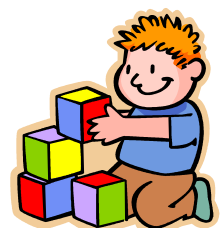


Linthaugh Nursery School
533 Crookston Road
Glasgow
G53 7TX
0141 882 7105

headteacher@linthaugh-nursery.glasgow.sch.uk





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Dear Parent/Carer

On behalf of the staff, parents and children may I welcome you to Linthaugh Nursery School.

This handbook is intended to let you know about our school, the education service we offer, and the way in which we provide it.

Linthaugh Nursery School enjoys a very positive reputation in the community. We believe our nursery provides a safe and welcoming atmosphere which will encourage and challenge your child to develop and learn.

We aim to work in partnership with you to help your child develop positive attitudes which will enable them to be happy, healthy and confident across all areas of their life. We support all our children to be the best they can be, we ensure they feel safe valued and respected and encourage them to understand the importance of being able to respect and care for others.

As a parent or carer you will have an active role in this very important stage of your child's development. During the year we will keep you up to date with the life and work of the school with regular newsletters and other information.

The staff and I are always pleased to talk with you and to answer any questions you may have. This is not always easy to do in the middle of a busy playroom and if you wish to discuss something in detail, or to talk privately, please let me know and I shall arrange a time to meet with you.

We hope you will enjoy your time at Linthaugh Nursery and look forward to working with you and your child to provide them with best possible education experience.

Regards,

Yvonne Crookshank

Head Teacher



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Our Vision

Changing the world on child at a time!

Values

Inspiring

We encourage continuous development for children and staff.
We challenge each other to question and explore so we can learn
together.

Brave

We are curious, bold and adventurous; we push boundaries and
test

New ideas always standing up for children's rights.

Nurturing

We are warm, caring, loving and welcoming. We create safe and
homely environments for each child.

Fun

We are imaginative and creative and create and learn through
play.

Our Aims

Together with families and communities, we enable each child
to be the best they can be through wonderful experiences that
enrich and extend their learning



Child Development Officers

Maria Cassidy
Wendy Stevenson
Christine Docherty
Emma Hughes
Brioney Pollock
Caroline Thomson
Lindsay Teague
Sharon Brown
Megan Heggarty
Rachel Sheridan
David Christie
Irene Lannigan
Michelle Jordan
Robert Gibson
Annie Anwar
Emma Kerr
Kesley Barr
Connor Laurie
Andy Moffat (Temp)
Vicki Craig

Catering Assistants

Shirley Morrison
Lucy Capello

Cleaning Assistants

Jav

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Leadership/Management Team

Head Teacher

Yvonne Crookshank

Depute Head of Centre

Claire Thorburn (Temp)

Child Development Team Leader

Laura McIntosh (Temp)

Lead Practitioner of Attainment

Suzy Armour

Support for Learning

Sandra Gallagher
Georgia Dickson

Janitor

Andrena Devlin

Clerical Support

Christine Thomson
Lorna Dawson

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Nursery Details

Nursery Session Times

3-5

Morning Session: 8.00am until 12.45pm

Number of Places: up to 64

Afternoon Session: 1.00pm until 5.45pm

Nursery Session Times

2-3

Morning session: 8.30am until 11.45

Number of Places: up to 15

Afternoon Session: 12.50pm until 3.55pm

Eligible children 8am till 5pm

The Nursery is open 8.00am till 5.45pm with the option of Term Time or 52 Weeks.

Parents/carers should note that the actual working capacity of the nursery may vary dependant on the number of children at each stage and the way in which playrooms are organised.

The nursery is non-denominational and welcomes children and families from all religious and cultural backgrounds.



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All schools are partners within a [Learning Community](#). We are a member of the multi-denominational Lourdes Learning Community. We work closely with all local schools in the area.

Places

We provide places for children age 2 to 5 years.

You will have the choice of either Term time or 52 weeks.

If you choose Term Time, children can have either 3 full days (**6 Blocks**) or 5 am/pm sessions with one full day.

If you choose 52 week provision, children can have either 2 days and one half day or 5 am/pm sessions (**5 Blocks**). If available, additional hours can be purchased.

