

Welcome to Carmichael Nursery



Our Nursery Handbook

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2025-2026

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Welcome to Carmichael Nursery

Dear Parents and Carers,

We are delighted to welcome you and your child to **Carmichael Nursery**. Our nursery is located in the heart of **Glasgow**, providing a safe, nurturing, and stimulating environment where every child can learn, grow, and thrive.

At Carmichael Nursery, we believe that early years are the foundation for lifelong learning. Our dedicated team works in partnership with families to ensure each child feels valued and supported. We offer a wide range of play-based learning experiences, both indoors and outdoors, designed to encourage curiosity, creativity, and confidence.

Our Facilities

- **3–5 Years Area:**
We have **four spacious playrooms** and a **lunchroom**, giving children plenty of opportunities to explore and learn. This side of the nursery also features **two large outdoor learning areas**, designed to promote active play and outdoor discovery.
- **2–3 Years Area:**
Our younger learners enjoy a dedicated **playroom** and a **lunchroom**, with the flexibility to **free-flow into their own outdoor learning area**. This ensures that children can move between indoor and outdoor spaces as part of their daily routine.

At Carmichael, our practice is guided by **national frameworks and standards**, including:

- **Curriculum for Excellence (CfE)** – supporting children to become successful learners, confident individuals, responsible citizens, and effective contributors.
- **Realising the Ambition: Being Me** – Scotland's national practice guidance for early years, focusing on high-quality experiences and responsive care.
- **Getting It Right for Every Child (GIRFEC)** – ensuring every child is safe, healthy, achieving, nurtured, active, respected, responsible, and included.
- **Quality Improvement Framework for Early Learning and Childcare Sectors** – promoting children's rights, equity, wellbeing, high quality experiences and a holistic approach.

These frameworks shape everything we do, from planning learning experiences to supporting emotional wellbeing and development. We are part of the Shawlands Learning Community and work closely with various local schools in the area. The nursery is non-denominational, and we respect and welcome families from all faiths, beliefs and backgrounds.

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Our nursery is easily accessible, with convenient transport links and nearby community facilities. We take pride in our welcoming atmosphere and strong sense of community, ensuring that parents and carers are always involved in their child's learning journey.

Thank you for choosing Carmichael Nursery. We look forward to working together to give your child the best possible start.

Yours sincerely
Julie Shields
Head of Nursery

“What a child can do in cooperation today, they can do alone tomorrow.”

-Lev Vygotsky

Our Vision, Values and Aims

Our vision is to provide a high-quality service which meets the needs of our young children and their families. We will provide a safe, nurturing and stimulating environment, which is child centred and based on curriculum which is suited to the needs of the individual child and will also reflect the GIRFEC and Nurturing Principles. We also aim to work in partnership with parents, with the knowledge that each child arrives at nursery with different significant backgrounds of learning experiences.

Our values are:

- **Respect** – We value every child and family as unique.
- **Inclusion** – We welcome and celebrate diversity.
- **Partnership** – We work closely with families and the community.
- **Care** – We provide a loving and supportive environment.
- **Learning** – We encourage curiosity and creativity every day.

Our aims are to:

- Provide a safe, nurturing and stimulating environment which is child centred and based on the needs of the individual child.
- Ensure children, parents/carers and staff have a voice and have their views both heard and valued.
- Always promote the welfare of children ensuring GIRFEC and The Nurturing Principles are always considered.
- Ensure there are ample opportunities for creative play which stimulates interests, imagination and in-depth investigation based on the interest of the child.
- Respect each other and model a culture of mutual respect for children.
- Collaborate with colleagues from within and out with the service to provide the best outcomes for all children.
- Encourage children to be Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

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**“Play is the highest expression of human development in childhood, for it alone
is the free expression of what is in a child’s soul.”**

— *Friedrich Froebel*

Nursery Information

Nursery Name and Address: Carmichael Nursery
44 Carmichael Place
GLASGOW
G42 9SY

Telephone Number: 0141 649 5668

Care Inspectorate Registration: CS2003014902

E-Mail Address

headteacher@carmichael-nursery.glasgow.sch.uk

Agreed Capacity:	100
2-3's	20
3-5's	80

Stages Covered 2- to 5-year-olds

Denominational Status: Non-Denominational Status

Learning Community: Shawlands Learning Community

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Our Staff Team

Julie Shields	Head of Nursery B.A.
Leigh Mackenzie	Depute Head of Nursery
Tommy Craigon	Team Leader
Louise McKenna	Acting Team Leader B.A.
Robyn Ainsworth	Child Development Officer B.A.
Nicole Caskie	Child Development Officer H.N.C. (Maternity Leave until April 2026)
Michelle Coleman	Child Development Officer H.N.C. (part time)
Drew Connolly	Child Development Officer H.N.C.
Jennifer Cunningham	Child Development Officer SVQ3
June Cunningham	Child Development Officer S.N.N.E.B.
Claire Doohan	Child Development Officer H.N.C. (Part time)
Natalie Drummond	Child Development Officer H.N.C. (Part time)
Suzanne Gailey	Child Development Officer H.N.C.
Debbie Gall	Child Development Officer H.N.C.
Sue Gallagher	Child Development Officer S.N.N.E.B.
Donna Hillhouse	Child Development Officer H.N.C.
Annie Jamieson	Child Development Officer H.N.C.

