

GLASGOW CITY COUNCIL: EDUCATION SERVICES

## SIGHTHILL NURSERY



## SCHOOL HANDBOOK

2024/25

## OFFICIAL

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**SECTION 1**

Dear Parent/Guardian,

Welcome to Sighthill Nursery.

Our nursery is located in the centre of the Sighthill area in the North of Glasgow. It is a bright new building situated in the new Sighthill Community Campus with a wide range of facilities and outdoor learning areas.

Our fully qualified and experienced staff will introduce you and your child to our nursery. We hope that you and your child will be happy in our nursery and enjoy the exciting learning experiences we offer.

We hope that you find the information in this handbook helpful and staff will be able to help explain it to you.

Fiona Crawley  
Head of Centre

Sighthill Nursery  
40 Fountainwell Gardens,  
Sighthill,  
Glasgow,  
G21 1AB

Telephone: 0141 557 0903

E-Mail: [headteacher@sighthill-nursery.glasgow.sch.uk](mailto:headteacher@sighthill-nursery.glasgow.sch.uk)

**Non-denominational.**

The Nursery is a non-denominational establishment. We respect and welcome children and parents of all religions, faiths and beliefs.

**Nursery Provision**

The nursery provides places for children aged 0- 5 years.

The nursery is registered for 66 (3-5 children), 12 babies and 25 (2-3 children)

Places are allocated according to Glasgow City Council admission policy.

Children are allocated a “special” staff member, known as the keyworker. This is the person who will support your child’s development when at nursery.

The Head of Centre will be happy to advise you on the City Council’s Policy and we would hope to provide your child with a placement appropriate to your needs.

**SECTION 2 Our Vision statement, Values and Aims**

Sighthill Nursery

**Vision, Values and Aims**

**Vision Statement**

We value and respect the children, families and visitors in our nursery.  
We promote health, achievement and success in learning  
Together we will create opportunities for all children to become successful learners, confident individuals, responsible citizens and effective contributors.

**Values**

- To provide a safe, caring and stimulating environment to promote achievement, effort and success
- To nurture and support our children and families in a happy, caring nursery free from any prejudice
- Every child as an individual and we treat them with fairness and respect

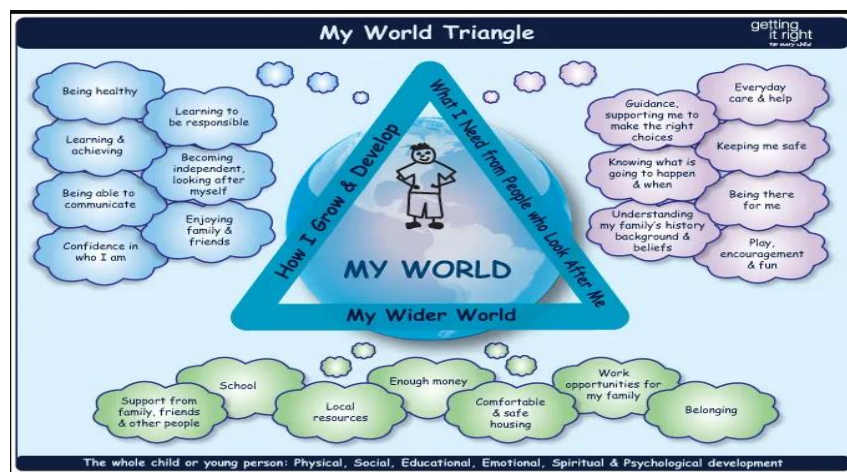
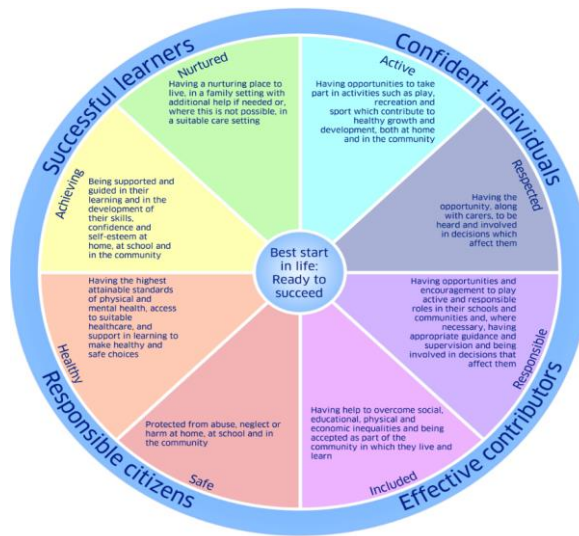
**Aims**

