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Maryhill Park Nursery



Maryhill Park Nursery Handbook 2024-2025

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Maryhill Park Nursery

On behalf of everyone at Maryhill Park Nursery, I would like to welcome you to our Early Years Centre. I hope you find this handbook informative and that it encourages you to choose this nursery for your child.

At Maryhill Park, we strive to provide a safe and stimulating environment where all children are encouraged and supported to achieve their fullest potential while having fun and making friends.

Staff work very hard to ensure that every child makes continued progress and is given any help he/she may need to achieve success.

Maryhill Park encourages partnership with parents and the local community. We have various parents' committees and they work hard to support and improve the establishment. New members are always welcome and encouraged to contribute to the life of the nursery in whatever way they can.

I look forward to welcoming you to our nursery and hope that your association with Maryhill Park Nursery will be a long and happy one.

From
Everyone at Maryhill Park Nursery

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Our Nursery Aims

At Maryhill Park Nursery School, we aim to enable all children to become successful learners, confident individuals, responsible citizens and effective contributors by:

1. Providing a safe, happy and stimulating environment where each child learns while participating in interesting and challenging activities.
2. Developing a positive ethos for learning.
3. Developing good links with primary schools to ensure a smooth and positive transition.
4. Involving the nursery school in a variety of local activities.

To achieve these aims we seek the development of meaningful and effective partnerships with parents.

Nursery Values

In all we do, we will uphold the following values:

- Respect for others
- Integrity focussing on caring, trust and honesty
- Self respect
- Achievement for all

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School Information

Address	Maryhill Park Nursery School 81 Kilmun Street, Glasgow G20 OEL
Telephone Number	0141 946 7752
e-mail:	headteacher@maryhillpark-nursery.glasgow.sch.uk
Twitter:	MaryhillParkNursery@ParkMaryhill
Glasgow City Council 'Going to School' web-site:	www.educationscotland.gov.uk/scottish/schoolsonline/nearest.asp
Age Range	3 - 5 years
Current Role	56
Status	The nursery is non-denominational. We respect and welcome children and parents of all religions, faiths and beliefs.
Parents' Groups	The nursery has various Parents' Committees and these meet throughout the year. All parents are invited to participate and should ask a member of staff for further details.
Learning Community	John Paul Learning Community.

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Management Team

Acting Head of Nursery

Team Leader

Lead Practitioner of Attainment

Morag McKenzie

Margaret Dorrans

Amy Magill

Child Development Officers

Kareen Balderston

Nicola Cameron/Ruth Blair - Job Share

Rebecca Clark

Loraine Dillon/Kerri Crumlish - Job Share

Amanda D'Arcy

Rivinder Kumari

Joanne McMillan

Jessica Woods

Kirsty Leslie (temporary)

Support for Learning Workers

Sandra Cooper

Jan Lui

Clerical Assistant

Lisa Day

Janitor

Angela Stuart

Kitchen Staff

Anna Wylie

Lesley Frebers

Hours of Opening

The nursery is open from 8.00am - 6.00pm

Morning Session

8.00am - 12.45pm

Afternoon Session

1.00pm - 05.45pm

Full Time Session

Agreed on individual basis

Lunch

11.45am - 12.30pm

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School Holidays 2024-2025

August

- Monday 12th August 2024 (In-Service Day)
- Tuesday 13th August 2024 (In-Service Day)
- Wednesday 14th August 2024 (Return date for Pupils)

September

- Friday 27th September and Monday 30th September 2024 (September Weekend)

October

- Friday 11th October 2024 (In-Service Day)
- Monday 14th - Friday 18th October (October Week)

December - Christmas and New Year

- Schools close at 2.30 pm on Friday 20th December 2024
- Monday 23rd December 2024 - Friday 3rd January 2025 (Christmas holidays)

January

- Schools return on Monday 6th January 2025

February Mid-term break

- Monday 17th February 2025
- Tuesday 18th February 2025
- Wednesday 19th February 2025 (In-Service Day)

April - Spring Holiday (Easter)

- Schools close at 2.30 pm on Friday 4th April 2025
- Monday 7th April-Monday 21st April 2025 (Spring Break)
- Schools return on Tuesday 22nd April 2025

May

- Monday 5th May 2025 (May Holiday)
- Thursday 22nd May 2025

June

- Schools Close at 1.00pm on Wednesday 25th June 2025

Enrolment

All nursery places are allocated in line with Glasgow City Council's Admissions and Charging Policy. The Head teacher will be happy to advise you on how this policy operates when you apply for a place for your child. Copies of the policy are available in the establishment.

