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Establishment Handbook

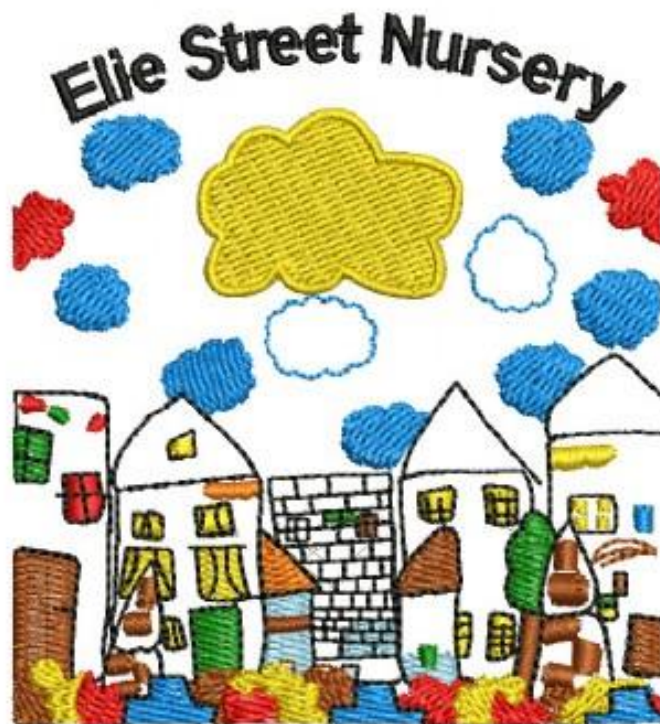
Establishment Name Elie Street Nursery

Address 30 Havelock Street
Glasgow
G11 5JE

Telephone 0141 334 0250

Head of Nursery Michelle Smith

Email Address headteacher@eliestreet-nursery.glasgow.sch.uk



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Last updated on 22/09/2021

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Section One Establishment Aims

Mission Statement

In Elie Street Nursery where excellence is our goal we provide a welcoming, caring ethos where children, parents and staff are confident, motivated and enjoy learning in an establishment where education is stimulating, exciting and fun.

Aims

We aim to:

- Engage with the wider community to enhance the outcomes for children's learning.
- Create a caring environment where parents are involved in children's learning create an inclusive, healthy, safe and well-resourced environment which provides a stimulus for active learning and play.
- Provide a consistently high quality of teaching and learning, a well-planned broad based inclusive curriculum for excellence that enables all children to achieve their potential.
- To provide well timed and skilled interventions which effectively promote children's creativity, extend their thinking, widen their skills and strengthen their play in learning.
- To raise the achievement and attainment of all learners by promoting equal opportunities, social justice and inclusive practices.
- To promote strong nurturing attachments for children in our care and build on prior and continuous learning of our children, within and beyond the setting.
- To develop our practice and policy in line with the principles and ideals within Children's Rights.
- To work in partnership with parents, colleagues in the Learning Community and other agencies to ensure continuity of learning and appropriate support to improve outcomes for children and families.
- To ensure that the views of all stakeholders are listened to, valued and respected within a climate of consultation, trust and communication.

Our Vision is that children are enabled to develop their potential as:

Successful learners; Confident individuals; Effective contributors; Responsible citizens, within a safe, nurturing, inclusive environment where opportunities to play and learn are provided by professionally competent staff in consultation and collaboration with parents and professionals

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Non-Denominational policy of the nursery.

The nursery is non denominational. We respect and welcome children and parents of all religions, faiths and beliefs.

Equal Opportunities Policy

All Early Years Services reflect Glasgow City Council's equal opportunities policies and are anti racist, non-sexist and multi cultural. We recognise the rights of both men and women to work or care for children. These principles are reflected in the criteria used to admit children to the nursery school and in our curriculum.

Our establishment welcomes children who may have additional support needs.