Attendance

If you are unable to bring your child to nursery we ask that you telephone in to let us know. If we do not hear from you we will contact you by phone or text to make sure you and your child are safe and well.



Meals

Children will be provided with a meal during their session. Please speak to a member of staff regarding information about our menus. Special diets can be catered to, for medical or religious reasons.

Snack Charges, Fund raising, donations and grants



Each year, the local authority provides a budget for materials, equipment, phones, office goods and photocopying costs.

Glasgow City Council also covers all staff, administration and building costs.

We may also receive small grants from other sources, sometimes for specific items such as ICT equipment and Science projects and Garden projects.

Our snacks are provided by CORDIA, this ensures that children receive a healthy snack that meets the National Nutritional guidelines for the under-fives. Parents are charged £1.30 per week for snack (If not eligible for funded 1140 hours). Glasgow City Council will invoice all parents each term and you will pay the charges directly to them.

Parents also support us on a weekly basis with a school fund donation (no more than £3.00 each week) and by helping with fund raising events several times a year.

Funds are spent on the following:

- All special celebration food and presents as well as cooking, baking and tasting ingredients.
- New resources - books, outfits, toys and computer software.
- Visiting shows
- Outings.
- Festival Celebrations
- Fun Day

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School fund donations can be paid on a weekly, monthly or termly basis to suit parents own arrangements. Please see Brooke or Lorna in the office for further details.

All money paid into school funds are recorded, banked and audited and records are available for inspection at any time. We always welcome suggestions from parents about what toys and equipment they would like to see purchased for their children. We try to spend all monies raised while the children are attending nursery and all children receive the same regardless of level of parental contribution.

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Quality Assurance:

To ensure the highest standards for your children, the nursery is inspected regularly by the SCSWIS (Care Inspectorate) and Education Scotland (HMIE) every few years, and reviewed regularly by Glasgow City Council Quality Improvement Officers.

Glasgow City Council also regulates the work of the nursery through its Management Circulars, Health and Safety regulations, Policy guidelines and meetings.

Standards are monitored annually within the nursery using the National Performance Indicators of How good is our early learning and childcare and National Care Standards.



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Applying for a Nursery place

Names can be placed on the City Councils central applications register any time after the child's first birthday.

You can list up to three nurseries that you would like to be considered for.

Please phone to arrange an appointment with the Head Teacher/Head of Centre of your first choice nursery who will record on Glasgow City Council's computer based application register, your application details and choice of nurseries.



You can only fill out one application form.

In this area of Glasgow, there can sometimes be more applications than places actually available. Nursery places therefore, are allocated by an admissions panel in accordance with the City of Glasgow's Admissions Policy, details of which are available from the Head Teacher. You may not always be allocated to your first choice nursery. We operate a joint admissions panel with the other nursery establishments in the local area. The panel meets regularly to co-ordinate nursery places and to allocate and review full time places.

When a place is allocated to your child you will be contacted by phone or letter and invited to visit the nursery school to make arrangements for starting.

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Getting Started



Starting nursery is an important and exciting time for you and your child. At Linthaugh we aim to make this as happy and as comfortable for you both as possible.

- Your child will be allocated to a group and will have a Key Worker who will be responsible for helping you both to settle in to nursery.
- We recognise the influence of parental love and care on all aspects of the development of the child. We find that by involving parents and taking time at the beginning, most children settle into nursery quickly and easily.
- All research shows that children learn best when the home and the school work together, therefore it is important that your child sees staff and parents developing open, warm, trusting relationships.
- This partnership begins while you are helping the child settle into the nursery school. This period gives you the opportunity to begin to form a relationship with the member of staff to whom your child has been allocated.
- You will spend a little time with your child's key worker to share information on all aspects of your child's development and care needs. Daily contact between the home and the school as you bring and collect your child encourages the relationship to develop and helps us to share our experiences, and support opportunities for learning.
- A leaflet is provided to parents at enrolment which gives further details and advice about settling in.
- Please be prepared to stay with your child in nursery for a settling in period.

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What to Wear at Nursery

Children should wear clothes that are comfortable and easy for them to manage when going to the toilet or getting ready to play outside. Nursery activities can be messy - that is part of the fun of learning.

