as confidential and used only in accordance with the Data Protection Act 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 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/CHttpHandler.ashx?id=3895&p=0>

### **Data rights and access**

As a data subject (or the parent of a data subject), you have certain rights under the Data Protection Act, including a general right to be given access to personal data held by any data controller.

The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. If you are a parent of a child younger than 12, you would normally be expected to make a request on their behalf.

The Council may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people or where otherwise required by law. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have for the prevention and detection of fraud.



## **The Freedom of Information (Scotland) Act 2002**

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities including: The Scottish Government and its agencies; Scottish Parliament; local authorities; NHS Scotland; universities and further education colleges; and the police.

Public authorities have to allow access to the following information:

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

The legal right of access includes all types of "recorded" information of any data held by the Scottish public authorities. From 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

Further information is provided on the Glasgow City Council web-site:

<https://www.glasgow.gov.uk/index.aspx?articleid=16155>

## Equality Act 2010

The Equality Act 2010 protects certain characteristics. In the delivery of education the characteristics that are protected are disability, gender reassignment, race, religion or belief, sex or sexual orientation, pregnancy and maternity. When making decisions in relation to admissions, exclusion, the provision of education, benefits, facilities and services and any other relevant decisions the school has a duty to have due regard to the need to -

- a. Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Equality Act 2010;
- b. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.



## Child Safety & Welfare

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

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

Schools, 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 programmes of health and personal safety are central to the curriculum;**
- **ensuring that 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 parent or member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head of Nursery. The Head of Nursery or the person deputising for them, after judging that there may be grounds for concern regarding the welfare or safety of any child, must immediately advise the duty senior social worker at the local social work services area office of the circumstances.

Copies of departmental guidelines are available from the Head of Nursery on request, or from the Glasgow City Council Website. This is also displayed on the Parents' Notice board for your reference.



## Dealing with Racial Harassment

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

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

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

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

### Bullying

Bullying behaviour will not be tolerated within Glasgow City Council's educational establishments. All children in Glasgow's educational establishments 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". (A Standard for Pastoral Care in Glasgow Establishments).

In 2009, Glasgow City Council published its revised Anti-Bullying Policy, incorporating the requirement to record and report all discriminatory behaviours within educational establishments. All establishments are required to review their policy in light of this. Parents and carers have a significant role to play in helping to address this problem. For this reason, any anti-bullying strategy must stress the importance of partnership with the parents and carers of their children. [Anti-bullying information](#)



### WHAT TO DO IF YOU HAVE A CONCERN OR A COMPLAINT

At Penilee Nursery School we do everything we can to make sure you have confidence in the service we offer to you and your family. We are only human however, and occasionally things can go wrong. If you have reason to complain we will always listen carefully to you. We promise to take a balanced and fair view of the situation and take whatever action is necessary to resolve the problem.

#### What is the procedure for complaints?

Contact the Head with the details of your complaint and she will aim to resolve the problem quickly for you. Happily, most concerns are successfully resolved at this stage.

If you feel your complaint has not been satisfactorily resolved please follow the advice given in Glasgow City Council Complaints Form (displayed in the children's cloakroom) or contact Early Years Services:-

Marnie Paterson  
Admin Officer (Complaints)  
Education Services  
Glasgow City Council  
25 Cochrane Street  
Glasgow  
G1 1HL  
Tel 0141 287 5384

**If you are still dissatisfied with the response, contact The Care Inspectorate**

Enquiries : 0345 600 9527

Email : [enquiries@careinspectorate.gov.scot](mailto:enquiries@careinspectorate.gov.scot)

If your complaint concerns alleged racism or if you believe there is a racist element in the complaint you can speak to one of the Education Services Equality Officers. They may be contacted on 0141 287 4724.

### **Useful Addresses and Contacts**

#### **Executive Director of Education**

Douglas Hutchinson

Education Services

Glasgow City Council

City Chambers

40 John Street

Glasgow

G1 1JL

Tel: 0141 287 4551

[Douglas.Hutchinson@education.glasgow.gov.uk](mailto:Douglas.Hutchinson@education.glasgow.gov.uk)

#### **Councillor**

Alex Wilson

Tel: 0141 287 5633

[alex.wilson@glasgow.gov.uk](mailto:alex.wilson@glasgow.gov.uk)

#### **Area Service Manager (South)**

Sharon Constable

Education Services

City Chambers (East Building)

40 John Street

Glasgow

G1 1JL

Tel: 0141 287 4453

[Sharon.Constable@education.glasgow.gov.uk](mailto:Sharon.Constable@education.glasgow.gov.uk)

#### **Please note:**

Although the information in this handbook is correct at the time of printing, there could be changes affecting any of the matters dealt with in it, either before your child's placement begins or during the course of their placement.

The Head of Centre will tell you of any important changes to the information.

Further information on Glasgow City Council Education Department can be found on the website at [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

The nursery also has its own website where you can find out more information and keep up to date on current events. Our address is [www.penilee-nursery.glasgow.sch.uk](http://www.penilee-nursery.glasgow.sch.uk)