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Section Two General Information

Staffing

Michelle Smith	Head of Nursery
Nicola McCoy	Team Leader
Angela Barrie	Team Leader
Angela Lynch	Lead Practitioner of Attainment (LPA) Wed-Fri
Tricia McKinlay	Child Development Officer
Michele Stevenson	Child Development Officer
Anne Dean	Child Development Officer (part-time)
Vacancy	Child Development Officer (part-time)
Caroline McNeill	Child Development Officer (part-time) (currently on leave)
Sharon McArthur	Child Development Officer
Sarah Chapman	Child Development Officer
Lorraine McMenemy	Child Development Officer
Caoimhe McCann	Child Development Officer
Lauren Smart	Child Development Officer
Amanda Hannah	Child Development Officer
Suzanne Irvine	Child Development Officer
Sarah Jamil	Support for Learning Worker
Vacancy	Support for Learning Worker
Ruth Kinghorn	Clerical Assistant
Susan MacKenzie	Catering Assistant
Kim Mathers	Catering Assistant
Barbara McKnight	Day Cleaner

Sometimes there will be student teachers, NC or HNC Childcare and Education students or work experience pupils who will work alongside the staff. The nursery will be visited by other agencies in the community, e.g. educational psychologists, health visitors, speech therapists, etc.

Length of Year

The establishment operates the same year to that of the local primary and secondary schools. A full list of the year's holidays is included in this handbook.

Age range of children in the establishment

The nursery admits children from 3 to 5 years of age.

Numbers of children at each daily session and hours of attendance



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The nursery has a roll of 128 children. 64 children attend morning sessions and 64 children attend afternoon sessions. Glasgow City Council Admission Policy is used to allocate all places including full-time places.

Morning Session: 8:00 – 12:45

Afternoon Session: 1.00 – 5:45

Extended Hours: 8:00 – 5:45



Please be advised that some of the following information may be restricted due to COVID-19 Restrictions, eg parents access to the nursery.

Register of Applications

The Head of Nursery will keep a register of all applications and the information contained in the applications will be considered by the admissions panel to assist in the allocation of places.

Enrolment

When a place becomes available, you will be invited to visit the nursery with your child to complete the relevant documentation and to arrange a starting date.

Emergency Contacts

Please provide the nursery with the names, addresses and telephone numbers of two persons for use in the case of emergency. You are asked to keep the nursery up to date with any changes in this information - this is very important.

Settling In

A carefully planned programme is followed. Your child will be settled with a specific member of staff (key worker) to offer a sense of security for your child. Parents must wait with their child on the first day, and are encouraged to stay, if necessary, for some time on other days.

Collection

Children must be collected by a responsible adult (Age 16+). If your child is to be collected by a stranger to the staff, please let us know! We will not give your child to anyone we do not know.

It is also important that your child gets time to collect models and paintings, to show you what he/she has been doing and to enable you to chat to members of staff if you wish.

Security

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The nursery has a secure door entry system for added security. Please press the buzzer to enter the nursery and a member of staff on reception will let you in. Whenever you enter / leave the building ensure that all doors are secured.

Fire Register

On arrival our receptionist will take a register of each child. Our fire alarm is tested every Tuesday. Don't be alarmed when you hear it ring. Please ensure you sign your child in/out of nursery every day, your child's keyworker will direct you to the signing in sheets.

Badges

Each child wears a badge showing his / her name. This not only allows students and visitors to talk to the children by name but it also encourages the children to recognise their own name and the names of the other children. Remember to leave the badge in the nursery at the end of the session.

Attendance

Regular attendance is very important. If your child is going to be absent please telephone the nursery to let us know the reason.

Children should not attend nursery if they are unwell in any obvious way including diarrhoea, fever, coughing spells and untreated infections of the skin.

Charges

Children who are age 3 or over, before the start of term are entitled to 6 free sessions (part time). For some children attending additional sessions charges will apply.

Nursery Learning Fund

All parents are asked to contribute £2.50 per week. This is used to pay for food experience ingredients, birthday presents, Easter eggs, outings, visits from entertainers, special treats, equipment, books, badges, Sports Development coach etc. Please pay, if possible, to Ruth in the office on a Monday at the beginning of the session.

Snacks and the Promotion of Healthy Eating

A light snack is provided daily. Please inform us of any medical or dietary needs. Children must not bring their own food / sweets to nursery. Some children have allergies and may become ill if given food by other children.



Birthdays

We promote healthy eating. Please DO NOT bring in fun sizes, sweets or party bags. On this special occasion you might wish to discuss with staff some healthy choices that your child can share with his/her group. Options include dips and vegetables or bread sticks. The nursery will give a birthday card and present.



Tooth brushing

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Effective tooth brushing is an integral part of health promotion. Regular tooth brushing with appropriate fluoride toothpaste is highly effective in preventing dental decay. All children participate in tooth brushing programme, if you wish to opt out please let us know. Children are closely supervised whilst participating in tooth brushing programme.

