



# Handbook 2022-23



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# Hazeldene Family Centre

**Establishment Name** Hazeldene Family Centre  
9 Rosemount Avenue  
Newton Mearns  
East Renfrewshire  
G77 5TN

**Telephone Number** 0141 570 7530

**E-mail -** [schoolmail@hazeldene.e-renfrew.sch.uk](mailto:schoolmail@hazeldene.e-renfrew.sch.uk)

**Website -** <https://blogs.glowscotland.org.uk/er/Hazeldene/>

## Vision

**Hazeldene Family Centre is a nurturing and inclusive family environment, where children, parents and staff **learn and grow together** to achieve the best outcomes.**



**The school should be seen as a community.  
Let us live with our children  
Let them live with us  
So we shall gain through them  
What all of us need.**

**Froebel**



Dear Parents/Carers

### ***Welcome to Hazeldene Family Centre***

We aim to make your child's time at Hazeldene a happy one, where they will be nurtured and encouraged to develop skills and attitudes which will help throughout their life.

We value our partnership with parents very highly and recognise you as the first and most important educators of your child. Children develop a greater sense of wellbeing and their learning benefits from close working relationships between their parents and staff. Throughout the family centre we seek to build mutual trust, respect and warm and caring relationships.

Hazeldene Family Centre was originally built as part of Mearns Kirk Hospital. It was converted to a nursery school in 1997. We have 3 bright and attractive playrooms and spacious gardens. We make very good use of the local environment and the children visit the woods regularly.

Our staff are committed to providing the highest quality learning experiences for all of the children to help them achieve their best potential. We follow local and national guidelines for *Curriculum for Excellence* for Children 3-18 and *Realising the Ambition* national practice guidance for early years in Scotland.

We are part of the Mearns Castle Cluster and work closely with various local schools and nurseries, included blended placements with funded providers. The family centre is non-denominational and we respect and welcome families from all faiths, beliefs and backgrounds.

We look forward to working with you to provide high quality learning and care for your child.

Yours Sincerely,

Justin Hardie

Head Teacher





## SECTION ONE: ESTABLISHMENT AIMS

### *Our Vision – Learn and Grow Together*

Hazeldene Family Centre is a nurturing and inclusive family environment, where children, parents and staff **learn and grow together** to achieve the best outcomes.

### *Values*

**Nurture** - The best interests of children are promoted throughout the centre.

**Relationships** - Warm, responsive relationships create a positive climate for achievement.

**Achievement** - We value the importance of play and time for children to investigate, create and develop at their own pace.

**Well-being** - We value each child as an individual, but also as part of a family and community.

**Respect** - We celebrate diversity, respect others' views and promote openness, honesty, trust and fairness.

### *Aims*

Build **close working relationships** between children, parents, staff and the local community.

Enable all involved in the life of the family centre to feel **valued, respected and included**.

Nurture each child's wellbeing and **sense of belonging**.

Create a **safe, healthy, but challenging** learning environment which encourages **curiosity**.

Provide carefully balanced learning, child-initiated **active play and discovery**.

Provide rich, relevant experiences which help children to develop holistically as **confident, independent learners**.

### *Our Policies and Improvement Plans*

Hazeldene Family Centre has a range of policies in place so that staff, parents and visitors to our Family Centre are clear on our work practices and our standards. Our policies are written in line with Education Scotland, Care Inspectorate and Local Authority guidelines. Policy folders can be viewed and copies are available on request. Please see the Depute Head of Centre or Head Teacher. East Renfrewshire Council policies can be accessed online. (See Appendix 1)

Our priorities for the development of the family centre are detailed in our annual Standards and Quality Report and the centre Improvement Plan. You can request a copy; download these from our website or view them in the family centre Reception.

## SECTION TWO: GENERAL INFORMATION

Age range covered: 3-5 years

Number of Places: Registered for 72 children attending at any one time

### Our Staff

Mr Justin Hardie	Head Teacher
Mrs Elizabeth Brown	Depute Head of Centre
Mrs Karen Bolton-McIlroy	Nursery Teacher
Mr Andrew Pollock	Senior Child Development Officer (Acting)
Mrs Deborah Riddell	Senior Child Development Officer (0.5)
Mrs. Frieda Allan	Child Development Officer
Mrs. Emma Anderson	Child Development Officer (0.5)
Mrs Janette McGinney	Child Development Officer
Mrs Margaret Brown	Child Development Officer (0.5)
Ms. Emily Catterson	Child Development Officer
Miss Gillian Cooke	Child Development Officer
Ms. Chelsea Hatcher	Child Development Officer
Ms. Kerry Hopkins	Child Development Officer
Mrs. Lynne Inglis	Child Development Officer
Mrs Charlotte Sim	Child Development Officer
Mrs Veronica Lamb	Early Years Play Worker
Ms. Liz Landsburgh	Early Years Play Worker
Vacancy	Senior Business Support Assistant
Vacancy	Business Support Assistant (Part Time)
Mrs. Violet Heaney	Janitor/Cleaner (Part-time)
Ms. Joanna Krystal	Lunchtime Cleaner
Mrs. Liz Wishart	Janitor/Cleaner (Part Time)



### CHILD PROTECTION

At Hazeldene Family Centre, we take the care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within the family centre, home and community. Please help by not opening the front door to let in other adults, or holding it open on your way out.

Within our Family Centre, we strive to provide a safe, secure and nurturing environment for our 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 session. Many of our staff are more extensively trained in specific areas of child protection to support and identify potential child protection concerns.

All educational establishments in East Renfrewshire have comprehensive Pupil Wellbeing/Support systems in place and we work closely with our partners in Social Work, Health and the Police. We operate 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 Family Centre is **Justin Hardie (Head Teacher)** or in his absence, **Liz Brown (Depute Head of Centre)**. If you wish any further information or a copy of the Family Centre policy, please contact the [schoolmail@hazeldene.e-renfrew.sch.uk](mailto:schoolmail@hazeldene.e-renfrew.sch.uk) If you wish to discuss this important matter further, please make an appointment with the Head Teacher or the Depute Head of Centre.