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Lynda Martin	Child Development Officer S.N.N.E.B.
Carly McGuire	Child Development Officer B.A.
Amy Minhas	Child Development Officer H.N.C (Maternity Leave until May 2026)
Lauren Murdoch	Child Development Officer B.A. (Part time)
Grace Anne Gildea Murray	Child Development Officer H.N.C. (Part time)
Irene Osarunamen	Child Development Officer H.N.D.
Emma Puntis	Child Development Officer SVQ3 (Part time)
Erin Coll	Support for Learning Worker
Donna Reilly	Support for Learning Worker
Michelle Roberts	Support for Learning Worker
Hazel Chalmers	Business Support Assistant (Part time)
Kaneza Rasul	Business Support Assistant
Paul Cameron	Janitor
Rebecca Black	Catering Assistant
Cathy Lebra	Catering Assistant (Part time)
Stephen	Day Cleaner

Nursery Term Time Holidays
2025-2026

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Start of Term	<p>Tuesday 12th & Wednesday 13th August 2025 – In-service days- nursery closed for all children</p> <p>Thursday 14th August 2025 – Term time children return</p>
September Weekend Holiday	Friday 26th & Monday 29th September 2025 - Nursery closed for all children
October Holidays	<p>Friday 10th October 2025 – In-service day</p> <p>Monday 13th October – Friday 17th October 2025 - October break – Closed for term time children</p> <p>Monday 20th October 2025 – Term time children return</p>
Christmas Holidays	<p>Monday 22nd December 2025 – Friday 2nd January 2026 - Closed for term time children</p> <p>Monday 5th January 2026 - Term time Children return</p>
February Holidays	<p>Monday 16th & Tuesday 17th February 2026 – Closed to term time children</p> <p>Wednesday 18th February 2026 – In-service day- Nursery closed for all children</p>
April Holidays	<p>Friday 3rd April 2026 – Good Friday- Nursery closed for all children</p> <p>Monday 6th April – 17th April 2026 - Spring break for term time children</p>
May Holidays	<p>Monday 4th May 2026- May holiday- Nursery closed for all children</p> <p>Thursday 7th May 2026 – In-service day- Nursery closed for all children</p> <p>Friday 22nd & Monday 25th May 2026- May holiday weekend- Nursery closed for all children</p>
June Holidays	<p>Thursday 25th June 2026 – Summer holidays begin</p> <p>Friday 26th June 2026- Closed for term time children</p>

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Nursery 50 Week Holidays 2025-2026

Start of Term	<p>Tuesday 12th & Wednesday 13th August 2025 – In-service days -Nursery closed for all children</p> <p>Thursday 14th August 2025 – All children return</p>
September Weekend Holiday	<p>Friday 26th & Monday 29th September 2025 - Nursery closed for all children</p>
October	<p>Friday 10th October 2025 – In-service day - Nursery closed for all children</p>
Christmas Holiday	<p>Wednesday 24th December 2025- Nursery closes</p> <p>Monday 5th January 2026 – All children return</p>
February	<p>Wednesday 18th February 2026 – In-service day - Nursery closed for all children</p>
April Holidays	<p>Good Friday 3rd April 2026 – Nursery closed for all children</p> <p>Easter Monday 6th April 2026 – Nursery closed for all children</p>
May Holidays	<p>Monday 5th May 2026- May holiday- Nursery closed for all children</p> <p>Thursday 22nd May 2026 – In-service day - Nursery closed for all children</p> <p>Friday 23rd & Monday 26th May 2026- May holiday weekend - Nursery closed for all children</p>
July	<p>Monday 19th July 2026 – Public holiday - Nursery closed for all children</p>

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Early Years Admissions

All nursery places are allocated in line with Glasgow City Council's Admissions and Charging Policy for Early Years (Management Circular 3a). Staff will be happy to advise you on this policy when you apply. Payment for children under three and for extended hours is invoiced directly by Glasgow City Council's Early Years Charging Team and we cannot accept payment in the nursery.

An Admissions Panel Meets four times a year to decide how spaces are allocated. The Panel consists of: Chairperson, Heads of Nursery and our Area Manager. There are five nurseries in our admissions panel Carmichael Nursery, Eastwood Nursery, Deanpark Nursery, Limetree Day Nursery, Shaw Mhor Early Years Centre

A Term-Time Contract is 30 hours per week and options for this are: 4 half days and 1 full day or 3 full days

A 50-Week Contract is 23.75 hours per week and options for this are: 5 mornings/afternoons or 2½ days per week

Session Times are Morning: 8:00 am – 12:45 pm or Afternoon: 1:00 pm – 5:45 pm

We aim to be as flexible as possible to support your request for hours.

Additional Hours

- Extra blocks (if available) can be purchased at an additional cost.
- Discuss with the Head of Nursery; guided by Glasgow City Council's Charging Policy, reviewed annually.

Children should be collected at least 15 minutes before the end of their session to allow time to speak with your child's key worker about their day.

Enrolment

Once your child has reached the age of one year, you are entitled to place their name on the Nursery waiting list for the 2-3 room, age 2 for the 3-5 room. You will be notified when a place becomes available at some time after your child's second, or third birthday (depending on the stage you have applied for). Admission to Carmichael Nursery is in accordance with Glasgow City Council's Admission policy.

Where demands outweigh availability for places, the admission panel will meet to prioritise and consider your application. The panel comprises of representatives from Early Years Educational establishments in the area.

Settling-in procedure

In general, and if necessary to ease the trauma of settling into the nursery for both parent and child, we enrol the children in small groups throughout the year. Parents must remain in the nursery with their child

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for the first few days and indeed longer if necessary. We recommend parents/careers allow two weeks for settling into nursery, although it could be longer if necessary.