If you would like to enrol your child, please contact the nursery to arrange a time when you can visit and complete an application form. You may do this on or any time after your child turns two years of age. If you would prefer to complete the form at home, please let us know. Parents may ask to see or update their application form at any time and we ask you to let us know if you change address or telephone number.

A register of applications is held in the establishment. These will be considered by a local Admission Panel.

When your child has been allocated a place, you will be contacted by letter to arrange a visit and to be given a start date.

Curriculum for Excellence - Bringing Learning to life and life to Learning

In line with other educational establishments, Early Years Centres/Nurseries are implementing A Curriculum for Excellence. The purpose of this curriculum at the early stages is to support your child in all aspects of his/her emotional, social, cognitive and physical development. It will also offer opportunities to enable him/her to become increasingly independent, responsible and eager to progress in his/her learning. Staff will promote this by providing stimulating contexts for active learning, building on your child's prior knowledge/skills and by recognising his/her developments and achievements.

Curriculum for Excellence aims to improve your child's life chances by helping him/her to become a confident and successful learner who can contribute effectively and be a responsible citizen.

The curriculum, or what we plan for the children to learn, will offer a broad and balanced range of activities that will link learning and help the children to make more sense of what they are doing. Staff will help all children to fulfil their potential and make the most of the opportunities they are given.

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Your child will develop skills and understanding in the following eight areas of learning:

Literacy and English
Numeracy and Mathematics
Health and Wellbeing
Social Studies
Religious and Moral Education
Expressive Arts
Science
Technologies

If you would like to find out more about what your child is learning, you may wish to refer to

<http://www.educationscotland.gov.uk/parentzone/index.asp>

This website may also be of interest to you when your child transfers to primary school.

Assessment and Arrangements for Reporting to Parents and Carers

All children will participate in a broad and balanced curriculum that will respond to their interests and needs. At some activity areas children will work on their own, at others in a small or large group, sometimes with/without an adult. As this is happening, staff will:

1. observe the children at play. This will enable them to become aware of how and what your child is learning.
2. keep regular up to date records of observations and assessments. This will allow staff to plan learning experiences that will take account of your child's needs, development and interests.
3. use reporting as a means of promoting partnership with parents. Parents will be invited to discuss their child's learning twice a year. They may, however, request a meeting at any time and are encouraged to ask questions and to share any relevant information with us. The Head Teacher will meet with parents at least twice a year.
4. assess children's development and progress. Staff will continuously assess your child's progress by observing and talking / listening to your child as he/she engages in a range of activities.

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5. help your child to contribute to his/her Learning Diary. This will track your child's progress and will help us to celebrate each achievement he/she has made.

Transition to Primary School

All children should be enrolled at their local primary school. Children whose 5th birthday falls between the 1st March that year of February the following year, will be admitted to school in the August. If a child's birthday falls in January or February, parents may ask that their child postpones this transfer until the following year.

Primary school enrolment takes place during the second week of term in January.

Early Years staff will ensure that parents are fully informed about enrolment procedures.

Pupils are generally allocated a place at their local school. St Mary's Primary and Parkview Primary are the local schools for many of the children attending Maryhill Park Nursery. Details for these two schools are:

St Mary's Primary
21 Kilmun Street
Maryhill
Glasgow G20 0EL

Parkview Primary
19 Rothes Drive
Maryhill
Glasgow G23 5PZ

Tel: 0141 946 6766

Tel: 0141 946 4622

Please ask the head teacher if more details are required or if you would like to discuss any aspects of primary school enrolment.

Additional Support Needs

At Maryhill Park Nursery School staff acknowledge that each child is special and so every child will be supported to access the whole curriculum and to enjoy and celebrate success in their learning. Our aspiration for all children is that they are supported to be successful learners, confident individuals, responsible citizens and effective contributors. We will work with you to achieve this for your child. We believe that all children learn in different ways and may experience a variety of additional support needs at different times in their education. For some children, the support they require will be of a long-term nature, whereas for others, it may only be for a temporary period.

