



DUNTARVIE PRE-SCHOOL ASSESSMENT AND DEVELOPMENT CENTRE

HANDBOOK



Last updated: November 2022

Duntarvie Pre-School

Assessment and Development Centre



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Duntarvie are on Twitter! @Duntarviepsdc

Dear Parent/carer,

*Welcome to Duntarvie Pre School Assessment and Development
Centre.*

*I hope you enjoy reading our handbook and that you find all the
information that you need within it. If there is anything that is not
clear, or if you have any questions or would like any additional
information, please speak to me, or to any member of staff.*

*Together with the staff, I look forward to working with you and
your child.*

*Cat Maclennan
Acting Depute Head of Centre
Duntarvie PSADC*

HANDBOOK CONTENTS

- About Duntarvie PSADC
- Duntarvie PSADC Context, Vision, Aims and Values
- Address, Telephone number, Staff information
- Admission, Settling In and Assessment
- Parental Involvement
- Hours of Attendance
- Transport
- Emergency Closure
- Emergency Procedures - Alarm
- While Your Child is in Duntarvie PSADC
 - ❖ Clothing
 - ❖ Toileting
 - ❖ Snacks and Healthy Eating
 - ❖ Medical Matters
 - ❖ Infection Control in Duntarvie
 - ❖ Daily Diary
 - ❖ Promoting Positive Behaviour
 - ❖ Confidentiality
 - ❖ Insurance
 - ❖ No Smoking
- The Curriculum
- Daily Routine
- Policies
- Child Protection Policy
- Additional Support Needs
- GIRFEC and Named Person
- Accessibility
- Data Protection Act 1998
- School Improvement
- Your Suggestions and Complaints
- Useful names and Addresses
- How to get to Duntarvie PSADC
- Holidays and In-Service Day

DUNTARVIE PRE SCHOOL ASSESSMENT AND DEVELOPMENT CENTRE

Duntarvie provides short-term temporary placements for children aged 3-5 who live in the North of Glasgow, and who would benefit from additional support for learning. We have a maximum of 20 places for children, 10 places in the morning and 10 in the afternoon.

Applications for placements in Duntarvie are made by each child's main nursery. There are three admissions to Duntarvie each year.

The staff in Duntarvie work with the child's parents/carers, their main nursery and other services to provide a comprehensive assessment for each child, outlining their strengths and developmental needs. Duntarvie provides a balanced range of activities in the key aspects of children's development and learning, using both the Curriculum for Excellence and the Pre-birth to Three guidance, which are adapted when necessary to take account of the needs of the children.

The centre consists of two spacious, bright playrooms, a sensory room, toilets, staff room, and three offices. There is a secure and attractive outside play area.



CONTEXT, VISION, AIMS AND VALUES

Context:

Duntarvie Pre School Assessment and Development Centre provides part-time, short-term (10-12 weeks) placements which are additional to, and run concurrently with, Early Years Centre placements. The placements are offered to children aged three to five, for whom additional support needs have been identified. The service provided by Duntarvie PSADC is part of Glasgow's planned staged intervention process to support children with additional support needs.

Vision:

Duntarvie PSADC offers assessment in an educational context. This assessment is planned and completed in partnership with parents and families and with the child's Early Years Centre. Duntarvie PSADC works in partnership with other education, health and social work services to ensure a comprehensive and collaborative assessment profile. Our role is to gather assessment information relating to each child's strengths and development needs and to trial and identify strategies to support each child's inclusion within education.

Aims:

During the placement the child accesses both the mainstream Early Years Centre and Duntarvie PSADC; this provides a broad and balanced educational experience, with additional support for learning and inclusion. The child's Early Years Centre provides Duntarvie PSADC with information about the child's prior learning and with pointers about their development needs.

Duntarvie PSADC uses both the Curriculum for Excellence and the Pre-birth to Three Guidance to plan and assess the children's learning, taking into account the priorities for assessment. The priorities for assessment are identified and agreed by parents, Early Years Centres and involved professionals. Areas within the curriculum are prioritised to provide as much learning support and to build as holistic assessment profile as - possible within the set timeframe of 10-12 weeks. This means Duntarvie PSADC focuses on and emphasises some areas of the curriculum over others. Progress is tracked through assessment profiles, and is recorded and reported to parents and other professionals.