- While we do provide aprons we cannot guarantee children will remain as clean as when they arrived so please, do not send children in their very best clothes.
- Children are asked to bring both indoor and outdoor shoes to nursery every day. Indoor shoes can be sandshoes or trainers but **not** slippers.
- Outdoor shoes should be appropriate to the weather as we will go outside in all weathers. Our outdoor area includes a large grassy area and opportunities for digging and climbing.
- The nursery has waterproof trousers and jackets for children to wear.
- Parents are asked to make sure children bring hats scarves and gloves in cold/wet weather.

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

- potentially encourage faction (such as football colours);
- could cause offence (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
- Could be used to inflict damage on other children or be used by others to do so.

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Our Curriculums

Pre-Birth to Three

To help meet the needs of our youngest learners we also take account of the National Guidance for children from pre-birth to three considering the importance of relationships, respect, the rights of the child and responsive care, along with developing the early pathways towards literacy and numeracy.

A Curriculum for Excellence 3-18

Children should find their learning challenging, engaging and motivating. Our curriculum promotes high aspirations and ambitions for all and children are challenged to achieve their individual potential. They are active in their learning and are encouraged to develop and demonstrate their creativity. All children have opportunities for a broad range of experiences leading to outcomes in learning. The curriculum is organised into different levels. Most children 3-6 will work on Early Level through their time at nursery and into Primary 1.

Our children experience continuous progression in their learning; they are able to progress at a rate which meets their needs and aptitudes with an appropriate level of challenge and support. We provide opportunities for children to develop their full capacity for different types of thinking and learning and make use of our local community to bring learning to life.

Our curriculum responds to individual needs and builds on children's skills and talents. Every child is given opportunities for exercising personal choice as they are involved in setting personal targets and making decisions about how they learn.

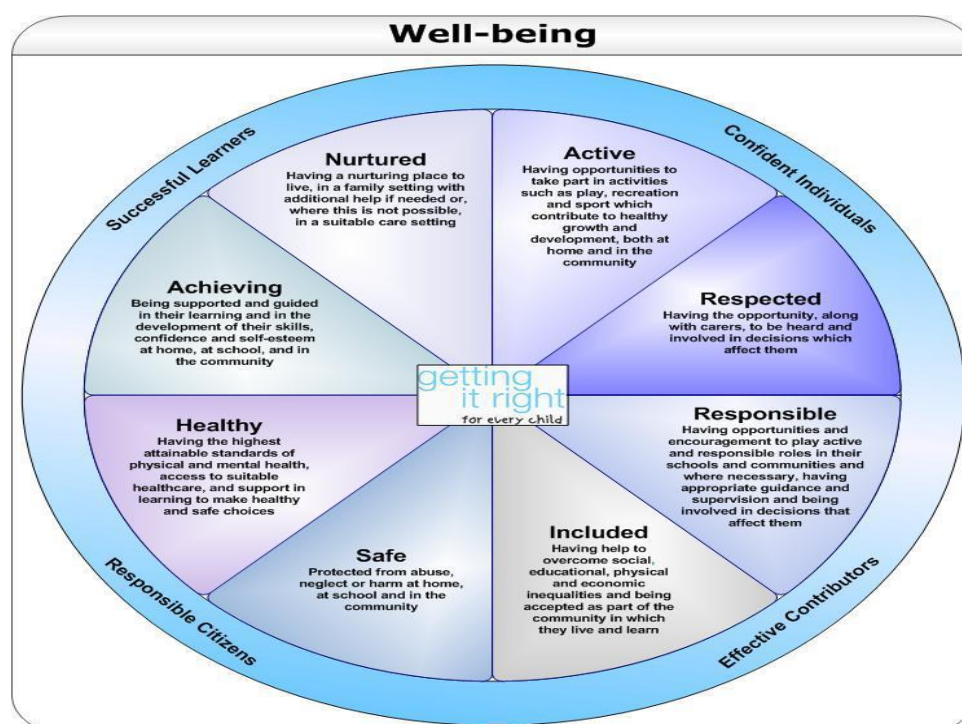
We ensure that children understand the purposes of activities so that they see the value of what they are learning and its relevance to their lives, present and future as they develop skills for learning, life and work. The curriculum is organised under the familiar headings of Languages, Mathematics, Health & Wellbeing, Social Studies, Science, Expressive Arts, Technologies and Religious and Moral Education. Literacy, numeracy and health & wellbeing permeate the whole curriculum and there are many opportunities to explore citizenship, enterprise, creativity and sustainability.