**If you are worried or know of a child who could be at risk of abuse or neglect, please speak to the Head Teacher or to a member of staff at one of the following numbers:**

<b>East Renfrewshire Social Work Office: 0141 577 8300</b>
<b>Social Work Out of Hours: 0300 343 1505</b>
<b>Parentline Scotland : 08000 28 22 33</b>
<b>Parentline email <a href="mailto:parentlinescotland@children1st.org.uk">parentlinescotland@children1st.org.uk</a></b>



GIRFEC stands for 'Getting It Right For Every Child'. Part of The Children and Young People Act (Scotland) 2014, it is the Scottish Government-led approach to making sure that our children and young people – and their parents or carers – can get all the help and support they need from birth right through to age 18 (or beyond if still in school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and their wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it.

To provide that support when needed, every child in Scotland has a single point of contact. This person has a responsibility to provide help and support when asked and can draw together other services if needed, co-ordinating help for the child or parents. The Health Visitor is the Point of Contact for all children from birth until they start primary school. Please do not hesitate to contact your child's Health Visitor or speak with one of the Hazeldene Senior Leadership Team if you require support at any time.



#### **Data Protection**

GDPR and the Data Protection Act 2018 means we have a privacy notice which will let you know what we do with the information you provide to the family centre. You can find out more about how we handle this information and your rights by going to [www.eastrenfrewshire.gov.uk/privacy](http://www.eastrenfrewshire.gov.uk/privacy). If you do not have access to a computer and wish a paper copy please let us know by contacting the family centre.

## ***Admissions Policy***

All Early Learning and Childcare places are allocated by East Renfrewshire Council in line with the local authority school admissions policy. Staff will be happy to advise you of how this policy operates when you apply for a place for your child or you can access this information from the link below. Nursery places are allocated by officers of the Council. In addition a panel consisting of a Head Teacher of an Early Learning and Childcare establishment in the area, a representative from the Education Department offices and representatives of the other agencies involved in supporting children and their families e.g. Social Work Department, Health Board meet to decide on additional placements.

Before a child enrolls in Hazeldene Family Centre, the Education Department will seek documentary evidence to validate a child's entitlement to a catchment place at this Family Centre. If appropriate evidence is not submitted, the Education Department will withdraw the offer of a place. Documentary evidence can be submitted to the Education Department via the Family Centre office. Further detail on required documentary evidence and change of circumstances is available in the Education Department's admission policy which is accessible on the Council's website via the web address below:

<https://www.eastrenfrewshire.gov.uk/nursery-places>

When a child who was enrolled in the Family Centre as a catchment pupil ceases to reside within the Hazeldene Family Centre delineated catchment area and their parents wish the child to continue to attend the Family Centre, the parent must submit a placing request to remain. Where it is found that a child is no longer entitled to a catchment place in Hazeldene Family Centre since they no longer reside in a property in the delineated catchment area associated with the Family Centre and a placing request to remain has not been submitted and approved, the Council may seek to exclude that child from the Family Centre

A child's parents(s)/carer(s) is/are responsible for providing the Education Department with full and correct information about their child(ren) and any changes to that information which may affect their status as a catchment child. In the event that parent(s)/carer(s) fail to do this, the Education Department will view this as a refusal to comply with the rules and regulations of the Family Centre. This lack of cooperation will result in the Council seeking to exclude the child(ren) from Hazeldene Family Centre.

If information that is submitted is found to be fraudulent, the Council may pass the matter to the Procurator Fiscal's Office. The Council will use all means available to it in order to investigate suspicions or allegations of fraud, including but not limited to, surveillance in cases where it is necessary and proportionate to do so.

## ***Early Learning and Childcare within East Renfrewshire Council***

The Children and Young People (Scotland) Act 2014 places a duty on local authorities to provide for the entitlement of all eligible pre-school (4 year olds) and ante pre-school (3 years olds) children to 600 hours of early learning and childcare (formerly called pre-school education). From August 2020, all East Renfrewshire Council Early Learning and Childcare settings are offering 1140 hours for all eligible children. The Act asks local authorities to provide an appropriate level of flexibility to allow parents some choice when deciding to access services.

### ***How can parents use the 1140 hours?***

East Renfrewshire Council offers a model of choice based on parental views. Within our Family Centre parents can choose one of the following options:

**1. Stretched A 8.00 a.m. - 12 45 p.m. /1.00 – 5.45 p.m.**

5 days per week over 48 weeks

**2. Stretched B**

2 full days 8.00 – 5.30 p.m. and one half day 8.00 a.m. – 12.45 p.m. /1.00 – 5.45 p.m. over 48 weeks

**3. Core**

**9 a.m. – 3 p.m. during school term times only**



**4. Blended Model**

1140 hours split between 2 settings

### ***Register of applicants***

A register of all applicants will be kept by East Renfrewshire Council and the information contained in the applications will be considered to assist in the allocation of places. An application can be made for a nursery place for your child, on and from their **second birthday** from the council website:

<https://www.eastrenfrewshire.gov.uk/nursery-places>

Parents can ask to see their application at any time. If circumstances change which affect the application, you should inform the Council as soon as possible.



## ***Enrolment and Settling procedures***

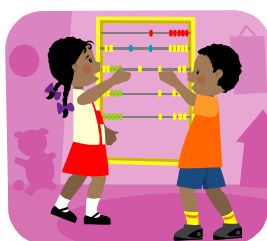
Once your child has been allocated a place in the Family Centre, you will be contacted to arrange a visit and a starting date. We will ask to see evidence of your child's date of birth and your address. Your child cannot start until we have all the required information.

We want your child's experience of Hazeldene Family Centre to be a happy one. It is important that each child feels secure in a caring environment. The move from home to nursery can be difficult for many children. There are new people to meet, new routines to learn and unfamiliar spaces for the children to find their way around. Your child will be welcomed by the children and staff in the playroom or garden and supported by one member of staff. The playroom staff work as a team, so will all play a part in settling your child.

