

# Castlemilk Day Nursery Handbook Updated 2024



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*Last updated 07/10/2024*



**Castlemilk Day Nursery  
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**Website: [www.castlemilkday-nursery.glasgow.sch.uk](http://www.castlemilkday-nursery.glasgow.sch.uk)**

Dear Parents/ Carers,

The staff at Castlemilk Day Nursery would like to extend a warm welcome to you and your child. The nursery is a Glasgow City Council Early Years establishment which is non-denominational.

Each child is an individual and we aim, through working in partnership with families, to ensure we offer the best learning opportunities for your child.

The aim of this handbook is to give parents/carers information, which we hope you will find both useful and informative.

If you have any suggestions or require any additional information which you feel would benefit the service, please do not hesitate to speak to myself, or a member of our team.

Yours sincerely

Karen McEwan  
Head of Centre

Establishment Staff

Karen McEwan  
Carol Mills  
Lynne Dewar  
Shannon McDonald

Head of Centre  
Acting Depute Head of Centre  
Acting Team Leader  
Lead Practitioner of Attainment

Tiree Play Room (3-5 Years)

Sophie MacInness  
Maria Christie  
Mags Struthers  
Laura MacConnacher  
Eilidh Daniels  
Stuart English  
Caitlin Agnew  
Kerry Scott  
Allison Leask

Full time  
Full time  
Full time  
Full time term time  
Full time  
Full time  
Full time  
Full time  
Full time

Graduate Apprentice

Kirsty Chalmers

Full time

Support for Learner Worker (Tiree)

Karen Scally  
Helen Tunmbi

Part Time  
Part Time

Arran Play Room (2-3 Years)

Anne Burns  
Michelle Reilly  
Michelle Ferry  
Jade Dawson  
Louise O'Neil  
Leigh Barrett

Full time  
Full time  
Full time  
Job share  
Job share  
Full time term time

Support for Learner Worker (Arran)

Gillian Stewart

Part time

Skye Play Room (0-2 Years)

Kirstin Kelly  
Susan Shaw  
Gillian Smith

Full time  
Full time  
Part time

Cordia Support

Linda Adens  
Dean Carr  
Angela McGeever  
Andrea McVey

Neighbourhood Janitor  
Catering Assistant  
Facilities Supervisor  
Facilities Assistant

## **The AIMS of Castlemilk Day Nursery are:**

- To provide planned learning experiences indoors and outdoors in line with local and national initiatives.
- To provide a safe, happy, welcoming environment where children and parents views and ideas are welcomed.
- To provide a socially inclusive environment.
- To encourage and support children to become Successful learners, Responsible Citizens, Effective Contributors and Confident individuals.
- To provide an enriching environment for our very young children

The nursery provides 86 fulltime equivalent places. The places are divided to meet the individual needs of each child and their parents/carers.

## **Non-denominational Policy of the Nursery**

The nursery is non-denominational, we respect and welcome Children and Parents/ Carers of all religious faiths and beliefs.

## **Nut Free Nursery**

Due to a staff member having a severe allergy to nuts, Castlemilk Day Nursery is a **nut free establishment**. Please ensure your child does not bring any foods to nursery that contains nuts.

## **Reporting pupil absence**

If your child is unable to attend our setting on their nominated day, we would ask that you call us to inform of their absence. The Head of Centre is not allowed to admit any children onto the premises who appear to be suffering from an infectious or contagious illness or disease. Please do not bring children who are unwell into the nursery as they will be sent home upon arrival.

## **Age range of Children in the establishment**

We accept children from 6 weeks of age to school age.



## **Establishment Hours**

The nursery is opened between the hours of 8.00 am – 6.00pm

## **The Establishment Year**

The nursery is open 52 weeks per year with the exception of In-service Days and Public Holidays.

## **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, and temporary interruption 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 letters, announcements in the press and on local radio. We will also use social media platforms where appropriate i.e. Twitter, SeeSaw or our nursery website

## **Enrolment**

You will receive a letter or a phone call for you and your child to come along to fill in the appropriate forms.

During this meeting you will be introduced to the Head of Centre and your child's key worker. A tour of the nursery will be provided which will give you and your child a chance to meet other members of staff. Your child will be given a date to start and the nursery's policy on "settling in period" will be explained to you.

## **Section 2 The Nursery Curriculum**

### **Curriculum, Assessment and arrangements for reporting to parents and carers**

#### **Our Commitment**

Our commitment is to support the children and to encourage self-confidence so that children feel good about themselves and offer a varied and balance curriculum.