Getting It Right For Every Child (GIRFEC)

We put this into action by promoting children's learning through play, providing a challenging and dynamic curriculum that meets the needs of the individual child through our stimulating and motivating learning environments supporting children's development towards becoming confident individuals, successful learners, effective contributors and responsible citizens.

We work in partnership with others to meet the needs of children and families ensuring that all children receive the support they need, removing any barriers that might restrict their access to the curriculum and responding to their own talents and interests in providing opportunities for personal achievement in a range of different contexts.

This individualised approach to planning for children's attainment and achievement reflects our positive ethos which recognises, promotes and celebrates diversity ensuring that all members of our learning community have a say in decisions that affect them and feel safe, valued, included, respected and are treated fairly.



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Home and Nursery Links

Parents are valued for their role as educational partners and respected as the first and continuing educators of their children and are welcomed as active participants in the life of the establishment.

We actively encourage the development of links with parents and carers through a range of opportunities. For example; we provide newsletters to keep parents and carers informed about nursery life. We use an app called 'See Saw' which parents and carers will receive photographs and updates on their child. Please ask a member of staff for more details. Learning and home school learning link packs are also provided.

Eco Schools

Linthaugh Nursery School is registered with the Eco Schools Project

We have 2 blue recycling bins at the front door which we encourage parents to use with their children.

We also recycle used ink cartridges.

The recycling will continue in our garden where we hope to have compost bins and rainwater recycling. **Please do all you can to REDUCE, REUSE and RECYCLE**



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Observation, Assessment and Reporting of children's learning

At Linthaugh Nursery we know that children will achieve in a variety of ways through a range of different schemas.

We assess their progress in learning so that we can use this information to develop an appropriate curriculum for each child.

Key workers monitor the progress of each child. They use observations of your child during free-play, and build up a profile showing their attainment and achievements.

Your child's progress in nursery will be reported to you:

- Informally through discussions on an on-going basis
- Regularly through opportunities to look at your child's profile
- Formally at parents' consultations and a summative report
- (Pre-school) at the end of the year.

Personal Learning Journals

Children and families are encouraged to be involved in the compilation of their own personal learning journals.

These books describe children's progress in their learning across health & wellbeing, literacy and numeracy. Each child's illustrates what they have been learning to help them become successful learners, confident individuals, effective contributors and responsible citizens.

They contain individual examples of their achievements within the curriculum. Their Personal Learning Journals contain a wealth of information about each child and are passed on to them when they leave Nursery.

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Additional Support Needs

At Linthaugh Nursery we provide individual support for every child with additional support needs. The Education (Additional Support for Learning) (Scotland) Act 2004, and the amended Act 2009 give a clear definition of additional support needs;

Additional support needs refers to any child or young person who, for whatever reason, requires additional support for learning. Additional support needs can arise from any factor which causes a barrier to learning, whether that factor relates to social, emotional, cognitive, linguistic, disability, or family and care circumstances. For instance, additional support may be required for a child or young person who has behavioural difficulties; has learning difficulties; has sensory or mobility impairment; is at risk; or is bereaved.

There will be many other examples besides these. Some additional support needs will be long term while others will be short term. The effect they have will vary from child to child. In all cases though, it is how these factors impact on the individual child's learning that is important and this will determine the level of support required.



Care and Well Being

Where we agree that your child would benefit from some support we work with you to decide which strategies to use so that whatever we do in nursery complements what you do at home. Strategies might be simple things that happen in the playroom like specific praise, now and next cards, sand timers to help moving between activities, modelling of appropriate behaviour or distraction techniques. We also support children in small groups such as paths group which helps children with emotional resilience.

If we feel that more support is required we will talk to you about discussing your child's needs at the joint support team where the health visitor, educational psychologist, social worker, parental involvement co-ordinator, teacher and head teacher can offer different supports. We will make sure you know who is going to help and arrange meetings so that you know what is happening. If you have any questions about this process please speak to your child's Key Person or a member of the Management Team.

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Equal Opportunities and Social Inclusion

Linthaugh Nursery promotes equal opportunity, social inclusion and good race relations in all aspects of the nursery's work with children, staff, parents/carers and the community.