When your child starts at the family centre, it is important that they are given time to settle into this new environment and begin to bond with the staff and other children. You will be invited to bring your child for their first visit when you can meet some of the staff. During this time you will have a short welcome/enrolment meeting with a member of the Senior Leadership Team and a small group of parents. Generally after the first visit, your child will enter the building with a staff member so please help to prepare them for this.

All of the children allocated a place at the family centre are entitled to 1140 hours of funded Early Learning and Childcare. Every child is an individual and some take longer than others to settle. The following procedures have been helpful for children settling: At first the adult will leave the child for a short time only and be close at hand. Depending on how well the child is settling, the time will be extended each day until the child can be left for the whole session. The aim is to settle the child as quickly as possible so that they feel happy and secure in the Family Centre and you can relax knowing that your child is enjoying their time with new friends. When leaving your child, it is important to let them know where you are going and to reassure them that you will come back at the agreed time.

Our staff are very experienced in settling children and will work closely with you to plan the best way forward for your child.



## Uniform

The uniform for Hazeldene Family Centre consists of a yellow polo shirt with the Hazeldene logo.



Families can purchase the polo shirt from

- Schoolwear Made Easy [www.schoolwearmadeeasy.com](http://www.schoolwearmadeeasy.com)
- Blossoms Schoolwear <https://blossomsschoolwear.com/>

## What Children need to bring



- When children enter the family centre they will be supported to take off their outdoor clothing, wash their hands and change into their sandshoes. For hygiene reasons, **indoor shoes must be worn every day. Please label all items of clothing** that your child will take off in the family centre.
- Children will need a drawstring bag with spare clothes including spare underwear and socks. If your child is toilet training or using nappies, please provide several changes. **To help with cleaning, children must take all items home each day.**
- Early learning is about discovering, creating and experimenting and a lot of this entails working with messy materials. Please bring your child to the family centre in **comfortable, washable clothes, with sleeves which roll up easily and trousers which allow independence.**
  - **The Hazeldene Uniform Polo shirt is very durable and washable and saves more expensive clothing items from being lost/ ruined during active play.**
  - Jogging bottoms with elasticated waists are much easier for children than zips or buttons.
- Even if you come by car, please ensure your child always has **wellingtons**, ideally a labelled pair that can remain within the Family Centre, as the children play outside every day in all weathers. Dependent on the weather, please provide a sunhat and apply sun cream before coming to the Family Centre. In the winter, please provide a hat, warm clothing, waterproof jacket and trousers and waterproof mittens/gloves.

## ***Insurance***

Sometimes children like to bring something special or new to nursery for their friends to see. However, parents should ensure that valuable items are not left at the Family Centre, particularly as the authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the authority can be shown to have been negligent.

## ***Mobile Phones***

In the interest of Child Protection, please do not use your mobile phone within the Family Centre or our grounds.



## ***No smoking policy***

The nursery has a no smoking policy for the health of the children and all users. Smoking is not permitted in the Family Centre building or grounds.



## ***Pick Up/ Drop Off Arrangements***

When children enter the playroom, they will change into their indoor shoes, wash their hands and check in with a staff member before joining the play. Children are signed in and out with a note of the time when they entered/left. When collecting your child, please ring the Office doorbell or come to the garden gate if the children are outdoors. Please do not open the garden gate, but wait until staff can safely hand your child over to your care. We will share information regularly to keep parents up to date of any changes to safety guidelines.

We will ask for a list of people who will be allowed to collect your child along with a **password**. In the interest of your child's safety, **you should make a point of alerting staff if he/she is to be collected by someone not known to either the Senior Leadership Team or other staff members**. You should notify the person of your child's **password** as they will be asked for this by staff. This avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to us and not named on your child's collection sheet.

**Please always collect your child on time** as he/she will be waiting for you. Our staff work a shift pattern and the number on duty varies according to the children's attendance pattern. If you are going to be late for any reason, please telephone to let us know, so that we can reassure your child and make arrangements for them.

We will not give your child to any person we suspect may be under the influence of alcohol or drugs; nor will we give your child to anyone under 16 years old unless we have your written permission. We will contact you to make other arrangements for collection of your child if we have any concerns. We will follow Child Protection procedures when necessary (please see page 6).

## ***Emergency Contacts***

Parents are asked where possible to provide the family centre with the names, addresses and telephone numbers of two contact persons for use in case of an emergency. You should let your emergency contacts know that you have given their information to East Renfrewshire Council. We will only use this information to contact those people in the event of an emergency. Further information can be found at: [www.eastrenfrewshire.gov.uk/privacy](http://www.eastrenfrewshire.gov.uk/privacy). **Please keep us up-to-date with any change in this information or changes to your own contact details.**

## ***Attendance/Absence***

Regular attendance will ensure that your child gains maximum benefit from their Early Learning and Childcare place. If your child is going to be absent from the family centre, we ask you to contact us **before 9.30 a.m.** on the day of their

absence either by telephone **0141 570 7530** or e-mail [schoolmail@hazeldene.e-renfrew.sch.uk](mailto:schoolmail@hazeldene.e-renfrew.sch.uk) **Child Protection procedures** will involve us contacting you if your child has an unexplained absence. If we are unable to contact you, we may contact your Health Visitor or Social Work. East Renfrewshire Council may withdraw a child's nursery place if attendance is not maintained.

Following NHS guidelines, children who have been unable to attend nursery due to sickness/diarrhoea should not return **until they have been free of symptoms for 48 hours.**



### ***Excursions and Consent Forms***

When outings or excursions for children are planned, a member of staff will advise you in advance. The children also participate in visits within the local area. You will be asked to complete consent forms which give your permission for your child's participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent/guardian.