Your child will be allocated a key worker who will assist in this settling in period. This close contact at this initial stage should help develop a sense of security for parent and child as well as a contact link. The staff aim to ensure that your child is shown the play opportunities available, the basic routines of the playroom and to instil the finer qualities and skills of socialising, sharing and considering other children. Please note that on your child's **first** day, they will only stay for **one** hour, and you will be expected to stay with them without exception.

Arrival and Collection of Children

To ensure the safety and wellbeing of all children and to maintain the smooth running of sessions, please adhere to the following guidance.

Children must be dropped off and collected by a responsible adult. For safeguarding reasons, no person under the age of 16 is permitted to drop off or collect a child. At the start of each session, please bring your child into the building and hand them over to a member of staff before leaving. At the end of the session, children should be collected promptly and out of the building by the agreed finishing time.

If someone other than the usual person is collecting your child, you must inform a member of staff in advance. This helps us avoid situations where a child cannot leave with an adult unfamiliar to staff. For added security, we operate a password system. Anyone collecting your child should be able to provide the agreed password to a member of staff at pick-up.

Please note that early drop-offs and late collections impact the legally required staff-to-child ratios, which are essential for ensuring appropriate supervision and care. We kindly ask that you arrive and collect your child at the agreed times to help us maintain these standards.

Thank you for your cooperation in keeping all children safe and ensuring the nursery operates effectively

Nursery Security

The safety and security of children is our highest priority. To ensure a secure environment:

- **Door Entry System:** Our nursery is equipped with a secure door entry system. At the start of each session, staff are on hand to open the door and welcome families.
- **Parent Responsibilities:** Parents and carers must **not allow anyone else to enter the building**. If someone is waiting to come in, please alert a member of staff rather than opening the door for them.
- **Gates:** For children's safety, they must **never be allowed to open or close gates** or be shown how to operate them. Parents should ensure that **all gates, both inside and outside, are closed securely behind them** when entering or leaving the premises.

These measures help maintain a safe environment for all children and prevent unauthorised access.

Attendance and Absence

We hope you make full use of your child's placement at nursery. If your child is ill or will be absent, please **telephone us on 0141 649 5668** to let us know. If your child is absent and we do not receive a call, we will contact you as part of our **Management of Absence Policy**. This helps us ensure the safety and wellbeing of all children.

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Sickness Guidance

If your child has **vomiting or diarrhoea**, they must stay at home for **48 hours after the last episode** to prevent the spread of infection.

If your child has a **fever or contagious illness** (e.g., chickenpox), please keep them at home until they are fully recovered and no longer infectious.

If your child is prescribed antibiotics, they should remain at home for at least **24 hours after starting medication**.

Planned Absences and Holidays

Please inform us in advance if your child will be absent for holidays or appointments. This helps us plan staffing and maintain accurate attendance records

Parents/families wishing to go on extended holidays and who want to retain the child's place must complete a "Retention of Place Approval Form, where a child is absent from an establishment for a period of more than 4 weeks, the placement will automatically be subject to review and may be withdrawn. Retention of any places beyond this period must be approved by the Principal Officer using this form. If you no longer wish your child to have a nursery place, please inform the Head of Nursery as soon as possible.

Emergency Contact Information

Parents and carers are required to provide the names, addresses, and telephone numbers of two emergency contacts. These contacts will be used if we are unable to reach you directly. When selecting an emergency contact, please ensure they understand that, if called by the nursery, they will be expected to collect your child as soon as possible.

It is essential that any changes to emergency contact details are reported promptly to the main office to keep our records accurate and up to date.

Keyworker System

At Carmichael Nursery, we operate a keyworker system to support your child's wellbeing and learning. Each child is allocated a designated member of staff who will take responsibility for their care and guide them through their learning journey. You will be introduced to your child's keyworker, who will work closely with you to ensure your child feels safe, happy, and supported during their time at nursery.

The keyworker is responsible for recording your child's progress in their online learning journal(Showbie). While all staff work collaboratively with all children, the keyworker system provides you with a clear point of contact and ensures that your child's learning journey is documented effectively.

We encourage open communication between parents and keyworkers. If you have any questions, concerns, or would like an update on your child's progress, please speak directly to your child's keyworker. Learning journals are updated regularly to reflect your child's achievements and experiences, and you will have access to these updates online. Parents are also welcome to contribute by sharing home experiences or milestones, which can be added to the journal to create a fuller picture of your child's development.

Toileting

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Not all children are toilet trained when they start nursery, and even those out of nappies may have the occasional accident. Staff will discreetly change any child who is wet or soiled. If required, you will need to provide your own nappies and wipes for your child. If you would like some advice about this, please speak to a member of staff.

We always encourage the children to be independent in dressing so would encourage you to make sure that they wear clothing which allows this, such as leggings or jogging trousers, so that they can manage by themselves when they go to the toilet.

Application of Suncream

Parents/carers are asked to dress children appropriately for the weather, ensuring that their child's body is protected to their satisfaction. Parent/carers of children who attend the nursery *should* take responsibility for ensuring that they have applied sunscreen to their child and dressed them appropriately. Application of sunscreen to children who attend nursery on a full-time basis, we ask that you give permission for this to be topped up during the day with their own sun cream and or nursery sun cream.

Clothing

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

- Potentially, encourage faction (such as football colours).
- Could cause offences (such as anti-religious symbolism or political slogans).
- Could cause health and safety difficulties, such as loose-fitting clothing, dangling earrings.
- Carry advertising, particularly for alcohol or tobacco; and
- It 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 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.

Children regularly take part in creative and messy activities such as painting, water play, and outdoor exploration. For this reason, we kindly ask that children do not wear their best clothes to nursery. Comfortable, practical clothing that can get messy is recommended. We also ask that children bring soft sandshoes with Velcro fastenings to nursery every day to change out of their outdoor shoes into.