There are equal opportunities, irrespective of ability, sex, race or religion, for all to participate fully in nursery activities.

We are a caring nursery and regard stereotyping, segregation, bias and discrimination as unacceptable.

Our Race Equality Policy confirms the aim to eliminate unlawful racial discrimination in the Nursery and other Glasgow City establishments.

Learning experiences and resources such as stories, poems, picture talks, displays, the internet, dressing up, drama, music and cooking are all used to raise awareness of both Scottish and other cultures.

This helps to develop children's understanding of the wider world.

Our Equal Opportunities and Race Equality policies are available along with all our other policies for parents to read.



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Accessibility

The nursery school has a duty to ensure that all our children have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of learning activities and teaching strategies but also minor adaptations to the physical environment of our building to address the needs of pupils with physical or sensory impairments.

We also need to ensure that parents who have a disability have equal access to information about their children. This could involve, for example, relocating the venue for parents meetings to facilitate physical access at parent's evenings or individual interviews; provision of an interpreter for the deaf or agreeing a telephone contact system to provide direct feedback to parents.

Physical access - The nursery school has a ramped access, with handrails at adult and children's height to the main entrance. An adult disabled toilet is situated off the main hallway.

Communication - Audio tapes, telephone contact and interpreter for the deaf can be provided for any parents who are unable to access our newsletters or participate in parents meetings as a consequence of being visually or hearing impaired or who are unable to access regular meetings as a result of disability.

Curriculum - Prior to admission and during the settling in period any child with a disability or additional learning needs will have their needs assessed. They may be supported in accessing the curriculum through the provision of specialist furniture or equipment or minor adaptations to the building. Support may also be offered by visiting specialists, the educational psychologist and the class teacher who will provide an Individual Education Plan (IEP). All steps to support a child in this way can only happen with a parent's agreement. Regular meetings and reports are arranged to keep parents up to date with their child's progress.

Staff Development- regular in service and training is provided to make sure staff are fully briefed on relevant issues (e.g. Disability Awareness, Inclusion, Behaviour Management and Autism Awareness) as well as specific training to meet the needs of individual children.

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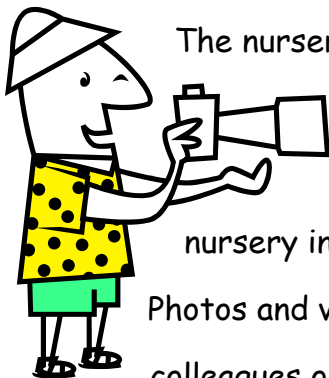
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Outings and consent forms

- Outings are an important part of our curriculum. They take place throughout the nursery year and are fully risk assessed and planned.
- You will be asked to complete a consent form giving permission for your child's participation in outings at the time of enrolment.
- Staff will provide you with details of any outings in advance if not in the local area.
- Children cannot take part in outings unless completed consent forms have been completed by the parent/guardian.
- Parent volunteers are always needed to help with outings out with the local area.



Photo/video permissions



The nursery uses photos and videos for displays, sharing information with parents and staff development. We have our own web site and Twitter page which we share nursery information and what the children are learning about.

Photos and videos may also be used to share with other early year's colleagues out with this nursery and, sometimes we are asked to participate in media events with T.V, Radio and newspaper reporters. You will be asked when your child starts nursery, to give your permission in writing for us to take and use photos and to confirm this each day when you sign in on the fire register.

Website: www.linthaugh-nursery.glasgow.sch.uk

Twitter: @LinthaughN

Moving on to Primary School

Children normally transfer to primary school between the ages of 4 and 6 years. Notification of enrolment dates appears in the national and local press and a notice is placed in the nursery school to remind a parents.

- We have developed close links with all our local Primary Schools.
- We have established very good procedures to ensure a smooth transition from nursery to primary.
- Visits are arranged for Primary 1 teachers to meet the children in nursery.
- Nursery staff and Primary Colleagues meet in May/ June and
- A transition record is passed from nursery to primary for each child to make sure that our Primary colleagues know as much as possible about our children and where they are in their learning.
- Visits are arranged for children to visit their new school and meet their new teacher in May and June before the summer holiday.
- Enhanced Transition plans are arranged for children who need additional support.