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Clothing

Children enjoy messy activities, so please do not wear 'good' clothes to nursery. We will always try to make sure that they wear aprons or overalls, but accidents do happen so please dress your child in suitable clothing. Remember the children have to go to the toilet themselves and braces, belts, etc, are difficult for them to unfasten and refasten.

Shoes

Indoor shoes (**sandshoes**) are required for the nursery.
Please change outdoor shoes at the start of every session.

Toys

Please discourage your child from bringing his/her own toys to nursery as often they do not want to share these with other children and may get upset. Children often become attached to nursery items and put them in their pockets or forget to leave them in the nursery at home time. If you find any pieces of nursery toys or jigsaws in your child's pockets, please return them to the nursery. There is usually a box for these items around the cloakroom area. If your child has a 'comfort toy/bear' and you feel this is beneficial for them to have in nursery please speak to either your child's keyworker or the Head of Centre.

Jewellery

No jewellery to be worn please! Earrings, bangles, rings, etc are dangerous when using physical equipment.

Insurance

Please do not allow your child to bring valuable items to nursery, as the Authority has no insurance to cover the loss of personal items.

Weather

As we use our outdoor area every day, please ensure that your child wears appropriate clothing and footwear.

Outings and Consent Forms

You are asked to give permission for local trips at the start of each session. When outings or excursions are planned, the Head of Nursery or a member of staff will advise you. See Appendix 3 for insurance details.

Accommodation for parents

Parents are very welcome to spend time in the nursery.
We regret we have no facilities for the storage of prams or buggies in the nursery. However we have a pram shed at the side of the main entrance.

No Smoking Policy

Smoking is not permitted in Elie Street Nursery or within the perimeter fence.



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Emergency Closure Arrangements

We make every effort to maintain a full educational service, however, on some occasions circumstances arise which mean the nursery has to close. 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 the details of closure and re-opening. We may keep in touch by using text messaging, letters, Facebook, Twitter, notices in local shops, and announcements in local churches, in the press and on local radio.



Section Three Medical Information

It is very important that a full detail of your child's medical history is provided when completing admission forms and that any new information is communicated promptly.

Administration of Medicines

Children cannot be given medicine in nursery unless by prior agreement in writing. Prescribed drugs may be given at the discretion of the Head of Nursery. You must discuss this with the Head of Nursery and fill in forms authorising staff to administer medication.

Asthma

If your child suffers from asthma you must tell the Head of Nursery if there are any activities or circumstances which are likely to bring on an attack. An inhaler should be kept in nursery.

If your child becomes ill while at nursery

If your child becomes ill or has an accident while attending the nursery every attempt will be made to inform you. If it appears that emergency treatment is required your child will be taken to the nearest hospital (Queen Elizabeth University Hospital) and you will be contacted immediately. It is essential that we are kept up to date with any changes of address, telephone number, place of employment, emergency contact, etc.

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Minor accidents and upsets

These will be dealt with on the premises by staff. All such incidents are recorded and parents informed.

Illness

Children should not attend nursery if they are unwell in any obvious way including diarrhoea, fever, coughing spells and untreated infections of the skin. Mild or convalescing infection can still pose an infectious risk.

Please let us know if your child contracts an infectious disease.

Pre School Vision Screen

The government has recommended that all children should have their sight checked to detect poor vision before they start school. The screening is best carried out between the ages of 4 and 5 years. Periodically an orthoptist will be available in Elie Street Nursery to carry out the screening in your child's pre school year. You will be notified of the date and time of the screening.

Section Four Curriculum for Excellence

How we promote learning

We promote learning by ensuring that activities and resources are appropriate in terms of children's interests, stage of development, ability and experiences. Learning is enhanced by the sensitive intervention of professionally qualified skilled staff.

What we do

The nursery day is organised to allow children choice in selecting and planning their own activities. There will be periods of self-selected learning and adult supported learning. The children will have opportunities to take part in planned activities, snack time, and story time every day. Outlined below are some of the ways in which we aim to develop the children's skills and knowledge.

Purposes and aims: Improving learning

The purpose of Curriculum for Excellence is to ensure that all the children and young people of Scotland develop the attributes, knowledge and skills they will need if they are to flourish in life, learning and work, now and in the future. These are summed up in the detailed wording of the four capacities.