### ***Emergency Closure Arrangements***

We make every effort to maintain a full educational service, but on some occasions circumstances arise which may cause the centre to be closed. We may be affected by, for example, severe weather, power failures or similar emergencies. If this happens, we will do all we can to let you know about the details of closure and reopening. We will keep you informed by using e-mail, text messaging, Twitter and our website. Updates will also be on the Council website [www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk)

### ***Photographing Children***

Within the Family Centre, we use photographs for display and include these in your child's Seesaw profile. We also share photographs on our Twitter page and website. We will seek your consent when your child starts the family centre for your child's photograph/ video to be included.



### ***Transport***

Transport is not normally provided for children attending an early learning and childcare establishment.



## **Fundraising**



At Hazeldene Family Centre we ask parents to contribute to our nursery fund. The money raised from these contributions is used to buy food for parties and special celebrations; resources to support child responsive planning and activities like baking, cooking and gardening. The money may also be used to subsidise the cost of any planned excursions or visiting specialists. The suggested donation is **80p per session. Parents can pay weekly, termly or a block in advance.** Our preferred method of payment is **Parent Pay**. Our Business Support Assistant will issue details of your Parent Pay account and how much money is due each term.

## **Healthy Meals**

As part of the 1140 hours provision, all children are provided with a healthy lunch within the family centre. This is a sociable time when children and staff sit together at the lunch tables. Staff chat with the children about healthy choices and help them to learn about where our food comes from.

Menus and forms to request a lifestyle choice (e.g. vegetarian/Halal) or to notify of any allergies will be emailed to parents. If your child is attending only the morning session, they will have their lunch before going home. Full day children have lunch at 12.30 p.m. If your child is attending only the afternoon session, they will have their lunch at 1.15 p.m.

The children are also provided with a healthy snack of fruit, milk and water during the morning and afternoon sessions. If had child has allergies, an alternative to milk may be provided on completion of the relevant form.

## **Promoting healthy eating in the Family Centre**

- During baking/cooking activities children will prepare foods which may be eaten in the family centre or taken home.
- At parties and special celebrations there may be a variation from the standard menu, but the emphasis at all times is on healthy eating
- **If your child is on a special diet or if there are any foods which your child should not have, you will be asked to complete a form.**
- **Please do not bring sweets, chocolate, biscuits, sugary/fizzy drinks etc. into the family centre.**



### **ALLERGIES**



**AT HAZELDENE FAMILY CENTRE, WE ARE A NUT FREE ZONE – PLEASE DO NOT ALLOW YOUR CHILD TO BRING IN ANY NUT BASED PRODUCTS – e.g. cereal bars or Nutella.**

## SECTION THREE: MEDICAL INFORMATION

We follow national guidance to protect the health of all the children in our care.

**If your child is ill, they must not attend nursery.** If your child has had symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend nursery until 48 hours after the symptoms have stopped. If you're not sure, please phone us before you bring your child to the centre.

If your child is going to be absent you should contact us. **Please let us know if your child is suffering from any infectious diseases**, as these can have serious implications for other children, parents and staff. We may share information on the notice board, but your child will not be identified.

### **Medication**

If your child is in need of medication during their time at nursery you should discuss their requirements with the Depute Head of Centre or the Senior CDO. Prescribed medication will be given at the discretion of the Head Teacher and you will need to fill in a consent form which authorises Family Centre staff to administer the medication to your child.

### ***If your child becomes ill or has an accident***

If your child becomes ill or has an accident in the family centre, we will try to make them comfortable while we contact you or the emergency contact as soon as possible. In the event of a serious emergency, the child's parents will be informed and arrangements will be made to meet them at the casualty department of the hospital should this be necessary.

**Please inform the office, if you change your address or telephone number.**

It is very important that full details of your child's medical history are provided when completing enrolment forms. This ensures that staff are as well prepared as possible for any health emergency which may arise. We will seek medical advice and additional training as required.



### **Visits by medical staff**

Information about the tooth brushing programme is provided when your child starts nursery. During each child's pre-school year, visual screening takes place. Speech and Language/ Physiotherapists/ Occupational Therapists will sometimes work with children in the centre after appropriate referral procedures and arrangements with parents.

## SECTION FOUR: THE FAMILY CENTRE CURRICULUM

### ***Curriculum for Excellence 3-18***

In line with all other educational establishments throughout Scotland, Early Learning and Childcare centres are implementing Curriculum for Excellence. This has been designed to help children build the skills, knowledge and attitudes which will help them in our fast changing world.

### **At Hazeldene Family Centre we can all become**

**Confident Individuals** which means we –

- Have respect for ourselves
- Are healthy and happy
- Look forward to the future

To help us do this we –

- Listen and try to understand others
- We are healthy and active
- Can think of new ideas by ourselves
- Try to understand the world around us
- Decide what is right and wrong

**Successful Learners** which means we –

- Are interested in learning new things
- Do the best we can
- Think about new ideas

To help us do this we –

- Use maths, language, talking and listening
- Use technology
- Can think of new ideas by ourselves
- Learn by ourselves and in a group
- Think about the good points and bad points of new ideas
- Use all of these different things when learning new ideas



## **Responsible Citizens** which means we –

- Have respect for other people
- Take part in making decisions

To help us, we need to –

- Understand the world around us and Scotland's place in it
- Understand different people from around the world
- Listen to different ideas and opinions before making decisions
- Think about issues in the world around us and develop views about them

## **Effective Contributors** by –

- Being enterprising and thinking of new ideas
- Thinking up ideas for ourselves

We can –

- Find different ways of telling people our ideas
- Work with a partner and a bigger team
- Lead a group when working
- Take what we have learned and use it in a new situation
- Solve problems

## **Principles of the Curriculum**

Challenge And Enjoyment	Breadth	Progression	Depth	Personalisation And choice	Coherence	Relevance
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Learning Outcomes			
Health & Wellbeing	Religious & Moral Education	Literacy Languages	Sciences
Social Studies	Technologies	Numeracy and Maths	Expressive Arts

Further information can be found at <https://education.gov.scot/education-scotland/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-building-from-the-statement-appendix-incl-btc1-5/what-is-curriculum-for-excellence>

We also use national practice guidance **Realising the Ambition** to plan for all children's stages of development. You can find out more at:

<https://education.gov.scot/improvement/learning-resources/realising-the-ambition/>

## ***Wellbeing Pet***

We are so lucky at Hazeldene to have Hamish as part of our family.