Health, Safety and Care Information

School Safety and Security

The safety and security of all our children, parents and staff is of vital importance

Please help keep everyone safe by following these simple rules:

- Dogs should not be brought into the school grounds (Guide dogs excepted)
- Always make sure the front door and the internal security doors close properly behind you.
- Do not hold or open the security door open for anyone else, we need to check everyone who enters our building
- Do not let anyone else's child out of the door.
- Always sign your child's name IN and OUT on the fire register.
- Always let a member of staff know if someone different is collecting your child from nursery.
- Please leave prams in the pram shed.



Mobile Phone Policy

- As part of our child protection procedures the use of Mobile Phones is NOT permitted in the nursery building or playground.

No Smoking Policy

- Smoking is not permitted in the Nursery grounds or building.



Fire Alarm:

The fire alarm is tested at 10.30am and 2.00pm every Tuesday.

There is no need to evacuate the building unless the alarm sounds for longer than a few seconds. The Head Teacher has had Fire Warden training to ensure appropriate procedures are in place to ensure your children's safety.

Emergency evacuation of the building is practised on a regular basis - sometimes children are told when this will happen but at other times they are not.





Parking

- We have a limited amount of parking in the school grounds and this is reserved for staff, deliveries and blue badge holders.
- We have a number of parent/carers who are blue badge holders as well as children and staff.
- It is important that blue badge spaces are not abused and that those who need to access them are able to.
- Blue badge holders are permitted to park in our disabled spaces provided the blue badge holder is coming into the building to drop off or collect a child or to visit the nursery.
- The blue badge must be displayed photograph side up to identify the blue badge holder.
- If the blue badge holder remains in the car while another adult brings/collects a child from nursery then parking in the disabled bays/nursery grounds is not permitted.
- A recent Audit carried out by a Council Health and Safety Officer has highlighted that people are parking on the nursery's private driveway between the main gates and the internal gates.
- Parking in this area is not permitted as this poses a potential risk to children's safety and could block access to emergency vehicles and/or important deliveries.
- We have children with medical conditions that may require an ambulance to be called and there are regular deliveries made.
- Parents using TAXIS to come to nursery must NOT ask the Driver to come into the school grounds.

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- Parents are also reminded that parking on the yellow zig- zag lines directly outside the main nursery gates is an offense under the road traffic act and can lead to a fine and penalty points.
- Parking on the zig zag lines also prevents others from turning round and getting out of Brockburn Rd safely.
- We appreciate that the parking around the immediate vicinity of the nursery is difficult and would ask all parents who drive to nursery to be considerate of our neighbours, to park in Linthaugh Rd and walk round to the nursery.
- Children who are being driven to nursery should be dressed appropriately for the weather so that they can be dry and comfortable walking round to nursery.
- There may be times when you find you need to park in the nursery grounds i.e. you may have a sick older/younger sibling in the car that cannot walk round with you. In cases such as these can I ask that you call ahead to the nursery so we know to expect you and avoid any embarrassing checking.
- The parking situation in nursery grounds will be monitored on a regular basis to ensure the health and safety of all those coming in to our building and to determine whether any further actions such as the closing of the school gates at certain times may be necessary.

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Child Protection Policy and Procedures

At Linthaugh Nursery we take the care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within the school, home and community.

Within our nursery we strive to provide a safe, secure and nurturing environment for children which promotes inclusion and achievement.

All staff in education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.

Our child protection policy and procedure sets out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These policies are designed to ensure that children get the help they need when they need it

Every staff member undergoes a minimum of one child protection training activity every year. Many of our staff are extensively trained in specific areas of child protection to support and identify potential child protection concerns.

All schools in Glasgow have comprehensive work closely with our partners in Social Work, Health and the Police. The school operates a multi-agency Joint Support Team to ensure that the best possible supports are available to children when they need them.

The Child Protection Co-ordinator for the nursery is Yvonne Crookshank, Head Teacher and our Deputy Child Protection Co-ordinator is Diane Crossley, Depute Head. If you wish any further information or a copy of the school policy, please contact the nursery office. If you wish to discuss this important matter further, please make an appointment to see Yvonne Crookshank.