Outdoor play is an important part of our daily routine, and we promote outdoor learning in all weather conditions. Please ensure your child is dressed appropriately for the season, including suitable footwear and waterproof clothing when necessary.

Please ensure you write your child's name on all their belongings including footwear as a lot of the children have items that look the same.

Cloakroom Guidance

Our cloakroom space is limited, so we kindly ask that children bring only a small bag containing essential items such as a change of clothing and soft indoor footwear. Footwear that promotes independence, such as shoes with Velcro fastenings, is recommended.

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Please ensure all items are taken home at the end of each session, as some children share pegs with those attending opposite sessions. This helps us keep the cloakroom organised and ensures belongings are not misplaced.

Encouraging your child to manage their own belongings is an important part of developing independence, and we appreciate your support in fostering these skills.

Meals and Snacks

At Carmichael Nursery, we provide morning and afternoon snacks for all children, and every child is offered a nutritious lunch. All food provided adheres to the national guidance *Setting the Table: Nutritional Guidance and Food Standards for Early Years Childcare Providers in Scotland*. You can access this guidance at www.healthscotland.scot/publications/setting-the-table.

Our nursery menus are carefully planned to meet children's nutritional needs and support healthy growth and development. Meals and snacks follow national nutritional guidelines and are designed to provide a balanced diet, including a variety of fruits, vegetables, proteins, and whole grains. We consider any dietary requirements, allergies, or cultural preferences you share with us to ensure every child's needs are met.

If your child has allergies or requires a special diet, please inform the management team. We will ensure appropriate meals are provided as and when required. In such cases, confirmation from your doctor will be necessary. We are happy to provide special dietary meals for religious reasons; however, requests based on personal preference may not be accommodated. Menus are reviewed regularly and displayed for parents to view. If you have any questions about the food provided or wish to discuss your child's dietary needs, please speak to a member of staff.

Newsletters

A newsletter is posted on Showbie regularly giving information on the activities your children have/will be involved in, sharing information about staff and other events relevant to the nursery/community are also included in the newsletter and on the parent's information board. If you would like a printed copy please speak with Kanesa or Hazel in the nursery office.

Accidents

We try to ensure that all our children are playing in a safe environment, however accidents do happen and children do become upset. Staff will use their judgement on whether you should be alerted and if not, you will be informed as you collect your child. However, if your child suffers a bump to the head, however small, we will always call you to inform you of this. A First aider will advise you if they feel further intervention is required although ultimately it will be your decision to seek medical attention. Staff will complete an Accident Form, which you will be asked to sign when you collect your child.

Incidents

Common incidents and children displaying challenging behaviour which may cause harm from child to child. If your child is involved in an incident, it will be recorded, and you will be informed and if further action is required there is a procedure in place to accommodate this. All staff are trained in 'all behaviour is communication'

Risk Assessments

The nursery regularly carries out Risk Assessments to identify possible hazards inside and outside. The children are involved in these activities as it encourages them to demonstrate safe play. Any risk identified is dealt with immediately to ensure our children have a safe environment to play in.

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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, or 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, notices in local shops and community centers, announcements in local places of worship and announcements in the press and on local radio.

Curriculum

In Carmichael we follow Curriculum for Excellence, Realising the Ambition – Being Me and Glasgow City Councils Education Department's policies. We provide each child with a broad, balanced curriculum suited to their individual needs, interests and stage of development. For some experiences they will work on their own, at others in a small group or larger group. Some experiences will be adult led and sometimes the children will work independent of an adult.

The main areas of the curriculum are: **Expressive Arts, Health and Wellbeing, Languages, Mathematics, Religious and Moral Education, Science, Social Studies and Technologies.**

Further information about Curriculum for Excellence is available on the following link- <http://www.educationscotland.gov.uk/parentzone/>

We offer children active learning experiences by:

- Providing a safe and stimulating environment in which children feel happy and secure.
- Providing opportunities to engage the children's interest and curiosity.
- Encouraging positive attitudes to self and others.
- Extending the children's abilities to communicate their thoughts, feelings and ideas in a variety of ways.
- Encouraging children to reach their full potential.

During your child's time at Carmichael Nursery, we aim to provide them with rich and varied opportunities to develop into successful learners, confident individuals, responsible citizens and effective contributors. Children have a solid foundation, which is built on during the next stage of their education.

Realising the Ambition and How It Informs Practice for Our Youngest Children

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Realising the Ambition: Being Me is Scotland's national practice guidance for early years, designed to support high-quality experiences for babies and young children. It builds on the principles of *Getting It Right for Every Child (GIRFEC)* and the *Curriculum for Excellence*, ensuring that every child is nurtured, respected, and supported to thrive. For our youngest children in nursery, this guidance informs practice by:

Child-Centred Approach

We recognise that babies and toddlers learn best through warm, responsive relationships and play. Practitioners observe, listen, and respond to each child's cues, ensuring care routines are calm, predictable, and respectful.

Holistic Development

Learning is not compartmentalised; care and education are integrated. Everyday experiences—feeding, nappy changing, sleep routines—are seen as opportunities for language development, emotional security, and building independence.

Play as the Core of Learning

Realising the Ambition emphasises play as the primary vehicle for learning. For our youngest children, this means sensory exploration, movement, and opportunities to interact with natural materials in a safe, stimulating environment.

Responsive Planning

We plan from the child, not for the child. Observations inform next steps, ensuring experiences are meaningful and developmentally appropriate. Flexibility is key routines adapt to individual needs rather than the other way around.

Partnership with Families

Strong relationships with parents and carers underpin everything we do. We share learning, listen to family insights, and work together to support continuity between home and nursery.