Hamish is a hypo-allergenic Shihpoo (Shih Tzu/ Poodle Mix) and has been visiting schools and nurseries since he was a tiny puppy working in various Nurture Classrooms and Inclusion Bases. He currently works as a 'Wellbeing Pet' on Thursdays at Wellshot Primary School in Glasgow City Council and attends Hazeldene Family Centre on Fridays. Now that Hamish is four-years-old he can officially sit his exams to become a Therapet.

Children (and adults!) benefit so much from having contact with animals. Caring for animals is an enriching experience for children which offers opportunities to experience nurture, relationships and nature. Animals need to be treated with love, empathy and respect, just like humans. And whilst they may enjoy a cuddle sometimes, at others, they may need space, feeding, grooming or walking. Children can learn to be empathetic to the needs of the animal and to recognise these needs without using words.

Hamish has Public Liability Insurance and a full Risk Assessment should anyone wish to see this.

Should any family wish to opt-out of this opportunity, this is absolutely not a problem, and can speak to the **Head Teacher, Justin Hardie**, about this.



## ***Learning Through Play***

Through play and planned learning experiences, we aim to help children to:

### *Health and Wellbeing*

- feel good about themselves
- learn about what our bodies need to stay fit and healthy
- find out about the importance of exercise, food, hygiene and sleep
- make friendships and build bonds with caring adults
- learn to cope with change in their lives
- know how to get help if they need it

### *Literacy and English*

- develop talking, listening and understanding of language
- have fun with the rhythm of different words and sounds
- develop early reading skills using books and other print, including on screen
- make up their own stories, retell favourite stories and rhymes
- use books or the internet with an adult to find information
- develop early writing skills using a variety of ideas and tools

### *Numeracy and Mathematics*

- develop an understanding of numbers and counting skills
- develop thinking and problem-solving skills
- investigate shapes, make and follow patterns
- learn about money and how it is used
- investigate measuring with everyday objects
- ask questions to gather information
- find out about different ways to measure and record time

### *Expressive Arts*

- experiment with different materials
- design and make their own models and pictures
- learn about some artists and the different ways they work
- experience performances by visiting artists
- take part in their own performances and show their work
- explore ways of moving in dance and creative movement
- enjoy singing, responding to and making music
- explore ideas in a range of drama, role play and imaginative play situations



### *Sciences*

- develop an interest in investigating the world around them
- find out about simple forces
- develop understanding of their body and how it works
- observe living things and understand their place in the world
- learn about the uses of science in everyday life.

### *Social Studies*

- explore how people lived in the past
- explore the world of nature and care for the environment



- explore places and features of their local area
- try a variety of foods and discover where they come from
- investigate the weather and the seasons
- find out about different shops, services and people who help us
- learn to make choices and decisions about their work and play

### *Religious and Moral Education*

- learn about some beliefs and practices of various world religions
- find out why celebrations and festivals are important parts of life
- develop respect for other people and cultures
- learn to care for each other and to share
- begin to develop an understanding of what is fair and unfair

### *Technologies*

- play with and explore some technologies
- find out how these are used to help people's lives
- design and make their own models
- find out about different materials
- reduce, re-use and recycle to help to care for the environment
- work with a range of tools, materials and software



We plan for children's learning based on children's interests and development needs. At Hazeldene, we believe in the power of play and encouraging children to follow their own threads of thinking and lines of enquiry. We utilise 'Talking and Thinking Floorbooks' to involve children in genuine opportunities for consultation, participation and agency.

Each child has an enormous capacity for learning and the potential to achieve in different ways. Because children learn through all of their experiences at home, in the community and in the family centre, the curriculum needs to recognise and complement the contributions that these experiences can make.

The curriculum reflects what we value as a nation and what we seek for our young people. It is designed to convey knowledge which is considered to be important and to promote the development of values, understanding and capabilities. It is concerned both with what is to be learned and how it is taught. It should enable all of the young people of Scotland to flourish as individuals, to reach high levels of achievement and make valuable contributions to society.

In enrolling a child at this Family Centre, their parent accepts that the child will receive the curriculum offered which meets the national guidelines.



## ***How we promote learning***

We promote learning by:

- Getting to know the children; observing, talking and listening with them to find out more about their needs and interests.
- Planning and organising a well-balanced programme to meet the children's needs
- Careful assessment and recording of the children's progress
- Regular monitoring and adjusting of our provision to aid children's learning

When your child starts at the family centre, you will be asked to help them complete an *All About Me* leaflet. This will be the starting point for your child's learning journey in the centre. We will also observe the children as they settle, in order to find out more about them. We will plan interesting and varied experiences, to build on the learning that you have started at home and help children develop the skills and attitudes that they will need in life.

Children learn through play and all the experiences in the playrooms are planned to help them develop a variety of skills using relevant, real-life contexts. They also have daily opportunities to play outdoors, including regular visits to the local woodlands. We take into account individual children's needs, interests and stage of development to plan a balanced programme of challenging and enjoyable learning experiences, indoors and out. Staff use mindmaps, the children's Seesaw profiles and Talking and Thinking Floorbooks to consult with children about what they want to learn.

Children choose what, where and how they want to learn with the adults supporting learning. At some activity areas they will work on their own, at others in a small group or larger group sometimes with an adult sometimes without. By observing your child at free play and in a group situation, we are able to plan and provide appropriate models of play for each child's development.

## ***Planning for Learning***

During your children's time at Hazeldene Family Centre, 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.

In order to support learning and development through play we create a high quality curriculum for young children which.





- provides opportunities to play alone, in pairs, in small groups and large groups
- supports independence, interdependence, making choices and decisions
- is content, rich and relevant
- values and extends children's ways of thinking reasoning and understanding
- helps children to acquire the tools for thinking, learning and playing which enables them to become successful learners
- is culturally diverse and reflects the customs, culture and lifestyles of different ethnic groups
- involves parents in the processes of playing and learning

Staff use Talking and Thinking Floorbooks and the children's Seesaw Profiles to capture children's interests, their investigations and their developing understanding.