#### **Assessment**

Through continuous assessment staff become aware of the individual stages of development of your child. This is used to plan activities and provide opportunities for further development of your child.

By verbal communication staff will keep you informed on your child's progress in the nursery. Parents meetings are held yearly and you will be informed of a date and time.

#### **How We Promote Learning**

Staff offer a range of activities, opportunities and resources to support play. Through play children learn to express themselves in a variety of ways. This encourages them to talk, listen, investigate and experiment, and to build new relationships and take on new challenges.

We will be using Children profile books to share children's learning. Staff will use creative tools to take pictures, draw, record videos and more to capture learning in children's profile. Families can access their child's work at any time in nursery and leave comments for the keyworker. Families can also celebrate home achievements by sharing photographs with the keyworker for the child's profile .

## **A Curriculum for Excellence**

The curriculum being used in Scottish Nurseries and Schools is  
“Curriculum for Excellence 3-18”

There are 4 capacities for children to work towards being

- *Successful Learners*
- *Confident Individuals*
- *Effective Contributors*
- *Responsible Citizens*

**There are 8 curriculum areas with strong emphasis this year being placed upon; Early Literacy, Early Numeracy and Health and Well-Being.**

- Expressive arts
- Language and Literacy
- Health and Well- Being
- Mathematics and numeracy
- Religious and moral education
- Science
- Social studies
- Technologies

At the nursery we provide a broad and balanced curriculum. Literacy, numeracy and health and wellbeing are embedded in the curriculum. A wide range of activities and opportunities are offered to our children, both within the nursery, in our outdoor play area and on outings. The curriculum plans are based on the children’s interests, seasonal and cultural events and are designed to meet the needs of the individual. The curriculum offers challenge and flexibility.

## **Developing the Young Workforce**

We invite other professionals to the nursery to work with the children, increasing their knowledge and understanding of the jobs people do. Staff work together to provide a supportive learning environment for the children. Our resources are chosen carefully to support the varied age ranges and abilities of the children.

## **Positive Steps Programme**

We have set up a “**Positive Steps**” walking group which staff, children and parents lead. We take different walking routes within the local community each week. We record our walking steps using digital technology through the use of fitbits and pedometers to support the use of digital technology and awareness of numeracy. We record our weekly steps on a chart which are visible within the nursery for everyone to see our progress. This family learning initiative has been planned to ensure every child, parent and staff member within the 3-5 room have the opportunity to take part in a block of 7-week sessions. Where children have younger siblings in the nursery they also participate on the walks with us as this enhances opportunities to learn and be together.

Staff, children and parents are responsible for planning the routes; we look at different landmarks and areas of interest along the way. As our walks progress we extend the time and add in challenge of uphill/down walks. Staff and parents are responsible for recording our steps and keeping our progress chart up to date using the recordings from our fitbits/pedometers. We discuss our weekly progress made with the children by referring to the data on our chart. The children estimate whether our steps are going to be more or less than the previous week, we always look to increase our steps.

The idea of “Positive Steps” came about due to the high level of deprivation within the Castlemilk area where most of our children do not have their own garden space, green space or safe local park to go out and play. The name of the group “Positive steps” came about through media coverage and campaigns around mental health, for every step taken is a positive step to our health and wellbeing. We are providing children with the opportunities to increase their physical and mental well-being through walking; this also aids children’s concentration, enhances positive moods as well as strengthening the core muscles including legs, feet and arms. Through this initiative we are supporting the attainment challenge set out by Scottish Government by enhancing children’s learning opportunities within Literacy and Numeracy

outdoors. We are building positive relationships between staff, children and parents making real connections within a relaxed experience where they can talk and listen to each other without unnecessary disruptions. This also supports positive mental health and self-care for parents reducing stress and improving well-being. Opportunities have been created for parents to share quality time with their children building secure relationships and attachment and taking part within a family learning initiative making the positive connection between nursery and home.

### **Promoting Alternative Thinking Strategies (PATHS)**

Staff within the 3-5 room use PATHS strategies to help the children identify and express their emotions. The PATHS curriculum has been designed for nurseries and schools. PATHS develop essential skills in emotional literacy, behavioural self-control and interpersonal problem-solving skills in children. Emotional literacy is a way of recognising, understanding and choosing how we think, feel and act. It shapes our interactions with others and our understanding of ourselves. It defines how and what we learn, it allows us to set priorities and determines most of our daily actions.