- To provide a welcoming environment where everyone feels cared for, valued and respected.
- Create a safe, stimulating, healthy environment where children are happy and eager to learn.
- To promote and encourage the importance of health and wellbeing for all children, staff, families and the community.
- To build and maintain positive partnerships with parents, carers and staff to promote positive behaviour and raise achievement.
- To encourage all stakeholders to contribute to the rich and diverse life of the nursery
- To self evaluate to develop our practice.

# G.I.R.F.E.C.

In Sighthill Nursery School, we are **Getting It Right For Every Child** when we improve the outcomes and wellbeing for all our children.  
We ensure this is happening when we work in a consistent way with all partner agencies.

Children in Sighthill Nursery will become: Nurtured, Responsible, Achieving, Active, Included, Respected, Healthy and Safe.



We want our children to have the best start in life and be ready to succeed.

Find more about GIRFEC on education Scotland: <https://education.gov.scot/education-scotland/scottish-education-system/policy-for-scottish-education/policy-drivers/getting-it-right-for-every-child-girfec/>

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### **SECTION 3 -General Information**

#### **Contact Information**

Sighthill Nursery  
40 Fountainwell Gardens,  
Sighthill,  
Glasgow,  
G21 1AB

Tel: 0141 557 0903

E-mail: [headteacher@sighthill-nursery.glasgow.sch.uk](mailto:headteacher@sighthill-nursery.glasgow.sch.uk)

#### **Parent concerns**

Parents can speak to the Head of the Nursery on any matters. Fiona is available in person each day and using the above contact information. Please ask if there are points or concerns which need help. Fiona will look to resolve issues in the first instance within a short period of time and will advise you on any other action needed. Further information is available in our complaints section.

#### **Establishment Staff**

|                     |                                     |
|---------------------|-------------------------------------|
| Fiona Crawley       | Head of Centre                      |
| Kate Ramsay         | Child Development Team Leader       |
| Joanne Reid         | Child Development Team Leader       |
| Wendy McCrory       | Lead Practitioner Attainment        |
| Christine Donnachie | Child Development Officer Job-share |
| Julie Kennaway      | Child Development Officer Job-share |
| Donna Todd          | Child Development Officer Job-share |
| Claire Percy        | Child Development Officer           |
| Susan Calder        | Child Development Officer Job-share |
| Laura O'Hara        | Child Development Officer           |
| Nisreen Aslam       | Child Development Officer           |
| Charley Magee       | Child Development Officer           |
| Steffi Barr         | Child Development Officer           |
| Erin Feng           | Child Development Officer           |
| Jackie Morgan       | Child Development Officer           |
| Cheryl McMillan     | Child Development Officer           |
| Jamielee Sweeney    | Child Development Officer           |
| Briony Farrell      | Child Development Officer           |
| Gemma Geddes        | Child Development Officer           |
| Kasia Kuta          | Child Development Officer           |
| Natasha McIntosh    | Child Development Officer           |
| Toni Bird           | Child Development Officer           |
| Heather Hart        | Child Development Officer           |
| Alison Eadie        | Child Development Officer           |

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Olivia Welsh  
Jodie Graham

Child Development Officer  
Child Development Officer

Charley Reid  
Jennifer Clifford  
Pakeeza Javed

Support for Learning Worker  
Support for Learning Worker  
Support for Learning Worker

Amanda Docherty

Clerical officer

Maureen Doyle

Caretaker/Janitor

We all welcome you to Sighthill Nursery School, and hope that you and your family enjoy your time with us.