Children's successes and achievements during free and adult-initiated play are recorded in the Area Floorbooks which are available for parent's to view at any time. During more adult-led experiences, observations of children's learning will be recorded on each child's individual Seesaw profile which is available for parents to view and comment on electronically.

Children have their own paper journal which is entirely theirs to exercise their own agency. Children are in charge of what goes in their journal, how often and they have ownership to take it home as often/ or as little as they want.



## **Assessment**

Our assessment is a continuous process which is carried out by observing, listening and talking to your child during everyday learning experiences.

Staff regularly monitor and record children's progress and development. Each child has their own electronic learning journal on the platform Seesaw. This includes photographs of children participating in various learning experiences; comments from the child which have been written down by adults; samples of the child's mark making/drawings and notes from our observations. Staff regularly review the journals with the children, who play an important part in selecting which samples of their learning will be included. Parents are encouraged to view their own child's journal via the Seesaw App and to share this with their child. Please speak to the **Senior Child Development Officers** if you require help accessing this.

We engage in frequent Pastoral Phone Calls arranged between parents and staff, when you can exchange information about your child's development. Parents may request a meeting with the Key Worker and/or Nursery Teacher.

## **Accessibility Strategy**

The family centre has a duty to ensure that our children have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of planned activities and teaching strategies, but also minor adaptations to the physical environment of our buildings to address the needs of children with physical or sensory impairments. A lift within the Family Centre gives access to the upper playroom, but experiences are offered on the ground floor where feasible.

We also need to ensure that parents and carers who have a disability have equal access to information about their child. This will involve, for example, relocating the venue for parents'/carers' meetings to facilitate physical access; provision of an interpreter for people who have a hearing impairment or agreeing a phone contact system to provide direct feedback to parents and carers.

## **Children with Additional Support Needs (ASN)**

Our aim at Hazeldene Family Centre is to support children with Additional Support Needs to be fully involved in all aspects of our family centre and enjoy and celebrate success in their learning.

Our learning experiences start from the needs and interests of the children. We adapt our teaching methods and approaches to individual requirements. Any child may need extra support in their learning at some point. This may be a short-term need (for example if the child has experienced bereavement) or the child may

have long-term learning difficulties. Early identification of children's Additional Support Needs is a very important part of our work. Careful observations are made of the children's learning and these are discussed as a team. Plans for additional support are prepared in partnership with parents and any visiting specialists.

The requirements of children may be met by:-

- Care Plans or Well-being Plans (where appropriate)
- observing Local Authority and national policies and procedures, including Child Protection
- attending case conferences and reviews
- maintaining good communication with parents and other agencies involved
- consultation and planning time for staff working with children who may require additional support
- using appropriate learning and teaching strategies to support children
- participating in discussion of future school placement with Psychological Services (where appropriate)
- liaising and supporting at the transfer stage

Your child's key worker will be able to share information about how they are doing in the family centre and is always interested in hearing about their learning and development at home.

If you are worried about your child or would like to discuss their individual needs further, please speak with our Nursery Teacher, Karen McIlroy, or the Head Teacher, Justin Hardie.



## ***Equal Opportunities and Social Inclusion***

At Hazeldene Family Centre, we believe that everyone has an important contribution to make to our centre and that their efforts should be treated with respect. Everyone who is part of our centre should feel that they are fairly treated and equally valued. Bias, segregation, stereotyping or discrimination are completely unacceptable to all at Hazeldene Family Centre. All staff are responsible for ensuring that this policy is carried out through every aspect of the family centre life. We are very proud of our centre's rich cultural diversity, with children and parents/carers from many different religions and cultural backgrounds. As part of their learning, children find out about different religious and cultural festivals, with an emphasis on similarities and respect for each other's views. Parents who wish to exercise their right to withdraw their child from this should inform the head teacher in writing.

The Education Department now has a specific duty to gather information on the effect of policies and practices on the education opportunities available to disabled pupils and on their achievements. It also has this duty in relation to race and gender. It is for this reason that pupils and their parents and carers may be asked to respond to questions, which require them to share information that may be personal and sensitive.



## **Equalities**

East Renfrewshire Council Education Department is committed to ensuring equality and fairness for all. In accordance with the requirements set out by the Equalities and Human Rights Commission, we seek to

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2012
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not.

Hazeldene Family Centre has clear guidelines and procedures for dealing with incidents of inequality, as advised by the Education Department.

We encourage that any concerns be raised with us. **Our Equalities Coordinator is Justin Hardie** who can be contacted by e-mail or telephoning the family centre.

### ***Working Together to Promote Positive Behaviour***

We are committed to working in partnership with parents to promote positive behaviour among all children. Young children benefit from clear and consistent expectations, which help to give them security and a sense of fairness. In the family centre children, parents and staff have agreed a few simple rules for safety and the consideration of others. Children are encouraged to develop self-discipline, to show kindness and respect for others and for their environment. In Hazeldene Family Centre we have:

- Gentle hands
- Kind words and voices
- Walking feet
- Listening ears
- Care for our toys

Positive behaviour is a very important social skill, as well as being necessary for a good learning environment. Our staff are friendly, fair and consistent as they guide children towards acceptable behaviour. We use praise to reinforce good behaviour and draw attention to good role models. If a child experiences any difficulties with their peers, we encourage the child to be assertive, to remind the other child(ren) of the rules and to report the incident to one of the staff. Please speak to the Head Teacher if you have any concerns about your child.

Some children have difficulties when first starting nursery and learning to cope with sharing space and equipment. The staff will deal with this sympathetically and help them to learn the rules. If a child continues to have difficulties with behaviour then we will discuss the matter with the parent and work together to support the child towards positive behaviour. In some cases this may include seeking advice from other professionals, with agreement of the parents.