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Parents are urged to discuss any worries/concerns they may have about their child's development or behaviour with the Head Teacher or their child's Keyworker.

If your child requires additional support, staff will observe/monitor your child's progress and this will be discussed with you. Your views are important to us and will be taken into account when a plan is created to help your child take his/her learning forward.

The nursery works closely with outside agencies including Psychological Services, Speech and Language Therapy and Health Visitors etc.

If your child has received any additional support to access the curriculum or to take learning forward, his/her local school will be informed of this before his/her first day in August. A meeting to which you will be invited, will be arranged so that your child's transition is made as smooth as possible for him/her and everyone involved.

The authority's policy in relation to provision for 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 and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirements 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 and 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 could also apply to a child or young person suffering from bereavement who requires pastoral support, a more able child/young person or those with a particular talent, which needs to be fully developed. The policy requires all establishments to provide an environment where children and young people with additional support needs are actively encouraged to be effective learners and benefit from their school education.

Any parent/carers seeking further advice regarding this policy should contact the headteacher 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 a very local level.

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

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<http://www.glasgow.gov.uk/index.aspx?articleid=8627>

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Organisations providing advice, further information and support to parents of children and young people with ASN are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

- a) Children in 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 CS003527
- b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SCO33576: and
- c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741

Social, Moral and Cultural Values

At Maryhill Park Nursery we aim to create an environment in which all children fulfil their potential and begin to develop an understanding about right/wrong. We will help all children to develop a positive self image and to welcome and respect others.

Child Protection Procedures

Glasgow City Council has issued Child Protection Procedures and Guidance which all staff must follow to promote the care and welfare of children and to protect them from harm.

All adults must share the responsibility for promoting children's health and safety and ensure, as far as possible, that all children are protected from abuse, neglect and exploitation.

Maryhill Park Nursery strives to create and maintain an ethos and climate that enables our children to grow in a warm, stimulating and safe environment. To achieve this, staff will:

1. ensure that children are listened to and respected.
2. ensure that all children are helped to develop an understanding of keeping healthy and safe.
3. ensure that all staff are aware and receive training each year about child protection issues and procedures.
4. maintain good relationships with other agencies that also promote child welfare and safety.

Any member of staff who has a concern regarding the health/safety of a child must report this to the Head Teacher.

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If the Head Teacher thinks that there is the possibility that a child has been harmed or is at risk of harm, she is required to contact the duty Senior Social Worker at the local Social Work Office immediately. If a parent or other adult has a concern about a child, they can also contact Social Work Services.

Please see Child Protection information that is displayed in the entrance area. Please also find information from G.C.C's Management Circular 57, Appendix 9 at the back of this handbook.

Breast Feeding Friendly Policy

At Maryhill Park we strive to make our nursery a warm and welcoming environment for all. As a nursery we aim to ensure that we are involved in developing and promoting breastfeeding as a positive choice; increasing staff knowledge and awareness to provide a welcoming atmosphere for anyone that is breastfeeding.

As an establishment which has breast feeding friendly scheme we are committed to actively promoting a supportive breast feeding culture for parents/families. This allows for a feeling of comfort to breastfeed within our establishment and reassure our families that we offer the best support possible.

Role of the establishment:

- A comfortable, welcoming environment will always be available for families.

We have completed the Breast Feeding Friendly Scotland training as an establishment in 2024. If you would like any further information please ask our champion Amy our Breast feeding Friendly Policy available on our website.

Equal Opportunities and Social Inclusion

Maryhill Park Nursery reflects Glasgow City Council's Equal Opportunities and Social Inclusion Policy and is anti-racist, anti-sexist, multi-cultural while recognising the rights of both men and women to work or care for children. The provision we offer, also takes account of the needs of children with additional support needs, disabilities and chronic illnesses.

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The establishment endeavours to treat all pupils equally and make sure that none are disadvantaged in any way.

Additional Support Needs/Accessibility Strategy

The establishment has a duty to ensure that all our children have equal access to the curriculum and are appropriately supported as determined by their individual needs. This covers not only the content of planned activities and teaching strategies but also minor adaptations to the physical environment of our building. We strive to address the needs of children with physical and sensory impairments including the relocation of playrooms where feasible. We also need to ensure that parents and carers who have a disability have equal access to information about their child. This will involve, for example, relocating the venue for parents/carers meetings to facilitate physical access, provision of an interpreter for people for whom English is an additional language and agreeing a phone contact system to provide direct feedback to parents and carers if required.