### **Hours of Opening**

The nursery is open from 8a.m. until 6.00pm all year, with a variety of different play sessions. Children can attend term time or full year depending on family needs  
A list of holidays/in service days for the current school year is available at the Nursery and at the back of this handbook.

### **Applications for nursery**

You may complete an application form and bring it to nursery with required evidence on the last Wednesday of every month by appointment only. A register of applicants is kept in the Nursery, and you will be offered a place, depending on availability.

### **Admissions Policy**

All nursery places are allocated in line with the Council's admission policy and the Head of Centre will be happy to advise you on how this policy operates when you apply for a place for your child.

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 Heads of Pre-5 establishments in the area, a representative from Early Years HQ or other agencies involved in supporting children and their families.

### **Enrolment Procedure**

You are welcome to phone or visit the nursery at anytime to discuss your placement needs. You will be informed by letter or telephone when the place becomes available for

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your child. A visit day will be arranged to complete enrolment forms and a start date will be provided. A tour of the nursery and a chance to meet your key worker happens at this time.

When starting nursery, your child will attend for 1 hour on the first day accompanied by you. Settling patterns vary according to the needs of each child, you can discuss the needs of your child with his/her key worker.

### **Clothing**

Please dress your child in comfortable clothing for play and to help them with toileting on their own (no belts, dungarees or stiff buttons). We do not want to cause upset if good clothes get messy or wet so please don't put on their best clothing, soft shoes are also needed for indoor play and comfort. Please make sure your child has a coat and outdoor shoes in the cloakroom for use in outdoor play.

Each child has a named peg for coat and shoes. Please write your child's name on all items of clothing.

Jewellery, especially 'looped' earrings, should not be worn for safety reasons. Please ask staff for advice.

### **Insurance**

Please do not leave valuable items in the Nursery as the Education Authority does not have insurance to cover the loss of personal items.

### **Transport**

Transport is not normally provided for nursery children. Where children need special support, and have to travel a distance to their placement, the Council may make an exception.

### **Excursions and consent forms**

When your child starts Nursery, you will be asked to complete a consent form for any outside journey or visit. You will be informed in advance of any journey or visit that concerns your child.

### **Emergency closure arrangements**

Occasionally there are circumstances which mean the Nursery has to close. This may be due to severe weather, transport problems, water or power failure etc.

In this event we will do all we can to keep you informed of details of openings and closures. Local radio and Glasgow City website can also provide information.

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)



### **Emergency contacts**

When you enrol your child, you are asked to provide us with your telephone information and the names, addresses and telephone numbers of two contact persons in case of emergency. It is vital that this **information is kept up to date**, as we will need to contact you should your child become ill or upset while at nursery.

### **Meals and Snacks**

Please ask Head of Centre for details.

All children have a snack during their time at nursery; lunch is provided for 3-5 children and some under three children depending on the allocation of their place.

Please tell us if your child has any allergies or food restrictions. We respect the needs of your family.

There is a Birthday snack at the time of your child's birthday. He/she will sit in the birthday chair and his/her group friends join him/her at the table. A small simple sponge cake is shared between them. A card and small gift are also given.

### **Accommodation for parents**

You are welcome to spend time in the playroom at any time.

The Nursery has a Parents' Room situated in the main entrance corridor, this is for parents at settling time and for parent meetings. The Nursery has regular fire drills, please read all fire notices and follow procedures when needed.

### **No Smoking Policy**

Smoking is not allowed on nursery premises at any times.

### **Administration of Medication**

If your child is in need of medication during his/her time at nursery you should discuss his/her requirements with the Head. Prescribed drugs will be given at the discretion of the Head of the nursery and you will need to fill in a form which authorises nursery staff to administer the drugs to your child. The Head will give you the necessary form to complete and explain how we manage medication.

The Nursery staff **must** be informed of any medical conditions, allergies etc.

### **Pupil absence or sickness**

Please telephone us if your child is unable to attend nursery. The information is helpful to alert other families in the event of fever or infectious illnesses.

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If your child becomes ill at Nursery, we will contact you. If you are not available we will call your emergency contact. Our call to you will not be identified and you may worry about answering. Tell us if you prefer to receive a text message. If we cannot contact you or your emergency contact, staff will support your child's well-being until you arrive. Your contact information will need to be confirmed.