East Renfrewshire is committed to the Scottish Government's vision of anti-bullying. When talking about bullying behaviour, we do not label children and young people as 'bullies' or 'victims'; instead, we talk about those experiencing and those demonstrating or exhibiting bullying behaviour.

*“Every child and young person in Scotland will grow up free from bullying and will develop respectful, responsible and confident relationships with other children, young people and adults. Children and young people, and their parents or carers, will have the skills and resilience to prevent or respond to bullying. All children will expect help and know who can help them; while those adults working with them*

*will follow a consistent and effective approach in dealing with and preventing bullying from early years onwards.”*

*A National Approach to Anti-Bullying for Scotland’s Children and Young People, Scottish Government, November 2010*

## **Minor Incidents/Upsets**

Minor incidents and upsets in the family centre 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 family centre we adopt a range of approaches based on improved relationships, engagement, motivation and emotional wellbeing. These include:

- Having 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 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
- Providing children with a script to help them talk about their feelings and deal with difficult situations. Model what to say and do.
- Giving children opportunities once they are calm to reflect on what has happened and why; to repair situations, change behaviours and move on.
- Listen respectfully to children and other adults. Reflect on situations as a staff team to learn from them and continually improve practice

## SECTION FIVE: PARENTAL PARTNERSHIP

### Our aims for Parental Partnership

We aim to develop a good working relationship with parents so that staff and parents can support each other in the very important task of educating and preparing children for life. We value your experience as the main educators in your children's early years and hope that you will continue to play a major role in your child's learning when he/she starts nursery.

Our aims are to foster genuine partnership with parents by

- providing information
- encouraging involvement in the life of the Family Centre
- offering support

### Working with you

- helps us to know your child
- enables us to offer an appropriate curriculum
- enables us to support the family when necessary

### Parents' Consultations

You are invited to join our Parents' Group, which organises several events each year to raise funds for the centre. We usually hold regular informal chats over a cup of tea, when parents can find out more about the life and work of the centre; help to share ideas; give feedback on the work of the centre and assist us to plan for future developments. Please speak with **Liz Brown, Depute Head of Centre** if you are interested. Information about the Parents' Group and Tea and Talk events is included in our newsletters.

***In Hazeldene Family Centre parents and carers may be involved in the life of the family centre a number of ways:***

1. Parents are welcome to visit the centre with their child before he/she starts nursery
2. Parents and carers play an active role in settling in new children. Procedures are in place for a flexible, adaptable approach to meet individual needs.
3. Parents share information about their child to help staff to plan to meet their individual needs.
4. Stay and Play – spending a couple of hours in the centre and joining in with the planned learning experiences.
5. Parents are invited to help with our garden
6. Parents may help to maintain our bicycles/scooters

7. Parents accompany children on visits within the local and wider community e.g. helping with the Woodland Walks.
8. All Parents are invited to participate in the Parents' Group and Eco Committee.
9. Regular and up to date information is provided in a variety of formats, including written and face to face. Most of our written information is shared digitally, but paper copies are available on request.
10. Parents are encouraged to view their children's Seesaw Profile regularly and to share information about their learning and development.
11. Parents' comments and suggestions help to shape our policies and practice.
12. Daily contact helps to build positive relationships between children, parents and staff.
13. Home Link bags are provided e.g. for Reading; Maths; Science or Rhyme. These include resources and suggestions for supporting learning at home.
14. Parent Workshops are held to share information about the curriculum and various other themes to support families.
15. Parents have opportunities to discuss with staff how learning is supported at all stages.
16. Parents of children with Additional Support Needs play an active role in review meetings. They are included in any training we arrange relevant to their child's needs.
17. Parents and carers are invited to share their knowledge, skills and expertise to support all of the children's learning.
18. Information is provided on a variety of topics relating to child development and parents' role in this.
19. Information and displays are provided on a range of health issues.
20. We organise representatives from various partnerships to set up displays and chat with parents e.g. Oral Health/Family First during Parent Nights
21. Positive relationships between parents are built through informal tea and chat sessions.
22. Parents are consulted as part of the process of self-evaluation of the nursery.
23. A Suggestions Box is available in Reception. During COVID feedback is invited through surveys/ emailing [schoolmail@hazeldene.e-renfrew.sch.uk](mailto:schoolmail@hazeldene.e-renfrew.sch.uk)

**If you intend to help out in the Family Centre on a regular basis, you must apply to join the Protection of Vulnerable Groups scheme through Disclosure Scotland.** Please speak to the Head Teacher.

### ***Home and Family Centre Links***

The Education of a young child is a shared responsibility. Due to this, emphasis is given within Hazeldene Family Centre to the building of positive relationships between the centre and a child's home. Parents are actively encouraged to play



a significant role in the life and work of the Family Centre. Suggestions from parents/carers are always welcome.

### **Newsletter**

An electronic newsletter is published throughout the year, with information about the life and work of the Family Centre. This is distributed by e-mail and is also available on our website and Twitter page. We also send regular email updates. Paper copies are available on request. You can follow us on Twitter for regular updates by searching for [@HazeldeneFamC](#).

### **Children's Lending Library**

Our Lending Library is open to all children currently attending Hazeldene. Usually children receive a book bag when they start to attend Hazeldene. Books are displayed in the main corridor. Children are invited to choose a book and change this as often as they wish. Parents help their child to choose and care for the book then return it in good condition.

We encourage all parents to read regularly with their children and to talk with their child about the story/pictures/characters/what might happen next/words which rhyme/retell the story in their own words. You can find ideas to help with this at <https://education.gov.scot/parentzone/learning-at-home/supporting-literacy-at-home/>

We also work closely with the local library.



### **How you can help your child**

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

- encouraging them to be independent, for example, in getting dressed and washing their hands before meals, and to share and join in with other children. Encouraging them to develop healthy habits in diet, exercise and hygiene
- reading to them every day, talking about books with them and reading familiar words to them, e.g. the labels on their favourite foods, eating places, shops etc.
- talking with them and answering questions; playing 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 and in nursery rhymes. Talking about first; second; third in a queue. Talking about time sequences e.g. the order in which they put on clothes.
- encouraging them to listen to music, songs, stories and rhymes
- 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 and fastening zips and buttons



## Moving to Primary School

Transitions are important in all of our lives. The move from Early Learning and Childcare settings into primary education is among the most important of educational transitions. It is critical that transitions between early education and the greater formality of school are made smoothly.