The changes brought about by Curriculum for Excellence should lead to improved quality of learning and teaching and increased attainment and achievement for all children and young people in Scotland, including those who need additional support in their learning.

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Four capacities

The aims of Curriculum for Excellence are that every child and young person should know they are valued and will be supported to become a successful learner, an effective contributor, a confident individual and a responsible citizen.

Early Level

Early education in particular adopts a holistic approach to young children's learning which responds to each child's changing developmental needs and values a child's prior knowledge from home.

Centres have the scope to reflect the individuality of their communities and to respond by providing unique, high quality learning experiences for all their children.

From the outset, young children are partners in the learning process, actively participating in the planning, shaping and directing of their own learning. With sensitive adult support they will learn how to make good, informed choices and take responsibility for their own learning.

The early level serves a number of purposes. For most children it provides a framework for their work in pre-school years and Primary 1. For some young people with additional support needs, the early level provides a framework for learning and progression for much or all of their time in school.

The Role of Staff

Curriculum for Excellence provides opportunities to ensure successful transitions through shared expectations of learning across the early stages of pre-school and P1. It is essential that the active approaches to learning continue from pre-school into P1 and beyond. A collaborative approach is needed to ensure progression within and across levels, particularly at transition and learning will be enhanced through regular professional dialogue across partnerships, sharing knowledge, information, ideas and expertise.

Assessment

This is ongoing throughout the year. Each member of staff observes children, tracking developments to ensure that they are making progress. Through observation and discussion of each child's strengths and areas for development we are able to plan more effectively for the next steps and to provide appropriate resources and support.

Members of staff will keep you informed of your child's progress on a regular basis. We value parent's comments and are pleased to discuss any queries you may have.

Transition Record

A transition record based on outcomes and progress at nursery is completed for each child attending a Glasgow City Council nursery. You will receive a copy of this record

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and will have the opportunity to add your own comments before it is forwarded to your child's primary school.

School Improvement

An annual report referred to as a "Standards and Quality" report is available in the foyer. The report highlights progress in key curricular areas such as literacy, numeracy and health and wellbeing.

This year the nursery will focus on Family Learning, Outdoor Learning, Developing Young Workforce and Digital Learning. The Improvement Plan is available in the foyer. If you require any further information please speak to the Head of Centre.

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Section Five Parental Partnership

Working together to support learning

Everything you do with the children at home contributes to your child's development and we aim to work alongside you to give the children the best opportunities possible. You will learn more about our curriculum from our newsletters and information board. We encourage you to share the activities and information with your child. A planned programme of home learning experiences will be available throughout the year to help you support your child's learning. Please do not hesitate to speak to the Head of nursery if you require advice about helping your child to acquire specific skills.

Supporting children with additional support needs

In order to achieve their full potential, children will experience a curriculum appropriate to their needs. There may be occasions where it is felt that children may benefit from specialist help. The nursery may make referrals, with the consent of parents, to other agencies such as speech and language therapists or educational psychologist, where appropriate. Staff liaise effectively with other agencies, and attend in-service training to ensure that they are knowledgeable about issues affecting children who require additional support.

We will request appropriate adaptations to the physical environment of our building, where appropriate, to address the needs of children with physical or sensory impairments.

Working together to promote positive behaviour

The children are encouraged to co-operate with each other, to share and to be considerate. We promote a positive ethos and adopt positive behaviour management strategies. Appropriate behaviour is praised and encouraged. When inappropriate behaviour occurs, staff intervene sensitively to redirect the child, explain the inappropriateness of the earlier behaviour, and provide opportunities for children to express and explore their feelings, needs and preferences in socially appropriate ways. Our PATHS programme helps to support this. The Nursery has a policy on 'Promoting Positive Behaviour'.

Working with you

At the beginning of the session, parents are asked to share their knowledge of their child with the staff. This enables the staff to have an understanding of the child at home, the interests of the child and the other adults involved. Parents are encouraged to discuss any problems or worries and share information about events in family life, holidays, visits, illnesses, accidents, separation etc. This information will be added to your child's plan to help staff meet the needs of your child. Please let us know if you have any physical or sensory impairment or any reason which hinders your access to information. We will make any reasonable adjustments to ensure equal access to information about their child to any parent, who as a

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consequence of their disability is meeting a difficulty. We may, for example, arrange for an interpreter or provide a large print newsletter.