In cases of sickness and tummy upset children should be kept at home for 48 hours after the last bout of illness.

Staff use Health Board Guidelines and Information is on display in the cloakroom area. More information about Nursery exclusion periods find at :  
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/exclusion-table>

### **Minor Accidents & Upsets**

You will be informed on arrival to collect your child, of any minor accidents which have taken place in nursery. All incidents are recorded in our accident book and you will be asked to sign this.

The health and safety of your child is very important to us, premises and tasks are risk assessed and there are two First Aid personnel in the nursery.

### **Supporting children**

Children may need support with behaviour, speech, toilet training or some aspect of learning. We will work with you to make sure that your child makes positive progress at Nursery. We talk with all parents informally about their child's progress and if needed we will ask your permission to contact other specialists. Support from the English as an Additional Language Team, Educational Psychologist or Speech and Language Therapists help your child achieve their potential.

### **Child Protection Policy**

All adults employed in Sighthill Nursery adhere to Glasgow City Council Education Services Child Protection Policy drawn up in Management Circular 57. A copy of this is available at the end of this handbook.

## **SECTION 4 Complaints Procedure**

At Sighthill Nursery we do all that we can to ensure you have confidence in our service. Occasionally things can be misunderstood or go wrong and you may wish to complain. We will always listen carefully to you, take a fair and balanced view and investigate your concern.

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The procedure is to firstly.

- Contact Fiona Crawley with details of your complaint. As the Head of Centre, she will aim to resolve the problem quickly for you. Generally, most concerns are able to be dealt with at this stage.
- If your complaint is not resolved, the next stage is to contact a more senior person with the relevant knowledge to help resolve the problem. The Customer Liaison Unit and Education Race Equality Team can be of assistance.

We follow Glasgow City Council Management Circular 89 protocols and advice when dealing with complaints. The Head will provide you with all the relevant contact information and it is on display in the entry area.

### **Contact Information**

Customer Relations,  
Glasgow City Council,  
Room 10,  
City Chambers,  
Glasgow G2 1DU  
0141 287 0900

E-mail [customerrelations@glasgow.gov.uk](mailto:customerrelations@glasgow.gov.uk)

Care Inspectorate  
Tel: 0845 600 9527

Email: [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)

Web: [careinspectorate.com](http://careinspectorate.com)

### **SECTION 5 Parental Involvements**

#### **Working with Parents**

We welcome parents in the nursery at all times to spend time in the playroom and become involved with your child's learning. We will talk and encourage parents to comment on and evaluate aspects of our nursery and will take into consideration your thoughts in future planning. The Nursery has regular newsletters, events and Parents Meetings where various items are discussed.

Nursery education can be the child and parent's first experience of the education system and we aim to build positive relationships with parents to work together for the benefit of all pupils.

Your child comes to Nursery with previous knowledge gained from the home and family. We work closely with you to learn more about your child. Staff use their own skills to further develop your child's knowledge and understanding in play and learning.

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There are many opportunities to become involved in the life of the nursery from storytelling and baking to being a supporter on an outing. The children enjoy having their parents involved in their experiences.

Wall displays provide information about projects to keep parents informed about the range of learning experiences taking place.

### **Toy Fund contribution**

We hope you can donate weekly to our school fund. This money supports party events, theatre trips, sports coaches and magic shows. It pays for baking ingredients, flour for play dough and other extra resources.

### **School Ethos**

The Statement of our Vision, Values and Aims has been presented in the new page format as shown on page 3. This clearly outlines our hopes and aspirations for the children in our care reflecting Children's Rights.

Details of how the vision, values and aims relate to children's rights can be found at <http://www.glasgow.gov.uk/childrensrights>

We will always take time to share simple information each day as this helps us to build the relationship between your child, your family and the nursery. You will have a named key worker who will be your main contact in the nursery the Head of Centre or Depute will also be available to provide additional information about our service, respond to requests and to answer any questions you may have.

Newsletters and wall displays will provide information on learning and events to include you in the life of the nursery and to celebrate the children's achievement and success.