To ensure clarity, it is worth noting that two services which Duntarvie PSADC does not offer are medical diagnoses, and advice on school placement.

During the placement, strategies which have been found through assessment to support the child's progress and development are identified and shared with parents, the Early Years Centres and other professionals. These strategies are recorded in the assessment report and discussed at the assessment meeting. The strategies are intended to support the child's inclusion and continued progress, and can be used in Additional Support Planning. Duntarvie PSADC shares information about the child's learning with parents and the Early Years Centres during and at the end of the placement to ensure progression.

Values:

- We value each child as an individual
- We value including parents in all aspects of their child's education and their placement with us
- We value high expectations for all
- We value strong relationships with our children and parents, and others who work with us
- We value a happy learning and working environment
- We value the equality of all
- We value the importance of families being central in their children's learning
- We value the concerns and confidentiality of all our children's families
- We value children's feelings, choices and views
- We value having fun and enjoyment when we learn

This statement was developed in consultation with our families and staff in April 2020.

GENERAL INFORMATION

ADDRESS 70 Rockfield Road
 Glasgow G21 3DZ

TEL. NO. 0141 558 5483

EMAIL: headteacher@duntarviepre-school.glasgow.sch.uk

STAFFING

ACTING DEPUTE HEAD OF CENTRE

Cat Maclennan - Child Protection Co-ordinator

CHILD DEVELOPMENT OFFICERS

Elizabeth McGrail - Fire Warden

Hollie Hamilton (part-time)

Fatemeh Namazi (temporary full-time)

PUPIL SUPPORT ASSISTANTS

Sandra Gemmell - Food Hygienist

Isobel Bird (part-time) - First Aider and Food Hygienist

Michelle Liddell (full-time)

LINK SPEECH AND LANGUAGE THERAPIST

Liz Santos

LINK PSYCHOLOGIST

Maggie Banks - North East

Stephanie Allan - North West

CLERKES

Maureen Carr

ADMISSION

If you feel that a placement at Duntarvie PSADC would be helpful for your child, the Head of your child's Early Years Centre can make a referral. This is done after full discussion with you, and following a multi-agency meeting. The referrals are discussed at an admissions meeting in Duntarvie. Admission criteria are used to prioritise the admission of children. If a placement is agreed to be appropriate for your child, you will be invited to visit Duntarvie. During this visit you will be able to meet the staff, view the playrooms, talk about your child, discuss arrangements and ask questions. It is during, or shortly after, this visit that you inform the Acting Depute Head of Centre whether or not you wish to accept the place offered to your child. If you do accept the place, arrangements are made for a starting date and the Acting Depute Head of Centre can then apply for transport for your child.

TRANSITIONS

We understand that it is important to support children in making positive and successful transitions. For some children transitions can be difficult. At the initial visit, we will discuss with you how best to prepare for and support your child when they are coming to Duntarvie. We give each family a Transition Book, which has photographs of Duntarvie, and of the key members of staff for your child, along with contact details. If there are any other strategies which you feel would be helpful in supporting your child's transition, please share them with us.

SETTLING IN

We ask parents, or someone well-known to the child, to come with the child to Duntarvie for at least the first day. This helps the child to settle into a new environment. It also helps the parents to get to know Duntarvie and the staff. We use this time to share information between parents and the Centre.

The child will be settled with their keyworkers. Staff/keyworkers will maintain contact with the parents using the home/school diary and via the telephone.

ASSESSMENT FOR LEARNING

Once each child is settled, the keyworker puts in place planning to support their learning. Staff develop weekly plans for each child in their group and the children's needs and interests are foremost in this. The keyworkers build strong and positive relationships with the child, so that each child is able to engage with learning and demonstrate their skills. During the child's placement their keyworker collects information to develop an assessment profile for them. This outlines the child's strengths and difficulties in learning, and most importantly also outlines the strategies which are supportive to each child. A long-term calendar of seasonal and cultural events is made and all plans are discussed with the Acting Depute Head of Centre at regular planning meetings. We aim to work in collaboration with parents, encouraging their involvement in the assessment process by providing information and support where appropriate. Duntarvie aims to develop positive links with other agencies, working collaboratively and sharing knowledge and skills to ensure positive outcomes.