If you are worried or know of a child who could be at risk of abuse or neglect please speak to the Child Protection Coordinator or to a member of staff at one of the following numbers:

Social Work 0141 0141 287 0555

Standby Social Work Out of Hours 0300 343 1505



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Snacks

A healthy snack is provided for the children during each session, this is usually a drink of milk or water with fruit, vegetables and other healthy foods. Milk and chilled filtered water are provided free as part of Glasgow City Councils Health Promotion Strategy.

At the snack table children are encouraged to develop good table manners and appreciate the importance of a healthy diet. Special diets can be catered to at both snack and lunch time.

Physical Activities

Physical play is important for promoting health and wellbeing and brain development. Parents are asked to ensure that children wear correct footwear i.e. sandshoes or trainers, not slippers or sandals, and light clothing.



- **NO** jewellery for safety reasons please.
- Parents are asked to make sure that children always bring outdoor clothes and shoes suitable to the weather.
- During summer months parents should also apply sunscreen to protect their skin from harmful rays. The nursery will provide extra sun cream to top the children up.
- The nursery will provide individual sun hats if required.

Diet and allergies

It is important we are kept informed about children with allergies or special dietary requirements.

Nuts and chewing gum are not allowed for safety reasons and should not be left in children's pockets or backpacks.

Accidents and Illness

Sometimes at nursery children have minor accidents which result in a bump or a bruise. All staff follow our first aid procedures to comfort children and help them feel better; we also have a number of staff trained in first aid to deal with more serious injuries. All minor accidents or injuries are recorded on our accident sheets which parents are asked to sign. Any accident resulting in a child being taken to hospital is also logged with Glasgow City Council and the Care Inspectorate.

If your child becomes unwell at nursery then you or the emergency contacts you have named will be contacted. Your child will be made comfortable until someone arrives to take them home. If they bump their head whilst playing you will be telephoned immediately so that you can decide how you want to proceed depending

On the severity of the injury.

We follow NHS guidelines and ask that if your child is suffering from a heavy cold, virus or any kind of contagious condition that you should keep them at home to avoid infecting other children. These guidelines also stipulate that children should be absent from nursery for 48 hours following a bout of sickness or diarrhoea.

If your child requires urgent medical attention we will call an ambulance, we will phone you straight away if that happens. Your child will be accompanied by a member of staff who will stay with your child until you arrive.



Medical Information

When completing your child's enrolment form you will be asked to give details of any medical conditions/allergies your child has and what medication is taken on a regular basis. This information will be logged on our computer system and shared with relevant staff. It is important you tell us anything we may need to know to help support your child in their learning and accessing the curriculum.

If your child requires medication during the nursery session you should discuss this with a member of staff. We can only administer drugs prescribed by your child's doctor. You will be asked to complete a form which authorises nursery staff to administer the medication. Medicines will be reviewed at the end of each school term to check expiry dates.

If your child suffers from asthma parents are asked to let us know of any activities or specific circumstances which are likely to bring on an attack.

We will talk to you if we have any concerns about your child's development and may seek referrals to audiology, speech and language therapy or other services if needed.



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Minor Incidents/Upsets

Minor incidents and upsets in the nursery will be dealt with sympathetically by staff. Depending on the seriousness of the incident, the parent will either be contacted immediately or informed at the end of the session.

Please keep us informed of any upsets at home so that we can be prepared to offer your child appropriate support when necessary.

Within our nursery we adopt a range of approaches based on improved relationships, engagement, motivation and emotional wellbeing. These include:

- Having high developmentally-appropriate expectations of behaviour and communicating these clearly in terms the children understand.
- Sharing our expectations with parents to promote consistent approaches involving children in agreeing rules and routines for safety and consideration of others.
- Ensuring children understand the reasons for the rules and giving clear explanations where necessary.
- Keeping to routines to ensure children know what is expected.
- Maintaining consistent, calm adult behavior.
- Paying first attention to the best behaviour. Giving well-timed descriptive praise and encouragement of the desired behaviours
- Ignoring some minor behaviours if this would help reduce unwanted behaviour and it is safe to do so.
- Modelling good behaviour and drawing children's attention to positive role models. Supporting children to share and ask for a turn.
- Encouraging children to do the right thing because it feels good rather than for an external reward such as stickers.
- Observing children's levels of engagement, motivation and emotional well-being carefully to establish the reasons behind different behaviours.
- Responding and intervening sensitively when required to distract or help children to manage difficult situations.