Wellbeing at the Heart

The guidance reminds us that emotional security is the foundation for all learning. Practitioners prioritise attachment, comfort, and reassurance, creating an environment where every child feels safe, loved, and ready to explore.

By embedding these principles, we ensure that our youngest learners experience a nurturing, play-rich environment that supports their curiosity, confidence, and sense of belonging.

Assessment and Reporting

Each child will have their own learning profile, which their key worker, your child, and you will contribute to as they progress. We use a variety of methods to assess learning and development, including Observation, Peer assessment, Self-assessment and Informal discussions with you

Observations and assessments are vital as your child develops existing skills and learns new ones. Each key worker will record children's learning and development in their online journal on the Showbie app. This journal is unique to your child and will reflect their progress over time, using observations as the foundation for achievement in outcomes.

Why Observations Matter

Observations allow staff to:

- Understand individual learning styles and interests.
- Identify strengths and areas for support early on.
- Plan meaningful next steps tailored to your child's needs.

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- Celebrate achievements and share progress with families.
- Spot emerging skills and ensure a balanced approach to development.

By observing children in real-life play and learning situations, we gain a clear picture of how they apply skills, interact socially, and grow emotionally helping us provide the best possible support.

Parents and carers can request information about their child's development and learning at any time. There will also be opportunities for formal meetings with staff to discuss your child's progress throughout their time at nursery.

Supporting Children with Additional Support Needs

In Carmichael Nursery staff acknowledge that each child is unique 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 short period.

Parents are urged to discuss any worries/concerns they may have about their child's development or behaviour with the Head of Establishment 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 considered 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. This may also involve a Wellbeing Plan being put in place to support your child. Further information relating to Additional Support Needs is also available on the Glasgow City Council Website. <http://www.glasgow.gov.uk> This is in line with GCC inclusion policy.

“Each child is unique and must be treated as such, with respect for their individuality and potential.”

— Maria Montessori

Outdoor Learning at Carmichael

At Carmichael, we believe every child should have access to outdoor spaces. That's why we encourage children to learn outdoors in all weathers. Our outdoor environment provides rich opportunities for children to: explore and discover the world around them, problem-solve in real-life situations and engage in risky play to build confidence and resilience

These experiences allow children to develop and apply skills in meaningful, real-world contexts. Because of Scotland's ever-changing weather, we kindly ask that children bring a change of clothing, as outdoor explorations can sometimes get messy! We are proud of our large outdoor areas, which have been carefully developed through collaboration with our staff team and members of the local community. These spaces are now wonderful learning environments where children can thrive.

Benefits of Outdoor Learning

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Outdoor learning offers many advantages for children's development, including:

- Physical health and well-being: Active play outdoors promotes fitness, coordination, and gross motor skills.
- Creativity and imagination: Nature inspires curiosity and creative thinking.
- Social and emotional development: Working together outdoors builds teamwork, communication, and resilience.
- Problem-solving and critical thinking: Real-life challenges encourage children to think independently and make decisions.
- Connection with nature: Spending time outdoors fosters respect for the environment and an understanding of the world.

By learning outdoors, children experience freedom, adventure, and hands-on learning that supports every area of development.

Digital Learning at Carmichael Nursery

Digital learning is an essential part of preparing children for the world they will grow up in. Technology is embedded in everyday life, and future jobs will increasingly rely on digital skills. Careers in areas such as engineering, healthcare, design, data analysis, robotics, and artificial intelligence will require strong problem-solving abilities and confidence in using technology. Even roles that exist today—such as teaching, administration, and creative industries—are becoming more digitally focused.

At Carmichael Nursery, we use digital resources such as **iPads, robots, and programmable resources** to introduce children to technology in a fun and meaningful way. These experiences help children develop important life skills, including:

- **Critical thinking and problem-solving** through coding and interactive games
- **Creativity and innovation** using digital art and design tools
- **Collaboration and communication** when working on shared digital projects
- **Confidence and adaptability** in using technology safely and responsibly

By integrating digital learning into our curriculum, we are giving children the foundation they need to thrive in a rapidly changing world. Our goal is not only to teach them how to use technology but to help them understand how it can be a tool for learning, creating, and solving real-world problems.

“Play is the work of childhood.”

— Jean Piaget

Think Equal Programme at Carmichael Nursery

At Carmichael Nursery, we implement the **Think Equal Programme** to support children's social and emotional development. This programme focuses on building skills such as empathy, resilience, self-awareness, and respect for diversity through structured activities and discussions. Children take part in small group sessions **weekly**, where they explore themes like feelings, friendships, problem-solving, and understanding differences. These sessions are interactive and age-appropriate, using stories, role play, and creative tasks to help children develop positive values and emotional intelligence. By embedding Think Equal into our curriculum, we aim to create a nurturing environment where every child feels valued and prepared for lifelong learning.

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We deliver the **Think Equal programme** through a dedicated half-hour session each week. These sessions focus on developing children's social and emotional skills, promoting empathy, respect, and emotional literacy.

To strengthen the home–nursery partnership, parents are provided with the weekly lesson content so they can continue this important work at home. This approach ensures consistency and helps children embed these values in their everyday experiences.

“In a world where you can be anything, be kind.”

— Unknown

Learning and Family Engagement at Carmichael Nursery

Throughout Carmichael Nursery and in our online learning journals, you will find displays showcasing children's learning and the curriculum in action. We deliver the curriculum through active learning, using children's interests, personal experiences, and next steps as our starting point.