PARENTS' EVENINGS

You will be invited to Parents' Evening about midway through your child's placement. We offer you a specific appointment with your child's keyworker to discuss your child's progress. There is also the opportunity to see around the playrooms, look at your child's work, and to see video of the children. This is an excellent opportunity for us to make sure that we are working together effectively and making the most of your child's time with us. Interpreters will be arranged for any parent who would benefit from one. If you cannot come along to the Parents' Evening, alternative day-time appointments can be made for you.

ASSESSMENT MEETINGS

After about 10/12 weeks (this can vary because of holidays, start date etc.), an assessment meeting is held in Duntarvie. At this meeting the assessment information gathered about your child during his/her time here is presented in the form of a report written by the team at Duntarvie, and this information is discussed. You will be asked to the meeting along with the professionals involved with your child. You may also wish to invite someone to this meeting. We will endeavour to send a copy of the report home to you before the meeting, so that you have a chance to read it before the meeting. The meeting is a good opportunity for you to ask any questions that you have, as the professionals involved with your child will be there to answer them if they can. An important part of the meeting is the planning for the next steps in your child's learning.

If a parent has a concern at any time during their child's placement, they should contact the Acting Depute Head of Centre immediately. The Acting Depute Head of Centre will listen to their concern and respond to it as soon as possible.

PARENTAL INVOLVEMENT

While your child is at Duntarvie we will work closely with you, to make sure that our support is as effective as possible and that your views and concerns are taken in to full consideration. During the 10-12 week placement, we ask you to come to Duntarvie for an initial visit, for settling-in, for parents' evening, and for the assessment meeting. These are all excellent opportunities for working together, and for you to be as involved as possible in your child's learning. Duntarvie can arrange interpreters for parents for whom English is an Additional Language, and for parents who use British Sign Language.

Your child's keyworker will arrange to phone you at a mutually convenient time to you both to keep you up-to-date in your child's progress and to ensure that both you and the centre are fully informed. We also use a daily diary system to share information with you. We ask you to help us by keeping in touch with us, by writing in the diary, phoning or visiting during your child's placement.

During your child's time in Duntarvie, we aim to involve you in your child's learning as much as possible. We make sure that you are kept informed and involved in what your child is learning by sending home your child's Learning journal. We also regularly send home a Family Learning Bag which is tailored to your child's interests and a Book Bag containing books which your child has enjoyed.

Duntarvie has a Twitter page: @Duntarviepsadc. We use this page to share news, events and the achievements of the children with you.

HOURS OF ATTENDANCE

Normally children attend Duntarvie PSADC for 5 mornings or afternoons each week. There are no full time places. There are places for 10 children in the morning and 10 in the afternoon. It is important that each child continues with their mainstream nursery placement while attending Duntarvie PSADC as our aim is to support and improve the child's inclusion in to their long-term learning environment.

MORNING SESSIONS

Transport is arranged so that children arrive here by 9.00 am. The session ends at 11.20 am.

AFTERNOON SESSIONS

Transport is arranged so that children arrive here by 1.00 pm. The session ends at 3.20 pm.

TRANSPORT

Transport by taxi is provided by the Education Department. Escorts appointed by the Education Department will accompany your child on the inward and outward journeys. If you know in advance that your child will not be attending on a particular day please inform the Escort or the Acting Depute Head of Centre so that the Transport Section can be notified and will not be charged for that journey.

Parents should note that it is their responsibility to ensure that a responsible person takes their child to and collects him/her from the transport provided. **Under no circumstances** will the Escort hand over your child to a person not known to them or about whom they have not been informed.

Escorts' guidelines state that if there is no one to receive a child then that child should be taken to the nearest Social Work Department and a note should be left at the child's home advising his/her parents of this.