Staff support children to recognise that all feelings are okay and how to manage their behaviours.



### **Pre Birth to Three**

*“The right of all young children to high quality relationships, environments and services which offer a holistic approach to meeting their needs. Such needs should be interpreted broadly and encompass play, learning, social relationships and emotional and physical wellbeing.”* (Scottish Government, 2009)

Glasgow City Councils aim is that all services to children and families, during the earliest years of a child's life, are committed to ensuring that all children have the best possible start to life. Every child has the right to a positive start where they can be nurtured to develop.

### **Four Key principals**

- The rights of the child
- Respect
- Responsive Care
- Relationships

These are the four principles which form the basis of this guidance. All staff working with babies and young children should be aware that these key principles are interrelated and independent.

Planning within the under 3s consists of Pre-Birth to Three guidance as well as Realising the Ambition document.

## **Nurturing City**

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way.

Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

## **Working together to Promote Positive Behaviour**

In partnership with parents we aim to promote behaviour.

PAThS help children realise that feelings are ok and UN articles show we all have the right to feelings, and a voice that should be **heard**. Other articles include sharing and fairness. By talking with parents and children about their rights, we aim to instil positive messages with families

## **Section 3 Policies**

### **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 and inappropriate behaviour on the part of another person, no matter who.

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

- 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 are aware of child welfare & safety and 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 follow the guidelines of standard circular 57, then advise the duty Senior Social Worker at the local Social Work Services Area Office of the circumstances.

As well as the above, staff also have a responsibility to implement the Scottish Executive document safe and well. This document offers guidance in relation to good practice; it also includes the Children's Charter and National Framework Standards for protecting children and young people.

## **Equal Opportunities and Social Inclusion**

At Castlemilk Day Nursery we promote good positive relationships and equal opportunities. Staff are responsible for recognising any racial bias and stereotyping. We ensure that children, parents/carers, staff and other users of the nursery treat each other with respect.

## **Dealing with Racial Harassment**

The Race Relations Act of 1976 makes it unlawful to discriminate against someone because of his/ her colour, race and 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 nursery.

## **Additional Support Needs/ Accessibility Strategy**

Castlemilk Day Nursery has a duty to ensure that all of our children have equal access to the curriculum and are supported as appropriate to 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 buildings to address the needs of children with physical or sensory impairments. We also need to ensure that parents and carers who have a disability have equal access to information about their child. This involves, for example, relocating the venue for parents/carers meetings to facilitate physical access: provision of an interpreter for people who have hearing impairment or where English is not the family's first language: agreeing a phone contact system to provide direct feedback to parents and carers.

## **Section 4 Parental partnership**

### **Arrival and Collection of children**

Parents/ carers must give emergency contact numbers and a named person who will drop off and collect your child each day. It is expected that a responsible adult will bring and collect your child at the end of nursery. In the interests of your child's safety, you should make a point of telling the key worker if she/he is to be collected by someone not known to the staff members. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff. You will be asked to provide details of the person collecting your child and if they have not been before you may be asked to provide a password to the person collecting. This password should also be given to staff.

### **Working with You**

You are your child's prime educator, it is therefore important that you and the nursery have and sustain a partnership.

This partnership needs to exchange information to ensure that we are all able to create the best possible learning opportunities for each child's stage of development.

On a daily basis the staff will offer information about your child's day in the nursery.

### **Home and Establishment Links**

Parents are encouraged to discuss their child's progress with nursery staff, their views and comments are valued by staff.

Information by the parents about their child's life, experience and development is vital in order to ensure that we meet each child's individual needs and compliment and extend the knowledge which the child gains at home.

## **Communication with Parents**

At Castlemilk Day Nursery we use a variety of ways to keep in touch.

*Open Door Policy* – the senior leadership team are available for all parents and carers at any time. Please either pop in to the school office or phone for an appointment.

*Newsletters* – will be sent out on a regular basis to keep parents informed about the work of the nursery.

*Letters* – further information which requires a response may be sent out in letter form.

*School website/Twitter* – will contain a great deal of information about the nursery. It is a good idea to check this regularly.

*Meetings* - Parents and carers are welcome in the nursery to discuss any aspect of their child's development and progress. To avoid disappointment, it is advisable to make an appointment. There are various opportunities throughout the year when parents can discuss their child's progress with the keyworker and view the child's work.

Parents and carers are welcome at other events throughout the nursery year e.g. workshops, information evenings and class performances. The nursery newsletter and website will keep you informed.