The learning experiences offered include outdoor learning, ICT using smart boards and digital resources, creative activities, sand and water play, cooking and baking, discovery and problem-solving, music, puzzles, construction, role play, and physical play. Children also enjoy exploring other cultures and learning about the environment. In addition, we provide opportunities for expressive arts, science investigations, numeracy and literacy activities, gardening, sensory play, storytelling, and group projects that encourage teamwork and communication. This list is not exhaustive, as we continually adapt to meet the needs and interests of our learners.

We also provide opportunities for family engagement through Play Along Maths sessions, where parents can choose a resource each week to take home and enjoy with their child. In addition, we offer monthly Home Learning Bags containing activities your child has been exploring in nursery so they can share their learning with you at home.

Our team works hard to support children with additional support needs by tailoring learning to their individual requirements. We collaborate closely with parents and carers, as well as agencies such as speech and language therapists, health visitors, educational psychologists, and feeder primary schools, to ensure your child receives the best possible support.

If you would like to discuss curricular planning or any aspect of your child's learning, please do not hesitate to ask.

“Parents are the first and most important teachers of their children.”

— Maria Montessori

Parental Involvement

At Carmichael Nursery, we believe parents and carers play a vital role in their child's learning journey. We want you to feel welcomed, valued, and fully involved in nursery life. Your ideas, feedback, and participation are important to us, and we strive to create strong partnerships built on trust and open communication.

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We offer a range of opportunities for you to engage with your child's learning, including **Play Along Maths sessions**, where you can choose a resource each week to take home and enjoy together. We also provide **Home Learning Bags** every month, giving you the chance to share activities your child has been exploring in nursery. In addition, we encourage parents to join us for special events, celebrations, and workshops that support learning and development.

Our aim is to make you feel confident and included, knowing that your involvement makes a real difference to your child's progress and enjoyment of learning. If you would like to find out more or share ideas, please do not hesitate to speak to a member of our team.

At Carmichael nursery, we ask parents/carers to contribute to our nursery fund, this money is used to purchase; food for parties and special celebrations; resources to support child responsive planning and activities like baking, cooking, playdough and gardening. We collect £3 per week, and our preferred method of payment is for parents/carers to set up a weekly standing order: **Account number: 00182706. Sort code: 801506**, Please use your child's name as a reference. Alternatively, you can pay by cash or cheque if you wish. We are very grateful for your contributions as without them we would be unable to provide these activities and experiences for the children so please can we ask that you make regular contributions.

Your views as parents/carers are very important to us. Let us know what you like about the nursery; what you would like more of; is there anything we need to change. Home and nursery Links Children's learning is a shared responsibility.

Promoting Positive Behaviour

All children and young people need the support of our Education System to help them to learn and to achieve their full potential.

Through the creation of an ethos that embraces the positive values of good citizenship, the promotion of positive behaviour and the participation in the PATHS and Think Equal Programme's children are enabled to develop emotionally, socially, physically and intellectually.

The PATHS programme is designed to facilitate the development of self-control, positive self-esteem, emotional competence and understanding in children.

Children are encouraged from the beginning to respect the needs and wishes of their fellow pupils. Children need time and understanding to cope with these new demands and this is considered when trying to ensure that justice is done.

In Carmichael Nursery, we promote positive behaviour by encouraging the children to be respectful towards each other, and to form positive relationships

Getting It Right For Every Child (GIRFEC)

At Carmichael Nursery, we follow the Scottish Government's GIRFEC approach to ensure every child receives the right support at the right time. GIRFEC is built around the wellbeing indicators, often called SHANARRI, which guide how we work with families and partner agencies to meet each child's individual needs. Our aim is create a nurturing environment where children feel valued and supported, helping them to thrive and reach their full potential.

The SHANARRI Wellbeing Indicators



Safe – Protected from harm and supported in a secure environment.

Healthy – Encouraged to maintain physical and emotional wellbeing.

Achieving – Supported to learn and develop skills for life.

Nurtured – Cared for in a loving and stimulating environment.

Active – Given opportunities to play and be physically active.

Respected – Listened to and involved in decisions that affect them.

Responsible – Encouraged to take responsibility for their actions.

Child Protection and Safeguarding Procedures

All educational establishments and services must take positive steps to help children protect themselves by ensuring that Programs of Health and Personal Safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the differences between appropriate and inappropriate behaviour on the part of another person, no matter who. 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 health and personal safety programs are central to the curriculum
- ensuring that staff are aware of child protection issues and procedures
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children

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

Everyone has a responsibility to ensure children are safe.

If you have any concerns, are worried, or know of a child who may be at risk of abuse or neglect, please speak with the Child Protection Co-ordinator: **Julie Shields, Head of Nursery**

Equality and Inclusion

As Citizens of Glasgow, we are living in an increasingly multicultural society. In accordance with National and local guidelines, we at Carmichael Nursery are committed to promoting equal opportunities and social inclusion through the delivery of a Curriculum for Excellence, Realising the Ambition and our Think Equal Program.

It is our aim to develop in children a positive attitude towards peers whose language, religion or culture is different from their own. Every one of our children and parents is valued and we are committed to always maintaining our positive and inclusive ethos.

Within our establishment we ensure that all our children have equal access to the curriculum and all needs supported to achieve their full potential.

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“Children learn more from what you are than what you teach.”

— W.E.B. Du Bois

Medical and Health Care

It is very important that full details of your child's medical history are provided when completing admission forms. This ensures that staff are as well prepared as possible for any health emergency which may arise.

If your child becomes ill or has an accident while attending the nursery, we will contact you immediately. If the illness or accident gives cause for concern your child will be taken to HOSPITAL and you will be asked to join us there.

Children who are obviously unwell should be kept at home where they will be more comfortable.