Please note the taxi will wait no longer than 5 minutes at the address.

TRANSPORT Continued

Please note that unless in an emergency at least 2 working days' notice has to be given of changes to pick up and drop off points. There will be exceptions to this if it is an emergency.

The telephone number of the Education Department Transport Section is 0141 287 1056.

Please be aware that failure to notify the Transport Co-ordination Centre on 3 consecutive occasions that your child will not be travelling in the taxi will result in your child being taken off the run.

EMERGENCY CLOSURE

We make every effort to remain open and to maintain a full service for our children and families however on some occasions circumstances may arise that may lead to disruption; severe weather, temporary disruption to transport, power failures, flooding of difficulties with fuel supplies.

In such cases we will do all that we can to let you know the details of our closure/re-opening. We will do so via phone call, letter, email or text.

EMERGENCY PROCEDURES - ALARM

The fire alarm for the Campus is tested weekly. Planned fire drills take place on a Wednesday both in the morning and afternoon. In the event of a full evacuation, and not being able to return safely to the building, the children will be taken by Duntarvie staff to All Saints Secondary School at 299 Ryehill Road. You will be contacted to collect your child immediately. Please ensure your contact information is correct.

WHILE YOUR CHILD IS IN DUNTARVIE PSADC

CLOTHING

Children have access to water play and messy activities in Duntarvie and although we make every effort to protect clothes they can become wet or dirty. Please don't dress them in their best! You might like to leave a change of clothes in a bag on your child's peg - just in case of accidents.

TOILETING

We have a toileting policy in Duntarvie. If your child has any specific toileting needs please let us know when your child starts their placement. If your child is in nappies or pull ups please send these in a bag with your child. The nappies stay in your child's bag until needed. Two per day and wipes should be enough.

SNACKS AND HEALTHY EATING

Snack time is part of the routine each morning and afternoon. A simple snack is offered - often bread or toast with a choice of spread e.g. butter or cheese, cereals and vegetables, with milk or water to drink. Fruit is always offered. We encourage and promote healthy eating. At admission it is very important that you inform us of any allergies which your child is known to have and any special dietary requirements. Please also let us know about particular food dislikes.

We have a snack fund, which the parents contribute to and this enables us to buy a range of foods for the children.

MEDICATION

If your child needs medication while in Duntarvie you should discuss the requirements with the Acting Depute Head of Centre. Prescribed medication will be given at her discretion and on completion of the form authorising medication to be administered on your behalf.

If your child suffers from asthma you must tell the Acting Depute Head of Centre of any circumstances which are likely to bring on an attack.

If your child suffers from epilepsy you must inform the Acting Depute Head of Centre of what emergency treatment to give.

Please take note of Infection Control in Duntarvie.

IF YOUR CHILD IS UNWELL

If your child is absent from their own nursery due to being unwell they should **not** attend Duntarvie until they are well enough to resume both settings. Please notify us as soon as possible. It is useful, although not always possible, if you can give some indication of how long your child is likely to be absent. When you know that your child is fit to return, please notify us before 3p.m. so that transport can be restarted for the following day.

IF YOUR CHILD BECOMES UNWELL WHILE AT DUNTARVIE.

The Acting Depute Head of Centre will use her discretion as to whether she should ask you to come to collect your child immediately or he/she is able to stay until the usual time to be taken home. You will realise from this how important it is that we be kept informed of any changes in telephone numbers and emergency contacts.

INFECTION CONTROL IN DUNTARVIE

It is the aim of all staff to provide a safe environment for children.

As far as reducing infection is concerned considerable importance is made of **HANDWASHING** - by staff and children. It is known that effective handwashing is the mainstay of infection control for most germs.

Handwashing after children use the toilet and before they have snack is closely supervised in Duntarvie. We ask that you support us by encouraging your child to wash his/her hands properly, washing the whole hands and using soap.

We know that it seems obvious but please do not send your child to Duntarvie if he/she is unwell in any obvious way. This includes diarrhoea, fever, coughing spells and untreated skin or eye conditions - particularly if the skin is 'wet' or the eyes are runny.