## **Section 5 Financial**



### **Charges for Nursery Places**

The Scottish Government has pledged to increase the provision of free early learning and childcare provision to 1140 hours per year by 2020, for children who are 3 or 4 years old, as well for 2-year olds whose parents/carers are on qualifying benefits and are eligible for the free entitlement. The Head of centre will be able to advise you of any charges.

Reductions apply where you have more than one child attending nursery.

- Non-resident Standard Rate (3 to 5's) £5.50 per Hour
- Resident Discounted Rate (3 to 5's) £4.50 per Hour
- Non-resident Standard Rate (0 to 3's) £4.00 per Hour
- Resident Discounted Rate (0 to 3's) £3.00 per Hour
- Resident Reduced Rate £1.00 per Hour
- Resident Second Child Rate £2.20 per Hour
- Resident Third Child Rate £1.70 per Hour
- Breakfast £0.50 per Meal    Lunch £1.52 per Meal

If a child is resident out with Glasgow and placed in GCC Early Learning and Childcare, Non-resident Standard Rate (0-2years) and Non -resident Standard Rate (3-5 years) applies.

Parents / carers will be invoiced directly to their home address; there are various methods of payment. You will be asked to complete a Condition of Placement form which is your agreement to pay for the allocated hours your child receives. During your child's enrolment day this will be explained in more detail. The nursery is not responsible for the collection of fees and invoices will be made to early years charging team at Glasgow City Council.

### **Arrears of Charges**

Where a parent/ carer are weeks in arrears, a review of hours allocated will take place. This will, unless in the most exceptional circumstances, result in hours being reduced to part time entitlement for eligible 2yr olds, 3 and 4 year olds. Or in some cases where the child is not eligible for funding, the place may be withdrawn.

## **Meals**

Children who are accessing the provision of free early learning and childcare 1140 hours per year, who are 3 or 4 years old, as well as for 2 year olds whose parents/carers are on qualifying benefits are eligible for a free meal. The Head of centre will be able to advise you of any charges.

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

There will be a healthy snack offered to the children mid-morning and mid-afternoon. A menu is displayed for parents to see what they are being offered for snacks and lunch.

Children who are accessing the provision of free early learning and childcare 1140 hours per year, who are 3 or 4 years old, as well as for 2 year olds whose parents/carers are on qualifying benefits are eligible for free snacks. If your child is not entitled to free snacks, there will be a cost for this. The Head of Centre will be able to advise you of any charges.

If your child has a special diet for medical or religious reasons, please inform the key worker. A report from your child's dietician is also required if your child's diet is for medical reasons.

## **Section 6 Medical Information**

### **Medication**



If your child needs medication during the nursery day you should discuss their requirements with the Head of Centre or a member of management.

A member of management will provide you with the relevant paperwork for administering medication.

The nursery staff will only administer **prescribed** medicines.

If your child suffers from asthma you must tell the Head of Centre if there are any activities or specific circumstances which are likely to bring on an attack. Your child will have an Asthma plan created by the first aider and an inhaler must be kept on the premises in case your child requires it in an emergency.

If your child suffers from epileptic seizures you must tell the Head of Centre what emergency treatment to give.

Children with allergies will have an allergy plan created by the first aider. If your child requires an epi-pen please make sure this is provided when your child starts.

### **If your child becomes ill**

If your child becomes ill while at nursery they will be made as comfortable as possible whilst every attempt is made to contact you so that you can take your child home.

In the case of an illness or accident of a serious nature, your child will be taken to hospital and you will be advised to join your child there.

If your child bumps their head whilst at nursery, you will receive a phone call from staff to alert you of the incident. You will also be issued with a Bumped Head form when you collect your child; this form will explain signs and symptoms to look out for with regards to a concussion as well as the nature of the injury.

### **Minor accident and upset**

When minor accidents or upsets occur in the nursery the staff will comfort your child and you will be told about this when you call to collect your child. If the accident requires treatment from first aider, then this will be administered. The accident will be noted in the accident book and you will be asked to sign it on your arrival to collect your child.

### **Visit to the Establishment by medical staff**

The childsmile dental nurses visit the nursery twice per year to carry out teeth varnishing. Parents will be asked to sign a consent form to agree that their child can be seen by the team.

The NHS also visits the nursery to offer visual screening assessments to pre-school children. You will be informed of the outcome of the assessment.