Should a child require medication this should, whenever possible be administered by the parent, but in exceptional circumstances, arrangements may be made for medication to be administered by a member of staff. WRITTEN INSTRUCTIONS FROM THE PARENT AND CHILD'S DOCTOR MUST ACCOMPANY THE PRESCRIBED MEDICATION.

Primary School Transition and Registration

At Carmichael Nursery, we have strong links with many local primary schools to support a smooth transition for your child. A copy of your child's Transition Record will be shared with both you and the school before they start, ensuring continuity in their learning journey.

Information about primary school registration and enrolment procedures will be published in the local press early in the calendar year. We will also share these details through our newsletter, your child's online journal, and on the Parent Information Board.

Registration is completed online via the Glasgow City Council website, usually in early November each year.

Wider Community

The nursery is very much a part of the local Community; we do not operate in isolation. We have many visitors who take an interest in the life and work of the Nursery. These visitors range from the local community Police, Secondary School pupils, and staff from Primary Schools and Park Rangers to the local Health Visitors, Social Workers, and Dental Health Team working in the area.

Visual Screening

As part of our commitment to supporting children's health and development, Carmichael Nursery participates in the **annual visual screening programme** provided by the local health authority. This screening is offered to all children in their **pre-school year** and is designed to identify any potential vision difficulties early, ensuring timely support and intervention.

A qualified health professional visits the nursery to carry out the screening. The process is quick, non-invasive, and child friendly. It checks for common vision issues such as squints, lazy eye, or reduced

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visual acuity. Parents/carers will receive information and consent forms prior to the screening. Only children with completed consent forms will be screened. Good vision is essential for learning and development. Early detection of vision problems can prevent long-term difficulties.

If any concerns are identified, parents/carers will be contacted directly by the health team with advice on next steps. Nursery staff will support families in accessing further care if needed.

Use of Mobile Phones

For the **safety, privacy, and protection of all children**, the use of personal mobile phones is **not permitted within the nursery environment**. This policy applies to staff, visitors, and volunteers. Mobile phones must be stored securely and only accessed during designated breaks in staff areas away from children. This measure helps ensure that children's images and personal information remain confidential and that staff remain fully focused on providing high-quality care and supervision. Any breaches of this policy will be treated seriously in line with our safeguarding procedures.

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 recognizes that support from the home is essential if these aims are achieved. Every child in Glasgow has the right to be happy and secure at establishment.

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 requirement to record and report all discriminatory behaviour 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 the parents and carers of their children

"It is not our differences that divide us. It is our inability to recognize, accept, and celebrate those differences."

— Audre Lorde

How you can help your child

You can help your child to learn by playing together at home and:

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- encouraging them **to be independent**, for example, in getting dressed, washing their hands before meals and encouraging them to develop healthy habits in diet, exercise and hygiene.
- Providing opportunities to **share and join in** with other children.
- **reading with them every day**. Talk about books with them, spot letters in books and read familiar words to them, such as the labels on their favourite foods, restaurants, shops, street signs etc.
- **talking with them and answering questions**. Play remembering games and guessing games like 'I Spy....'.
- **helping them to match and sort things**, for example, putting together forks and knives or cups and saucers, pairing up socks, sorting out big tins and little tins, putting packets in order of size.
- encouraging them **to count and use numbers in everyday situations**.
- encouraging them **to listen** to music, songs, stories and rhymes. Sing and share nursery rhymes together.
- encouraging them **to express their ideas and feelings**, for example, using crayons, pens, pencils, paint, music and play.
- giving them a chance **to use their fingers and hands**, for example, building with bricks, cutting out with scissors, helping with baking, fastening zips and buttons and using a pencil to 'write'.

Carmichael Nursery Policies

Carmichael has policies in place so that staff, parents and visitors to our school are clear on our work practices and our standards. Our policies are written in line with Education Scotland, Care Inspectorate and Local Authority guidelines.

Authority policies can be accessed online.

DATA PROTECTION 1998

As a local authority our schools and early years establishments process information about children and young people in order to provide education and care. In doing so, we must comply with the Data Protection Act (1998). This means, amongst other things, that data held about children and young people must only be used for specific purposes. However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with other public bodies, or where otherwise required by law. We may also use any information for research purposes. However all personal data is treated as confidential and used only in accordance with the Data Protection Act (1998) and the Information Use and Private Policy approved by Glasgow City Council. For further information, please see our full privacy statement at: www.glasgow.gov.uk/index.aspx?articleid=289 5.

THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities including: The Scottish Government and its agencies; Scottish Parliament; local authorities; NHS Scotland; universities and further education colleges, and the police.

Public authorities must allow access to the following information:

- The provision, cost and standard of its service
- Factual information or decision-making
- The reasons for decisions made by it.

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

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www.glasgow.gov.uk/en/yourcouncil/freedom of information.

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

“The greatest sign of success for a teacher... is to be able to say, ‘The children are now working as if I did not exist.’”

— Maria Montessori

Comments and Complaints

If you have a comment or complaint please approach Julie Shields, Head of Nursery, in the first instance.

If the Head of Nursery 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 fully written response within a further 10 working days, unless another timescale has been arranged.

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

Phone 0141 287 5384

E-mail education@glasgow.gov.uk

Customer Liaison Unit
Education Services
Glasgow City Council
Wheatley House
25 Cochrane Street
GLASGOW G1 1HL

In the event that you are still dissatisfied please contact:

The Care Inspectorate
4th Floor
1 Smithhill Street
Paisley
PA1 1EB

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Telephone: 0141 843 6840

E-mail address: enquiries@careinspectorate.com

The Scottish Commission for the Regulation of Care (The Care Inspectorate) is a national organization set up under the Regulation of Care (Scotland) Act 2001 to regulate and inspect Scottish care services. The Care Inspectorate operates throughout Scotland and has five regional offices with local resource offices to coordinate regulation of care services at a local level. The address of our local office is above.