Physical Access: Maryhill Park Nursery occupies a ground floor location easily accessed from Kilmun Street. The establishment has an open-planned layout with all areas easily accessed by all.

Communication: individual meetings with parents to discuss their child's progress are held throughout the year. Information for parents is displayed in the foyer and cloakroom area. Provision of an interpreter is accessed to meet the needs of parents and carers.

Curriculum: a broad and balanced curriculum is offered to all children. Staff observe and plan a range of activities to challenge children at all areas in the nursery and record individual achievements. Staff seek to identify possible areas of concern so that additional help can be sought early.

Staff Development: staff are sensitive to the needs of children and adults with disabilities and are familiar with the council's Accessibility Strategy.

Home and Establishment Links

Staff at Maryhill Park Nursery recognise and value all the information parents give us about their child and use this to take learning forward in a happy yet challenging way. We seek to establish strong links with parents and do this in several ways including:

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1. Asking for your help when your child first starts, so that a Home/Nursery Transition can be completed. This tells us more about your child.
2. Inviting parents to meetings and workshops that are held throughout the year. Opportunities are offered to allow parents to meet with their child's Keyworker to discuss progress or areas of concern. Information about these can be found on the Parents' Information Wall.
3. By sending regular newsletters home so that parents are made aware of all that is happening in the nursery.
4. By inviting parents to Open Days so that they can experience the range of activities that are used by their children each day.
5. By inviting parents to concerts held throughout the year so that they can join us in celebrating their children's talents in a fun and happy way.
6. By inviting parents to join our Parents' Committee, Gardening Club or Eco Committee.
7. By inviting parents to join the nursery on outings to local attractions.

School Improvements

Since 2012, Maryhill Park Nursery has been accredited with a Bronze and a Silver award for Eco activities.

Funding from 'Awards for All' has enabled us to offer the children a programme of physical play and movement to music.

All Glasgow City Council establishments have a School Improvement Plan. This is written by the headteacher each year and details the improvements that will take place over the coming year.

In Maryhill Park Nursery, details of this plan are displayed outside the headteacher's office with achievements marked in red.

Parents' views are sought throughout the year and they are also asked to monitor progress of the improvements made. If you would like any further information about improvements the establishment plans to make, please ask the headteacher.

Attendance at the Establishment

You are encouraged to bring your child to nursery each day so that he/she can gain maximum benefit from the nursery programme. Should your child be absent, please let us know as attendance is monitored. We will contact you after two days if we have not heard from you. We aim to keep all children safe and well and will work with you to achieve this.

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Establishment /Community

The establishment promotes positive partnerships within the community and works closely with local primary schools, health and social services. Staff work hard to make children aware of ways in which they can care for their environment and be good citizens. The nursery works closely with the local Community Action Team. They work with staff to heighten the children's awareness of issues such as litter and Eco initiatives. We also offer work experience placements for pupils from John Paul Academy and welcome teaching and early years' students from a variety of training locations.

Promoting Positive Behaviour

In Maryhill Park Nursery we promote positive behaviour by:

1. Using praise and positive reinforcement
2. Discussing and following our 'Star Rules'
3. Encouraging children to respect other children and adults
4. Establishing routines and practices as part of the nursery programme.

Parents/carers are encouraged to work with staff to promote positive behaviour both at home and nursery. They are invited to discuss any concerns they may have with their child's Keyworker, Team Leader or Head Teacher as soon as concerns arise.

In some situations, further advice will be sought from various agencies including the Educational Psychologist. She may meet with parents/carers to discuss concerns and agree on a way forward.

At Maryhill Park Nursery our main aim is to encourage and reward good behaviour rather than focus on negative behaviour.