### **Privacy Statement**

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 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.

However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with other public bodies or where otherwise required by law. We may also use any information for research

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purposes. However, all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use Policy approved by the City Council.

For further information please see our full privacy statement at [www.glasgow.gov/index.aspx?articleid=2895](http://www.glasgow.gov/index.aspx?articleid=2895)

### **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 on 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 1<sup>st</sup> 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:

[www.glasgow.gov.uk/en/yourcouncil/freedomofinformation](http://www.glasgow.gov.uk/en/yourcouncil/freedomofinformation)

Internet facilities are provided at all Glasgow City Council Public Libraries and Real Learning Centres.

### **Promoting Positive Behaviour**

We encourage the children to treat each other with respect and to respect the adults around them, staff, parents and visitors. All members of the staff team promote positive behaviour - praising good behaviour and limiting attention for poor behaviour. All staff use encouragement and praise as key tools in shaping behaviour. Parents can help by encouraging the same ethos at home.

More information can be found in our Promoting Positive Behaviour Policy.

### **Enrolment in Primary School**

Children should enrol at Primary School in November for the following August start date. Enrolment dates are in the press, on nursery notice boards and staff will remind you.

### **The Establishment and the Community**

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The Nursery is an integral part of the Sighthill area and is now situated in the new Sighthill Community Campus along with St Stephen's and St Kevin's primaries. For many years Sighthill Nursery has welcomed children from a wide variety of ethnic backgrounds – this provides a rich multicultural experience for everyone.

New housing is now occupied and further developments will include shops, library, affordable housing and a canal walkway.

We work closely with Oral health teams to promote healthy eating and good dental health. There are a wide range of activities throughout the year and information can be found on the Health notice board in the hallway.

We look forward to maintaining our role as a cornerstone of the community.

### **SECTION 6 Curriculum**

#### **The Nursery Curriculum**

Our children from birth to 3 ages follow 'Realising the Ambition' it explores the range of interactions, experiences and spaces we need to provide for babies and you children to help them learn and grow.

The aspects of development have been organised into the following themes:

- Wellbeing (Including Self, Social, emotional and communication)
- Movement and Coordination
- Confidence, Creativity and Curiously
- Literacy learning
- Numeracy and Mathematical learning

We deliver the Curriculum for Excellence as required by the Scottish Executive for children from the age of 3 years. This curriculum provides a broad general education with opportunities for personalisation and choice in learning. Learning programmes include the following aspects of the Curriculum for Excellence.

- Health and Wellbeing
- Literacy and English
- Numeracy and Mathematics
- Expressive Arts
- Technologies
- Social Studies
- Sciences
- Religious and Moral

#### **Supporting Learners with Complex Additional Support Needs**

Curriculum for Excellence aims to provide 'a coherent, flexible and enriched curriculum from 3 to 18 firmly focused on the needs of the child.' Children with complex additional support needs are a wide and varied group of learners who often require adaptations to

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the curriculum. We at Sighthill Nursery follow 'Milestones: Supporting learners with complex additional support needs' as guidance to support the tracking of progression for learners with complex additional support needs who are working at a pre-early level; and promote consistency of language used in reporting progress.

The staff team observe children at play and record learning in photographs and comments. These observations are gathered and each child's observation will be logged in their personal profile on Seesaw and shared with Parents/ carers. The children's progress is tracked throughout the years using Literacy, Numeracy and Wellbeing trackers and helps with future planning for learning.

Children move freely around the different areas of the nursery during their session exploring the wide range of learning experiences provided. Children are encouraged to participate and build knowledge and skills in different areas of learning, they are consulted on their interests and nursery staff plan learning activities to develop those interests.

The children are encouraged to engage in learning experiences offered and staff will intervene with the children to scaffold and maximise their learning.

Children learn through play and active learning provides opportunities to build friendships, communication, understanding and awareness of others. Snack time and lunch times provide the children with healthy eating awareness (<http://www.healthscotland.com/uploads/documents/30341-Setting%20the%20Table.pdf>) , hygiene and routines.