Useful Addresses

Interim Executive Director

John McGhee
Education Services
City Chambers
40 John Street
Glasgow
G1 1JL

0141 287 4551

E-mail address: john.mcghee@education.glasgow.gov.uk

COUNCILLOR

Emma Gillan
Glasgow City Council
City Chambers
40 John Street
G2 1DU

0141 287 5644

E-mail address: emma.gillan@glasgow.gov.uk

COUNCILLOR

Stephen Curran
Executive Member for Education
City Chambers

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40 John Street
Glasgow
G2 1DU

0141 287 4382

E-mail address: stephen.curran@councillors.glasgow.gov.uk

Appendix A

Child Safety/Child Protection Policy – MC57

All education establishments and services must take positive steps to help children protect themselves by ensuring that programs of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the differences between appropriate and inappropriate behavior on the part of another person, no matter who.

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 health and personal safety programs are central to the curriculum
- ensuring that staff are aware of child protection issues and procedures
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the head of the establishment. The head or person deputizing for the head, after judging that there may be grounds for concern regarding the welfare or safety of any pupil must then

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immediately advise the duty senior Social Worker at the local Social Work services are office of the circumstances.

Social Care Direct.

Phone: 0141 287 0556

Police Scotland's main contact number is 101.

In an emergency, where someone is in immediate danger, call 999.

Family Protection Units

Calling 101 will transfer you through to a service advisor who could either forward the call on to the relevant department or create an incident for officer attendance where necessary.

Appendix B

Greater Glasgow Health Board Department of Public Health Medicine

Commoner Communicable Diseases Guidance for Head Teacher

Communicable diseases are common in children of school age. For some diseases, a period of exclusion is recommended to ensure that the child is fit to resume normal school activities and that he or she does not present a risk to other children and staff.

DISEASE	PERIOD OF EXCLUSION	
	Patient	Close contact (Household and School)
Blood borne viruses (Hepatitis B & C, HIV)	No Exclusion	No Exclusion
Chickenpox	10 days from the onset of rash	No Exclusion

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Hand, Foot and Mouth Disease	Until skin lesions have healed	No Exclusion
Impetigo	Until skin is healed	No Exclusion
Infectious Hepatitis (Hepatitis A)	Until one week after the onset of jaundice	No Exclusion
Lice	Until effective treatment has been administered	No Exclusion
Measles	7 days from appearance of rash	No Exclusion
Meningococcal infections	Until clinical recovery	No Exclusion
Mumps	Until clinical recovery but at least 7 days from onset of symptoms	No Exclusion
Rubella (German Measles)	4 days from appearance of rash	No Exclusion
Scabies	Exclusion Unnecessary once adequate treatment instituted	No exclusion
Scarlet Fever	Until clinical recovery	No Exclusion
Slapped cheek Syndrome (parvovirus/Fifth disease)	Until clinical recovery	No Exclusion
Tinea capitis (Ringworm of scalp)	Until adequately treated	No exclusion
Tinea corporis (ringworm of body)	Exclusion of barefoot activities unnecessary but treatment always advisable	No exclusion
Tuberculosis	Until certified by doctor	No Exclusion
Warts: Plantar	Exclusion unnecessary provided warts remain covered with occlusive plaster/socks	No Exclusion
Whooping Cough	21 days from onset of paroxysmal	No exclusion

Appendix B (Continued)**Greater Glasgow Health Board Department of Public Health Medicine**

**Commoner Communicable Diseases
Guidance for Head Teachers**

Individuals who suffer gastrointestinal infection with symptoms of vomiting or diarrhoea are at increased risk of spreading the infection to others and should be advised to remain off school for **at LEAST 48 HOURS AFTER THE SYMPTOMS HAVE RESOLVED**. Close contact (household and school) need not normally be excluded provided they remain well.

For a small number of diseases, bacteriological clearance (where the stools are free of any germs) may also be required, as shown below. For all gastrointestinal diseases, good personal hygiene is the main

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line of defense in preventing the spread of infection. It is essential that all children wash their hands immediately after using the toilet and before meals.

DISEASE	PERIOD OF EXCLUSION	
Campylobacteriosis	No Exclusion	No Exclusion
Cryptosporidiosis	No Exclusion	No Exclusion
Dysentery-amoebic	No Exclusion	No Exclusion
Dysentery-Sh sonnel (Bacillary)	No Exclusion	No Exclusion
E coli O 157	Bacteriological clearance required for younger children (under 5 years), those of doubtful hygiene and food handlers	No exclusion
Food poisoning (no organism identified)	No Exclusion	No Exclusion
Salmonellosis	Bacteriological clearance required for younger children (under 5 years) and those of doubtful hygiene	No exclusion
Thread worm	No exclusion but should be treated promptly	No exclusion but household contacts should be treated promptly
Viral gastroenteritis	No exclusion	No exclusion

For Further Advice Contact:
Department of Public Health Medicine
Greater Glasgow Health Board
225 Bath Street Glasgow

Tel: 0141 201 4952

PLEASE NOTE

Although this information is correct at the time of printing, it should not be assumed that there will be no change affecting any of the matters within the document.

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

Glasgow City Council 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

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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.

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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 or where otherwise required by law. The Council also has a duty to protect the public funds it manages, and to this end it may use the information you have provided for the prevention and detection of fraud.

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