## **Section 6 Nursery Information**

### **Suitable Clothing**

Children have the best fun when they are doing messy work. We will always try to make sure they wear aprons but accidents happen so please dress your child in suitable clothes.

Please also make sure that your child has suitable clothing for all weathers.

We will provide all children with water proofs to wear when accessing the outdoor play area; you can provide your own if you wish. All water proof clothing will be stored in a washable plastic bag and will have your child's name clearly displayed. You must ensure your child has their own wellie boots.

There are forms of dress which are unacceptable in establishment, such as items of clothing which:-

- Could cause offence (such as anti-religious symbolism or political slogans).
- No football strips
- Could cause health and safety difficulties, such as loose-fitting clothing, dangling earrings.
- 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 peoples' clothing and/or personal belongings. Parents/Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to establishment.

### **Insurance**

Sometimes children like to bring something special or new to nursery for their friend to see. 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.

## **Nursery policies**

The nursery policies are available to read in reception.

If you would like to comment on any of these, please speak to the head of centre. You can also view most of our policies on our website.

## **Fire Drills**

Fire procedures notices are displayed throughout the nursery. Regular fire drills are carried out throughout the school year and we ensure that children evacuate the building as quickly and calmly as possible. If you are ever in the building at the time of a drill please evacuate the building by using your nearest exit.

## **Emergency contacts**

Parents/carers whose children are in nursery are asked, where possible, to provide the establishment with the names, addresses and telephone numbers of two contact persons for use in case of emergency. It is important that the people selected as emergency contacts are able to collect your child should he/she become unwell or there is an emergency.

You are also asked to keep the nursery up-to-date with any changes in information such as change of address or telephone number.

## **Excursions and Consent Forms**

When outings and excursions for children are planned, the Head of the Centre or a member of staff will advise you in advance. You will be asked to complete consent forms which give permission for your child's participation

Please note that children cannot take part in outings unless completed consent forms have been submitted by their parents/ carers.

Information about the extent of insurance cover is available and you will receive a copy when you complete your child's enrolment or update every year.

## **Social media**

As a nursery we are looking to promote and celebrate the nursery's good news stories and successes through the media, social media (Twitter), website and local community.

As you know, social media is a fast and effective way to communicate and a good way to cascade important information to a large group at the same time.

To enable us to do this safely we ask all parents/carers to complete our parental permissions in line with the council media and social media guidelines. If you do not wish for your child to feature on the website or Twitter page, please let us know. If you give permission and then decide to withdraw consent, please notify us immediately.

Our Twitter page is private and all requests to follow us are vetted by a member of management.

Our Twitter account is @CastlemilkDN



Our website can be found at:

[www.castlemilkday-nursery.glasgow.sch.uk](http://www.castlemilkday-nursery.glasgow.sch.uk)

## **Section 8 The Wider Community**

### **Establishment/ Community**

The nursery has links with other nurseries, schools and with other agencies in the community.

Your child will be encouraged to develop and share their knowledge of the local community.

The nursery welcomes the opportunity to take part in community events thus helping the children's knowledge of the area and the people who live in it.

### **Links with Primary Schools.**

The staff aim to establish positive links with local primary schools by exchanging visits and information.

### **Learning Community**

Castlemilk Day Nursery is part of St Margaret Mary's learning community. We work in partnership with local Primaries, Castlemilk High School and St Margaret Mary's Secondary School.

## **Section 9 Other Information**

### **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 and further education colleges; and the police.

Public authorities have to allow access to the following information:

- The provision, cost and standard of its service;
- Factual information or decision-making;

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

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

## **Comments and Complaints**

If you have a comment or complaint please approach the Head of Centre in the first instance. If the Head of Centre 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 days, unless another timescale has been agreed.

### **The customer liaison unit can be contacted by phone or email**

Phone 0141 287 5384 email: [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)

Customer Liaison Unit

Education Services

Glasgow City Council

Wheatley House

25 Cochrane Street

Merchant City

GLASGOW

G1 1HL

## **Addresses and Contacts**

### **Douglas Hutchison**

Executive Director of Education  
Education Services  
Wheatley House  
25 Cochrane Street, Glasgow G1 1HL  
Phone: 0141 287 5758  
Fax: 0141 287 3795

### **Care Inspectorate**

Regional Office  
4th Floor  
1 Smithhill Street  
PAISLEY  
Phone: 0141 843 4230

Glasgow Life: 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:**

1. Before the commencement or during the course of the establishment year in question;
2. In relation to subsequent establishment years