**ALL CHILDREN
WITH
DIARRHOEA
SHOULD BE
KEPT AT HOME**

MINOR ACCIDENTS AND UPSETS

When children are at play, running around and exploring they can get minor bumps and bruises. Any accidents are noted in the accident book and a copy will be sent home to you.



DAILY DIARY

We have a daily diary system in Duntarvie. Unlike mainstream nursery we won't see you every day so we ask you to help us to keep in touch. We will have talked about this when you visited but just to remind you - we will write general things about your child and you can tell us about what is happening at home. Things like visits to gran's, going to the pictures, getting new clothes, having a sleepless night, playing with toys. This sort of information is really helpful in encouraging children to talk to us. It also means that you get an idea of what your child is enjoying here. We put a 'Wow Moments' slip of paper in your child's diary every week so that you can share your child's achievements at home with us. We do find it helpful when you share information with us.

Please remember that if you have any concerns you are very welcome to visit or phone us.

PROMOTING POSITIVE BEHAVIOUR

Duntarvie PSADC has a Promoting Positive Behaviour Policy. A copy of this policy is given to the parents of each child during their visit to Duntarvie. Promoting children's rights, as identified in the UNCRC (1989), is embedded in the ethos of our Centre. Staff work hard to provide a warm and nurturing learning environment where we strive to be positive role models for our children.

The Duntarvie approach to promoting positive behaviour is to build a positive ethos that demonstrates respect for all. Positive behaviour is encouraged, recognised and celebrated. We want our Centre to be a happy place for your child and with this in mind we also want you to feel that you can talk with staff members about any worries you may have. This will be treated with strict confidence.

CONFIDENTIALITY

The Education Department and the Care Commission are aware of the need to share information so that the needs of your child can be met. They are aware that much of this information can be sensitive and you can be assured that this will be kept confidential. You will be asked if information may be shared amongst those who are directly involved with your child. Records of observations about your child are recorded in the individual Assessment Profiles, and Learning Journals and are summarised in the assessment reports. We hope that when you visit you will read the contents and make comments and give us feedback.

Please be aware that any grounds for concern about Child Protection will be reported to the appropriate agencies. See Child Protection.

INSURANCE

We do make every effort to take care of children's belongings but please note that the Authority has no insurance to cover the loss of personal items. Claims submitted are only likely to be met where the Authority can be shown to be negligent.

A copy of the Insurance Cover for the Centre is displayed at the front door.

NO SMOKING POLICY

All buildings owned by Glasgow City Council operate a strict no-smoking policy both within the buildings and within their grounds.

MOBILE PHONE USAGE

The use of mobile phones within the Centre is strictly prohibited. We kindly ask that you respect this rule as it ensures the safety of our children and staff. No pictures or videos should be taken in the Centre unless authorised by Management.

THE CURRICULUM

OUR AIMS

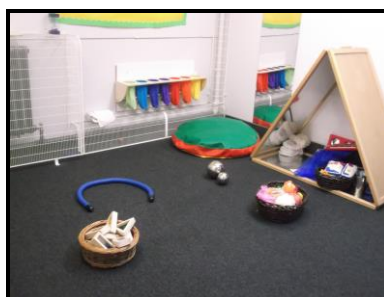
We aim to provide a secure environment where children are relaxed and confident. This encourages children to use their abilities to their fullest potential and helps them to engage more fully in their learning. We encourage situations in which children can practise their skills in interacting with staff and other children, bearing in mind that for some children this can be a challenge

We aim to provide a reliable assessment in a setting where the individuality of each child is respected giving due regard without discrimination to disability, gender, religious persuasion, racial origin and cultural and linguistic background.

We aim to assess children using the curricular framework as described in the document 'A Curriculum for Excellence' produced by the Scottish Executive 2005 and 'Pre-Birth to 3' 2010 guidance. We carry out an assessment which details each child's strengths and developmental needs. It is a comprehensive assessment covering all areas of development and includes strategies for learning. Assessment is carried out during a wide range of planned play and learning experiences. Information is gathered and this helps to plan next steps for each child. Every child's progress is tracked throughout their placement and this is recorded and reported to parents at Parents' Evenings, assessment meetings and is fully detailed in the child's assessment report.