The wide variety of learning experiences provides opportunities for children to develop their capacities as confident individuals, responsible citizens, effective contributors and successful learners.

All assessment evidence is gathered together to provide a transition report for the move to Primary School.

Parents can learn more about the Curriculum for Excellence on the Education Scotland (Parent Zone)  
<http://www.educationscotland.gov.uk/parentzone/index.asp>

Other Learning programmes we use:

- Early Words Together
- Talk for Writing
- Phonological Awareness
- Lending Library
- Home link activities
- Book Bug
- Glasgow Counts
- Outdoor Learning

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- ECO Schools
- Sustainability
- PATHs
- Yoga & Mindfulness
- Makaton

### **Transition to Primary School**

Following registration for school in November and January of your child's Pre-School year, local Primary schools arrange transition visits for all pupils. Your Primary School will contact you directly. Please ask nursery staff if you need help or more information.

Our nursery has shared visits with local primary schools to build school and build confidence for the next stage in learning.

Pupils in need of additional support will have an enhanced transition to meet their identified needs. The Educational Psychologist may be involved and a programme of meetings will take place with the parents, school and other agencies.

### **Support for Pupils**

The development and progress of all children is tracked routinely through curriculum planning. If children need further support to meet their developmental milestones, we will discuss this with parents/ carers to find to best support their child and will offer advice and strategies.

Short term support plans will be introduced to record and track progress.

In the event that a child's barriers to learning are more complex, advice and guidance may be sought from Speech and Language Therapists, Educational Psychologist and Health teams.

The Head of Centre will work closely with the key worker to devise Additional Support Plans ( WAP – Wellbeing & Assessment Plan) for children with identified needs. The nursery team work together to support all children.

Our support procedures follow the Education (Additional Support for Learning) (Scotland) Act 2009.

GCC Policy – 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 and young people 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.

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We are committed to working closely with parents and carers to ensure that you are fully involved in overcoming barriers to learning.

Any parent/carers seeking further advice regarding this policy should contact the Head of Centre in the first instance.

If a parent 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 local level.

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

[Http://www.glasgow.gov.uk/en/Residents/Goingtoschool/AdditionalSupportNeeds/](http://www.glasgow.gov.uk/en/Residents/Goingtoschool/AdditionalSupportNeeds/)

School handbooks must also contain information of any organisations specified by Scottish Ministers which provide advice, further information and support to parents of children and young people with ASN. These organisations are identified under the Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2001 as:

- (a) Children Scotland: Working for Children and Their Families, trading as “Enquire – the Scottish advice and information service for additional support for learning”, a charitable body registered in Scotland under registration number SC003527
- (b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576
- (c) Scottish Law Centre, a charitable body registered in Scotland under registration number SC012741

Appendix 1 – Child Protection Insert.

## CHILD WELFARE & SAFETY and CHILD PROTECTION

All educational establishments and services must take positive steps to help children and young people 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/young people have a clear understanding of the difference between appropriate behaviour 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 /young person’s establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes children and young person’s welfare and a safe environment by:

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- Ensuring that children and young people are respected and listened to
- Ensuring that programmes of health and personal safety are central to the curriculum
- Ensuring that staff is aware of child welfare and safety 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 and young people.

Should any member of staff have concerns regarding the welfare or safety of any child or young person, they must report these concerns to the Head of the establishment. 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 child or young person must then immediately advise social work services of these concerns.

### **Section 7 - School Improvement**

Sighthill Nursery School Improvement Plan is displayed in June for the next school year. A summary of our progress is displayed on the parent notice board. Please ask the Head if you wish more information.

### **Section 8 - School Policies and Practical Information**

- A Policy Folder is available in the nursery main entrance.

### **Section 9 - Data Protection Act 1998**

Information on young people, parents and carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1988 and may only be disclosed in accordance with the Code of Practice. For further information please contact the school.

### **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;

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- The reasons for decisions made by it

The legal right to access includes all types of '*recorded*' information of any data held by the Scottish public authorities. From 1 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

[www.glasgow.gov.uk/en/yourcouncil/freedomofinformation](http://www.glasgow.gov.uk/en/yourcouncil/freedomofinformation)

Internet facilities are provided at Public Libraries and Real Learning Centres.