Maryhill Park Nursery has a range of policies and procedures that explain how aspects of the establishment operate. These are available for parents to view at anytime and include lunch routine and settling children. More information on Glasgow City Council policies can be found at:

<http://www.glasgow.gov.uk?index.aspx?articleid=8597>

Clothing

There are forms of dress that are unacceptable in an establishment, such as an items of clothing which

- Potentially encourages faction (such as football colours)

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- Could cause offence (such as anti-religious symbolism or political slogans).
- Could cause health and safety difficulties, such as loose-fitting clothing, dangling earrings etc.
- Carry advertising, particularly for alcohol or tobacco.
- Could be used to inflict damage on other children or be used by others to do so.

Glasgow City Council is concerned at the level of claims being received regarding the loss of children's and young people's clothing and /or personal belongings. Parents/carers are asked to assist in this area by ensuring that valuable items and unnecessary expensive items of clothing are not brought to establishment. Parents/carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.

Meals

As we are now operating extended nursery hours, all children are offered lunch before they go home or shortly after arriving in the afternoon. There is no charge for this and is an excellent opportunity to learn social skills and to try new food.

All children will be invited to choose a snack from a selection of healthy options each morning/afternoon. This snack will include a selection of fresh fruit, bread sticks, toast etc with milk or water to drink. Parents are asked to inform the establishment if any food restrictions or special diets are required.

Medical and Health Care

If your child is in need of medication during his/her time at nursery you should discuss his/her requirements with the Head Teacher or Team Leader. Prescribed medicine will be given at the discretion of the head teacher and parents will be required to complete a form which authorises nursery staff to administer the medicine to your child. You will be given the necessary form when you have discussed this.

If your child suffers from asthma, you must tell the Head Teacher/Team Leader if there are any activities or specific circumstances that are likely to bring on an attack.

If your child suffers from epileptic attacks, you must tell the Head Teacher/Team Leader about what emergency treatment will be required.

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It is imperative that parents/carers inform us of any changes to their address or telephone number. If your child becomes ill or has an accident in the nursery, we must be able to contact you to inform you. However, in the event of a serious accident, the child's parents will be informed and arrangements will be made to meet them at the casualty department of a local hospital should that be necessary.

If a minor incident occurs in nursery, it will be dealt with sympathetically by staff and the parent will either be contacted or informed at the end of the session.

Information in Emergencies

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Establishments may be affected by, for example, severe weather, temporary interruptions of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letter, emails, Twitter, notices in local shops and community centres, announcements in local places of worship and announcements in the press and local radio.

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Parents' Group

The nursery has a parents' committee and this usually meets at least once each term. We also have an Eco and gardening group and new members are always welcome.

Data Protection Act 1998

Information on children and 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 1998 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the establishment.

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 / 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 reason 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:

www.glasgow.gov.uk/en/yourcouncil/freedomofinformation

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

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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 establishment.

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, 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

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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 requirements 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 parents and carers of their children.

In Maryhill Park Nursery, staff are always vigilant and encourage children to tell them of any concerns they may have. Parents are also invited to tell us if they are aware of any worries they or their children have.

Comments and Complaints

If you have a comment, concern or complaint, please approach the Head of Establishment in the first instance.

If the Head of Establishment does not resolve the issue to your satisfaction, you should contact our Customer Liaison Unit who will:

- *Take a totally neutral stance in fully investigating your complaint
- *Acknowledge receipt of your complaint within five working days.
- *Give a full written response within a further 10 working days, unless another timescale has been agreed.

The Customer Liaison Unit can be contacted by phone or e-mail:

E-mail: education@glasgow.gov.uk

Phone: 0141 287 5384

Customer Liaison Unit
Education Services
City Chambers East
40 John Street
Glasgow G1 1JL

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Useful Addresses and Contacts

The Executive Director of Education - Maureen McKenna

Education Services
Glasgow City Council
City Chambers East
40 John Street
Glasgow G1 1JL

Local Councillors

Councillor John Letford
Councillor Jane Morgan
Councillor Franny Scally

Glasgow City Council
City Chambers
George Square
Glasgow G2 1DU

Cultural and Leisure Services, letting section. Phone 0141 302 2814/2815

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document.

- a) before the commencement or during the course of the establishment year in question;
- b) in relation to subsequent establishment years.

Maryhill Park Nursery
81 Kilmun Street
Maryhill
Glasgow City Council
Tel: 0141 946 7752

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Education Services

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 use 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/establishment 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, see www.glasgow.gov.uk/privacy.

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

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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 provided for the prevention and detection of fraud.

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