If there is anything in the above on which you wish more information or want to discuss please feel free to contact the Acting Depute Head of Centre.

To ensure clarity, please note that we do not advise or make any recommendations on school placements.



CURRICULUM FOR EXCELLENCE

Curriculum for Excellence has been introduced across Scotland for all 3 - 18-year olds - wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for the jobs of tomorrow in a fast-changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents/ carers across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's "learning journey" from 3-18, helping their progress from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy - the language and numbers skills that unlock other subjects and are vital to everyday life.

It develops skills for learning; life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgments, challenge, enquire and find solutions.

There's personal support to help young people fulfill their potential and make the most of their opportunities with additional support wherever that's needed. There will be a new emphasis by all staff on looking after our children's health and wellbeing - to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors and responsible citizens, building on Scotland's reputation for great education.

DAILY ROUTINE *

Morning	9.00 - 10.00	Settling and Free Play Individual/group sessions, supported play
	10.00 - 10.10	Tidy up Time Story time
	10.10 - 10.30	Group Time Formal group games, adult supported activities, Individual Plans.
	10.30 - 10.50	Toilet Snack Time
	10.50 - 11.05	Physical Time
	11.05 - 11.15	Quiet Group Time
	11.15 - 11.20	Home Time Home Song and Cloakroom Time
Afternoon	1.00 - 2.00	Settling and Free Play Individual/group sessions, supported play
	2.00 - 2.10	Tidy up Time Story time
	2.10 - 2.30	Group Time Formal group games, adult supported activities, Individual Plans.
	2.30 - 2.50	Toilet Snack Time
	2.50 - 3.05	Physical Time
	3.05 - 3.15	Quiet Group Time
	3.15 - 3.20	Home Time Home Song and Cloakroom Time

***Times are flexible to accommodate the children's specific needs.**

POLICIES

Duntarvie PSADC has developed policies in the following areas:

Health and Safety

(including Fire Safety, Risk assessment, First Aid, Incident Reporting, and other areas)

Accessibility

Child Protection

Communication, Language and Literacy

Inclusion

Promoting Positive Behaviour

Collaborative Working

Information Security

Participation

Communication with Parents

Consultation with Children

Additional Support for Learning

Whistleblowing

Equality

Assessment

Promotion of Health and Wellbeing

Social Media

Anti-bullying

Enterprise

Monitoring

Lone Working

Comments, Criticism and Complaints

These policies are developed in consultation with parents and are kept in a folder in the Acting Depute Head of Centre's office and are available for all to read.

CHILD PROTECTION POLICY

It is the policy of Glasgow City Council that all educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have a place in the 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 and procedures

Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Acting Depute Head of Centre. The Acting Depute, 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.

Copies of departmental guidelines (Management Circular 57) are available from the Acting Depute Head of Centre on request.

As a condition of registration, the SCSWIS requires staff to comply with National Care Standard 14 by having a clear understanding of their roles and responsibilities in relation to Child Protection.

The Child Protection Co-ordinator for Duntarvie is the Acting Depute Head of Centre, Cat Maclennan. If you have any concerns, please speak to Cat.

EQUALITY AND OPPORTUNITY

In line with Glasgow City Council's Policies we aim to provide equal opportunities for all children and their families regardless of race, sex and religion.

A copy of Duntarvie PSADC's Policy is available in the Centre.

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 requirement in the 2000 Act. It is also part of Glasgow's policy to maintain a range of special educational establishments. This recognises the key role to be played by specialist provisions in addressing severe low incidence disabilities. The authority recognises that there are a wide range of factors, which may act as a barrier to your child's learning. We are committed to working closely with parents 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/carer seeking further advice regarding this policy should contact the Acting Depute Head of Centre in the first instance.