### **Section 10 - Equality Act 2010 statement**

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, exclusions, 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.

Our nursery supports the legislation of the Equality Act 2010 and is alert to anti-discriminatory behaviour. We follow Glasgow City Council procedures and take action if required. We report monthly to Glasgow City Council and almost never have anything to report.

### **Useful Addresses**

Executive Director of Education  
Glasgow City Council  
City Chambers East  
40 John Street  
GLASGOW  
G1 1JL  
0141 287 2000

North Glasgow College  
110 Flemington Street  
G21 4BX

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0141 558 9001  
Student Services 0141 630 5191

City of Glasgow College  
190 Cathedral Street,  
Glasgow  
G1 2TG  
0141 552 3941

Local City Councillor is Bob Dorris

### The School Year 2024 - 2025

The dates of school holidays and In-Service training days

|  |   |
|--|---|
| <b>Return Date for Teachers</b>                        | <b>Monday 12<sup>th</sup> &amp; Tuesday 13<sup>th</sup> August 2024</b>           |
| <b>Return Date for Children</b>                        | <b>Wednesday 14<sup>th</sup> August 2024</b>                                      |
| <b>September Weekend Public Holiday</b>                | <b>Friday 27<sup>th</sup> September and Monday 30<sup>th</sup> September 2024</b> |
| <b>First Mid Term</b>                                  | <b>Monday 14<sup>th</sup> October to Friday 18<sup>th</sup> October 2024</b>      |
| <b>Winter Break (Term Time)</b>                        | <b>Friday 20<sup>th</sup> December – Friday 3<sup>rd</sup> January 2025</b>       |
| <b>2025 Return to Nursery (Term Time)</b>              | <b>Monday 6<sup>th</sup> January 2025</b>   |
| <b>Winter Break (52 week)</b>                          | <b>Tuesday 24<sup>th</sup> December – Thursday 2<sup>nd</sup> January 2025</b>    |
| <b>2025 Return to Nursery (52 week)</b>                | <b>Friday 3<sup>rd</sup> January 2025</b>   |
| <b>Mid Term Break (Term Time)</b>                      | <b>Monday 17<sup>th</sup> &amp; Tuesday 18<sup>th</sup> February 2025</b>         |
| <b>Spring Break (Term Time)</b>                        | <b>Monday 7<sup>th</sup> April to Monday 21<sup>st</sup> April 2025</b>           |
| <b>Good Friday &amp; Easter Monday Public Holidays</b> | <b>Friday 18<sup>th</sup> April &amp; Monday 21<sup>st</sup> April 2025</b>       |
| <b>Return Date for all Children</b>                    | <b>Schools return Tuesday 22<sup>nd</sup> April 2025</b>                          |
| <b>May Day Public Holiday</b>                          | <b>Monday 5<sup>th</sup> May 2025</b>   |
| <b>May Weekend</b>                                     | <b>Friday 23<sup>rd</sup> May &amp; Monday 26<sup>th</sup> May 2025</b>           |
| <b>Schools Close</b>                                   | <b>Wednesday 25<sup>th</sup> June 2025</b>  |
| <b>Glasgow Fair Public Holiday</b>                     | <b>Monday 21<sup>st</sup> July 2025</b>   |

In Service Days – Schools Closed to Children

OFFICIAL

## OFFICIAL

|              |  |                    |
|--------------|--|--------------------|
| <b>Day 1</b> | Friday 11 <sup>th</sup> October 2024     | All establishments |
| <b>Day 2</b> | Wednesday 19 <sup>th</sup> February 2025 | All establishments |
| <b>Day 3</b> | Thursday 22 <sup>nd</sup> May 2025       | All establishments |
| <b>Day 4</b> | Tuesday 12 <sup>th</sup> August 2025     | All establishments |
| <b>Day 5</b> | Wednesday 13 <sup>th</sup> August 2025   | All establishments |

This information is correct at the time of printing, but there could be changes affecting any of the matters within this document;

- a) Before the start of the school year or during the course of the school year
- b) In relation to subsequent school years