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Accessibility Strategy

The nursery has a duty to ensure that all our children have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of activities and teaching strategies but also appropriate adaptations to the physical environment of our building to address the needs of pupils with physical or sensory impairments. We also need to ensure that parents who have additional needs 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; provision of an interpreter for the deaf; agreeing a telephone contact system to provide direct feedback to parents.

In compliance with the Disability Discrimination Act and the Accessibility Strategy, the Authority will aim to maintain children who present unexpected but significant needs in relation to physical impairment in their local school.

Newsletters are available in large print on request. Please contact the Head of Nursery, or any member of staff, if you or your child has any difficulty accessing the full range of experiences on offer within Elie Street Nursery. There is a wide variety of help and support available. Please let us know. We want to help.

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

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

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010> .

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/index.aspx?articleid=22069> .

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Parents

We hope that as you come and go each day, you will feel as much a part of the nursery as your child. Parents are very welcome to become involved in the nursery. Often parents have skills that we do not. The children enjoy hearing stories and playing games. We would like volunteers to spend time in the playrooms working with the children or to accompany the children on visits.

Please read the notice board regularly to keep up to date with information. Regular newsletters are sent home to keep you informed of nursery life. If you have any other ideas on how we can work together, please let us know.

Social and fundraising events may be arranged with parents throughout the year.

Parent group meetings are held regularly in the nursery. All parents are very welcome.

Information on adult groups

There may be opportunities to participate in workshops throughout the year. These sometimes involve other agencies, such as Community Nurse.

Keeping Children Safe

All educational establishments and services take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person.

GIRFEC

GIRFEC stands for 'Getting It Right For Every Child'. 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.

The Named Person

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.

For more information see:

<http://www.gov.scot/Topics/People/Young-People/gettingitright>

No Mobile Phones

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In the interests of Child Protection we insist that no mobile phones are used inside the Nursery.

The establishment and the community

We benefit from being part of a vibrant local community. We do try to explore our environment regularly and take advantage of the many excellent resources on our doorstep.

Services within the community

Partick/Hillhead Libraries are an excellent source of up to date information on services within the local area. We try to become involved in local initiatives. If you know of anything happening, or can think of ways in which we can become more involved, please let us know

Links with Primary school

Liaison is maintained with local schools. The nursery staff will visit primary schools and Primary One teachers will visit the nursery.

A transition record based on outcomes and progress at nursery is completed for each child attending a Glasgow City Council Early Years Establishment. You will receive a copy of this record and will have an opportunity to add your own comments before it is forwarded to your child's Primary school.

Links with Secondary school

We are part of Saint Thomas Aquinas Learning Community and will work closely with other schools in the area. We participate in work experience and community service schemes.

Links with charitable organisations

Throughout the year our enterprise events raise money for various charities. Parents are consulted on which charities will benefit each year.

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Section Seven Other Information

Suggestions

The Head of Nursery and Staff will welcome any comments and suggestions from parents. If you can suggest any way to improve our Nursery please let us know. If there are any aspects of the nursery curriculum or routine, which you would like to know more about, please indicate what they are and we will try to help.

Complaints

We hope that you and your child will be very happy in the Nursery. If at any time you are unhappy with the service you or your child receives, please contact the Head of Nursery, who will attempt to resolve any difficulties immediately.

She may be contacted personally, in writing or by telephone.

Please do not hesitate to speak to the Head of Nursery (Michelle Smith) if you have any queries or difficulties.

Alternatively, please use the complaint form available in the nursery, or contact
Care Inspectorate for the Regulation of Care

1 Smithhills Street

Paisley

PA1 1EB

0141 843 4320

Useful Addresses

Early Years Manager:

Heather Douglas

Glasgow City Council

Education Services

City Chambers

40 John Street

Glasgow G1 1JL

Head of Quality Improvement:

Jim Wilson

Glasgow City Council

Education Services

City Chambers

40 John Street

Glasgow G1 1JL

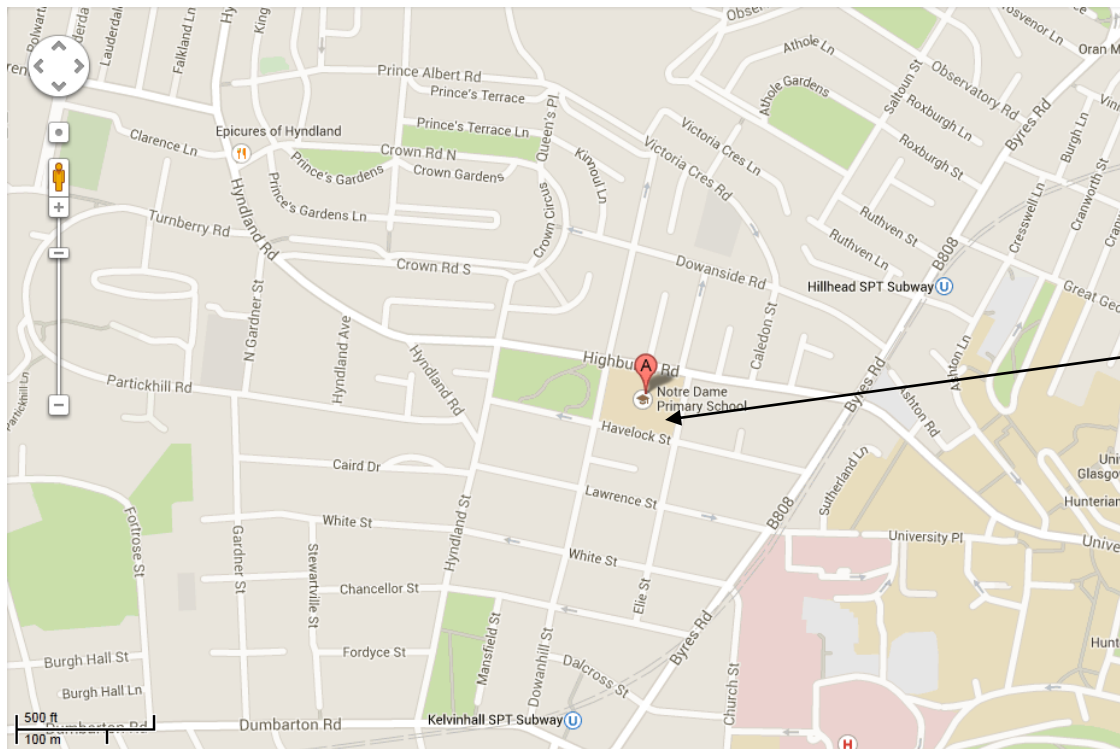
An up to date list of Councillors is available from the nursery office.

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 within it, either before your child's placement begins or during the course of his / her placement. The Head of Nursery will advise you of any important changes to the information.

Appendix One

Map



Elie St
Nursery

Appendix Two

Travel Information

The Nursery is situated on the same street as Dowanhill Park. There is a regular bus service available on Dumbarton Road and Byres Road. The nursery is close to Hillhead and Kelvinhall Underground Stations

Parking

There is very limited parking available in the area around the nursery. Please adhere to this parking restriction at all times. Please be aware that parking is Pay and Display. Parents **must not** park or stop to drop off and pick up outside the nursery. If you do so you are putting lives in danger.

The school car park is for Notre Dame Primary and Elie Street Nursery staff only.

Please be advised that there is a "School Car Free Zone" in operation from 8.30 - 9.15 am and 2.30 - 3.15 pm

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Appendix 3

Child Safety/Child Protection Policy

All education 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 difference 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 protection children

Should any member of staff have concerns regarding the welfare of safety of any child they must report these concerns to the Head of Nursery. The head, or the person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of any pupil must then immediately advise the duty senior social worker at the local social work services area office of the circumstances.

Glasgow City Council Education Services- Management Circular, number 57, appendix 3



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Appendix 4

School Holidays 2021-22

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

2021	
Teachers Return	Thursday 12 August
Pupils Return	Monday 16 August
September Weekend	Friday 24 September and Monday 27 September
October Week	Monday 11 October to Friday 15 October (inclusive)
Christmas and New Year	Thursday 23 December to Tuesday 4 January (inclusive)
2022 Return to School	Wednesday 5 January
Mid Term	Monday 14 February and Tuesday 15 February
Spring Holiday (Easter)	Monday 4 April to Monday 18 April (inclusive)
Return to School	Tuesday 19 April
May Day	Monday 2 May
May Weekend	Friday 27 May
Queen's Jubilee	Thursday 2 June and Friday 3 June
Last day of Term	Friday 24 June

In-Service Days

Day 1	Thursday 12 August	All Schools
Day 2	Friday 13 August	All Schools
Day 3	Friday 8 October	All Schools
Day 4	Wednesday 16 February	All Schools
Day 5	Thursday 5 May	All Schools

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