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

<https://www.glasgow.gov.uk/article/18941/Meeting-Additional-Support-Needs>

ADDITIONAL SUPPORT NEEDS Continued

Advice, further information and support can be found from the following organisations:

- *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 SC003527;
- *Scottish Independent Advocacy Alliance*, a charitable body registered in Scotland under registration number SC033576;
- *Scottish Child Law Centre*, a charitable body registered in Scotland under registration number SC012741.
- *Scottish Autism*, a charitable body registered in Scotland under registration number SC009068;
- *National Autistic Society* a charitable body registered in Scotland under registration number SC039427.

GIRFEC

GIRFEC and the Named Person

GIRFEC isn't an extra thing people have to do. It's a way for those who support children to work differently, making sure that they are all on the same page. Where needed, GIRFEC links day-to-day work in education, health, policing, social work and the voluntary sector - in fact any organisation whose staff come into direct contact with children. It makes it easier for those different organisations to communicate consistently with each other, and with parents, carers, children and young people.

GIRFEC provides a structure that helps people to work in the same way and use the same language. This allows discussions with the child and their family to focus on what is good in a child's life, and what might need attention or support.

It's the bedrock for all children's services and can also be used by practitioners in adult services who work with parents or carers.

The approach helps practitioners focus on what makes a positive difference for children and young people - and how they can act to deliver these improvements. Getting it right for every child is being threaded through all existing policy, practice, strategy and legislation affecting children, young people and their families.

What Getting it Right for Every Child means:

For children, young people and their families:

- They understand what is happening and why
- They have been listened to carefully and their wishes have been heard and understood
- They will feel confident about the help they are getting

- They are appropriately involved in discussions and decisions that affect them
- They can rely on appropriate help being available as soon as possible
- They will have experienced a more streamlined and coordinated response from practitioners

For practitioners:

- Putting the child or young person at the centre and developing a shared understanding within and across agencies
- Using common tools, language and processes, considering the child or young person as a whole, and promoting closer working where necessary with other practitioners

If you would like to access support from the Named Person Service, please contact your Health Visitor.

ACCESSIBILITY STATEMENT

The school has a duty to ensure that all our pupils have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of lessons and teaching strategies but also minor adaptations to the physical environment of our building to address the needs of pupils with physical or sensory impairments, including the relocation of classes to the ground floor where feasible. We also need to ensure that parents who have a disability have equal access to information about their children. This could involve, for example, relocating the venue for parents' meetings to facilitate physical access at parents' evenings or individual interviews; provision of an interpreter for the deaf; agreeing a telephone contact system to provide direct feedback to parents.

Duntarvie PSADC is situated on the ground floor and there is ramped access to the centre. The centre has fitted toilets and wash-hand basins appropriate to the needs of our children as well as nappy-changing facilities. Our adult toilet is fully accessible for people with disabilities.

Communication with parents is maintained through visits, telephone calls, home / school diaries and assessment meetings. Duntarvie PSADC will arrange for an interpreter to attend assessment meetings, when appropriate.

Parents are also invited to Parents' Evenings, where alternative arrangements can be made to accommodate, where necessary.

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 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.



SCHOOL IMPROVEMENT

We are constantly focused on the improvement of our centre and we have a self-evaluation and improvement programme every year. We value your thoughts and feedback, and there are a variety of planned ways for you to contribute to our self-evaluation: questionnaires, comments at Parents' Evening, comments in your child's Learning Journals, comments area at the front entrance. In addition, you can tell us what you think and feel at any point during your child's time with us.

Every year we use our self-evaluation information to put together a Quality and Standards Report which details our achievements, and how we have improved standards. A copy of this report is available in the parents' bookshelf at the front entrance.

Every year we make a School Improvement Plan, which details the improvements that we plan to make during the school year. Our areas for improvement are currently Supporting Inclusion, Raising Attainment and Family Learning. A copy of this plan is available in the parents' bookshelf at the front entrance.