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Confidentiality

The policy of the nursery is to work in partnership with parents in order to promote the welfare of children.

The nursery also aims to build up relationships of trust with children.

Children and parents should feel able to raise with the school concerns about safety and welfare in the knowledge that these issues will be dealt with sensitively.

Because of the sensitivity of these issues, the nursery will operate on the presumption that anything imparted in confidence will be treated in confidence.

This is subject to three qualifications:

1. Anything imparted 'in confidence' to one member of staff or person approached as an associate of the school, may be shared with a restricted number of colleagues if that person feels in need of support and guidance from them.
2. If serious concerns are raised about the safety or welfare of a child, the person approached may be obliged, in terms of the school's child protection procedures, to pass that information on to a Child Protection Coordinator for consideration as to whether it should be shared with the appropriate authorities. In these circumstances, the person approached would not, except in an emergency, breach the confidence without letting the person seeking assistance know that he/she intended doing so.
3. The school must, of course, pass on information when legally obliged to do so, for example, by a court of law.

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Dental Inspections and Vision Screening

Dental inspections and Vision Screening are carried out by NHS staff in the nursery each year. You will be informed when these checks are due to be carried out and your consent will be asked for. Parents are encouraged to take advantage of this service.

Tooth Health

We are a 'Smile Nursery' this means that we try to help you and your child, keep their teeth as healthy as possible.

As well as providing a healthy snack we also have a tooth brushing programme. Our tooth brushing programme is based on advice from the Dental Health Board. Tooth varnishing is also carried out in this Nursery School by Dental Practitioners.

Tooth brushes and health promotion advice will be provided to all children and families.



Dealing with Racial Harassment

The Race Relations Act of 1976 makes it unlawful to discriminate against someone because of his/ her colour, race, nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination. In 1999 the guidelines, '*Dealing with Racial Harassment*' were issued to assist all teaching staff in dealing with such incidents.



The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child in Glasgow has the right to be happy and secure at their nursery or school.

Anti-Bullying Statement

At Linthaugh nursery we aim to develop an ethos where bullying is unacceptable. We believe all children have the right to feel safe, valued, respected and happy at school. If you suspect your child is being bullied please speak to the head teacher and we will deal with it immediately.

Bullying behavior 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 behaviors' within educational establishments. All establishments are required to review

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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.

The Freedom of Information (Scotland) Act 2002

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

Public authorities have to allow access to the following information:

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

The legal right of access includes all types of "recorded" information of any data held by the Scottish public authorities. From 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

Further information is provided on the Glasgow City Council web-site:

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

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

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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 administers, and to this end it may use the information you have provided for the prevention and detection of fraud.

Suggestions, Comments, Compliments and Complaints

We want to maintain and improve the service we offer. If you have any suggestions to make about the nursery please contact the Head Teacher.

Equally, if you have a complaint about any aspect of the nursery you should again contact the Head Teacher.

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

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

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

Phone 0141 287 5384

E-mail education@glasgow.gov.uk

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Useful Contacts

Care Inspectorate:

Headquarters:
Compass House
11 Riverside Drive
Dundee
DD1 4NY
Tel: 01382 207100

Central West:
Paisley Piazza
Smithhills Street
Paisley
PA1 1DD
Tel: 0141 843 4230

Other Useful Contacts

Douglas Hutchison

Service Director Education Services
John Street
Glasgow G1 1HL
Telephone: 0141 287 4551

Sharon Constable
Area Service Manager
South West
John St
Glasgow G1 1HL
Telephone: 0141 287 4573

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August

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

September

- Friday, 27 September and Monday, 30 September 2024 (September weekend holiday)

October

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

December - Christmas and New Year

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

January

- Schools return on Monday, 6 January 2025

February mid term break

- Monday, 17 February 2025
- Tuesday, 18 February 2025
- Wednesday, 19 February 2025 (In-service day)

April - Spring Holiday (Easter)

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

May

- Monday, 5 May 2025 (May Holiday)
- Thursday, 22 May 2025 (In-service day)
- Friday, 23 May 2025 and Monday, 26 May 2025 (May Weekend)

June

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