Reports detailing our centre's performance at local and national level are displayed on the noticeboard at the entrance. These reports can also be accessed at:

<https://education.gov.scot/education-scotland/inspection-reports/?localAuthorityArea=1286>

<https://www.careinspectorate.com/index.php/care-services>

SUGGESTIONS AND COMPLAINTS

We aim to offer the highest quality service and we are keen to maintain and improve our service. If you have any comments to make or suggestions which you think might be useful we would be delighted to hear from you.

Similarly, if you have a complaint about any aspect of the service, please contact the Acting Depute Head of Centre. We will endeavour to respond within twenty days, or sooner, to any complaints. If you feel that your complaint has not been resolved satisfactorily please ask the Acting Depute Head of Centre for a complaint form or contact the Member of the Directorate who has responsibility for North East: -

Area Manager North East
Head of Inclusion
Glasgow City Council
City Chambers East Building
40 John Street
Glasgow G1 1JL
Tel. No. 0141 287 4561

USEFUL NAMES AND ADDRESSES

Executive Director of Education
Glasgow City Council
City Chambers East Building
40 John Street
Glasgow G1 1JL
Tel. No. 0141 287 4551

The Care Inspectorate is very interested in your comments, suggestions, criticisms, complaints. You can contact the Care Inspectorate at:

<http://www.careinspectorate.com/index.php/contact-us>

The Care Inspectorate
Renfrewshire House
Cotton Street
Paisley
PA1 1BF

Headquarters
The Care Inspectorate
Compass House
11 Riverside Drive
Dundee DD1 4NY

Telephone: 0345 600 9527

Email: enquiries@careinspectorate.gov.scot

HOW TO GET TO DUNTARVIE

Bus

You are able to travel to Duntarvie by the following buses:

8: Carmyle - Partick
Via Parkhead - Provanmill - Springburn - Maryhill
Partick - Carmyle
Via Maryhill - Springburn - Provanmill - Parkhead

57: Auchinairn - Silverburn (SimpliCITY)
Via City Centre, Shawlands, Darnley

57a: Balornock East - Kennishead (SimpliCITY)
Via City Centre, Shawlands

To check bus times and plan your journey from your home, you can access the first bus website using the following link, select plan my journey and entering Duntarvie' s postcode, G21 3DZ.

<https://www.firstgroup.com/greater-glasgow>

Train

If you prefer to travel by train, the train that will bring you close to Duntarvie will depart from Queen Street Station and arrive at Barnhill Station. At Barnhill Station you will then need to take the number 57a or number 57 bus for approximately 5 minutes to complete your journey to Duntarvie.

Taxi

Glasgow Taxis: 0141 429 7070

Network Cars: 0141 557 1110

DUNTARVIE PRE SCHOOL ASSESSMENT AND DEVELOPMENT CENTRE
School Holidays
2022 - 2023

August

- Monday, 15 August 2022 (Return date for Teachers & In-Service Day)
- Tuesday, 16 August 2022 (In-Service Day)
- Wednesday, 17 August 2022 (Return date for Pupils)

September

- Friday, 23 September and Monday, 26 September 2022 (September weekend holiday)

October

- Friday, 14 October 2022 (In-Service Day)
- Monday, 17 to Friday, 21 October 2022 (October Week)
-

December - Christmas and New Year

- Schools close at 2.30 pm on Thursday, 22 December 2022
- Friday, 23 December 2022 - Tuesday 3 January 2023 (Christmas holidays)

January

- Schools return on Wednesday 4 January 2023

February mid-term break

- Monday, 13 February 2023
- Tuesday, 14 February 2023
- Wednesday, 15 February 2023 (In-service day)

April - Spring Holiday (Easter)

- Schools close at 2.30 pm on Friday, 31 March 2023
- Monday, 3 April - Friday, 14 April 2023 (Spring Break)
- Schools return on Monday, 17 April 2023

May

- Monday, 1 May 2023 (May Holiday)
- Thursday, 25 May 2023 (In-service day)
- Friday, 26 May 2023 and Monday, 29 May 2023 (May Weekend)

June

- Schools Close at 1.00 pm on Friday 23 June 2023

Please note:

Whilst the information provided is considered to be correct at time of printing, it is possible that there may be some inaccuracy by the time this document reaches parents.