The curriculum in primary schools will build on what your child has already learned at home and in the family centre. Play will still be important in Primary 1, but some approaches to learning will gradually change – for example, your child will begin to read and write more independently. Pupils normally transfer to primary school between the ages of four and a half and five and a half years. **If your child is born in January or February, you can have automatic right of deferral. Please speak to the Head Teacher as soon as possible, if this is your intention.**

Information on registration/enrolment procedures for primary school will be given in the local press. We will also display notices in the foyer, send reminders via email/Twitter and include information in our newsletter.

In Hazeldene Family Centre we:-

- Ensure that an effective liaison programme is established within associated primary schools in East Renfrewshire.

- Provide associated primaries with a wide range of appropriate information to ensure an effective transition.

By sharing what we know, children are offered continuity and progression that is in their best interests in transition. Following discussion with you, the centre staff will pass on your child's end of pre-school report, so that the teacher in Primary 1 can plan the next stages in your child's learning.

**The majority of children at Hazeldene move onto to:**

- Kirkhill Primary
- Crookfur Primary
- Maidenhill Primary
- Mearns Primary
- St Cadoc's Primary
- St. Clare's Primary

Other Schools within East Renfrewshire



**SECTION SIX: THE WIDER COMMUNITY**

**The establishment and the community**

The family centre promotes positive partnership with the community. Staff, parents and children are encouraged to use community facilities and welcome members of the community into the nursery to strengthen community links.

**Services within the community**

Throughout the year we are in close contact with:

- Health Services
- Social Workers
- Support Services
- Educational Psychologist
- Network Support Co-ordinator
- Other early learning and childcare centres
- Associated Primary Schools
- Community Groups
- Libraries, Museums and Park Rangers
- Any other service which will enhance the learning opportunities for children and parents e.g. the School Crossing Patrol Officer



## Joint Support Team

A Joint Support Team is a group of family centre staff and professionals who meet regularly to discuss any child who is experiencing difficulties. They ensure that every child referred has a comprehensive range of expertise and resources made available to them. The JST includes an Educational Psychologist, a Speech Therapist and may include other Health and Social Care representatives. Parental permission is sought prior to a referral.

## Links with primary schools

The family centre maintains close links with our associated Primary Schools through:

- exchange visits to observe and share practice, ideas and resources
- meetings to plan for individuals and groups of learners
- shared Career Long Professional Learning
- planning continuity of curriculum and agreed standards for learning

We are a member of the Mearns Castle Cluster and meet regularly with representatives from schools within the area to promote continuing improvements in the children's education.

In East Renfrewshire, the Education Department will aim to provide education of the highest standard in line with the National Improvement Framework priorities:

- Improving attainment, particularly in literacy and numeracy
- Closing the attainment gap between the most and least advantaged children and young people
- Improving children and young people's health and wellbeing
- Improving employability skills and sustained positive, school leaver destinations for all young people



## Family Friendly – Family Centred approach



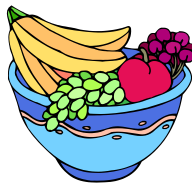
Hazeldene Family Centre supports breastfeeding because it is the healthiest way a mother can feed her baby. We ensure at least 80% of staff are aware of the principles and policy on how to promote, protect and support breastfeeding on our premises. We provide a welcoming atmosphere for breastfeeding families (in any area of the family centre that the mother feels comfortable). Our establishment displays materials that promote breastfeeding. At Hazeldene we have removed or

replaced toys which promote bottle-feeding as the cultural norm. Use of substitute bottles, teats or dummies will not be permitted for role play and all books depicting bottles being used to feed infants are removed. This practice is regularly monitored. East Renfrewshire Council strives to develop public acceptability. For further information you can email the Breastfeeding Support team: [hiteam@eastrenfrewshire.gov.uk](mailto:hiteam@eastrenfrewshire.gov.uk)

## Hazeldene Awards

- Eco Schools 7<sup>th</sup> Green Flag
- STEM Nation Award – Curriculum and Learner Pathways
- STEM Nation Award – Family Learning
- Family Friendly Silver Award
- Breastfeeding Welcome Award

*We do not inherit the earth  
From our Ancestors  
We borrow it from our Children  
Old Indian Proverb*



## SECTION SEVEN: OTHER INFORMATION

### Suggestions and complaints – Addresses

We always strive to maintain and improve our service. If you have any suggestions to make about the service, please contact the Head Teacher in the first instance. Similarly, if you have a complaint about any aspect of the service you should contact the Head Teacher. If you feel your complaint has not been satisfactorily resolved with the Head Teacher, please contact:

Customer Services [customerservices@eastrenfrewshire.gov.uk](mailto:customerservices@eastrenfrewshire.gov.uk)

East Renfrewshire Council  
211 Main Street  
Barrhead  
G78 1SY

Telephone 0141 577 3001

Alternatively you could contact:

Care Inspectorate  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1BF

Tel: 0345 600 9527



Please note:

Although the information in this handbook is correct at the time of updating (August 2021) there could be changes affecting any of the matters dealt within it, either before your child's placement begins or during the course of their placement. The Head Teacher will tell you of any important changes to this information.

### Useful Telephone Numbers

East Renfrewshire Council  
Early Learning and Childcare 0141 577 3288  
[www.eastrenfrewshire.gov.uk/earlylearningandchildcare](http://www.eastrenfrewshire.gov.uk/earlylearningandchildcare)  
[earlylearningandchildcare@eastrenfrewshire.gov.uk](mailto:earlylearningandchildcare@eastrenfrewshire.gov.uk)

East Renfrewshire Council      General Enquiries      0141 577 3000

Care Inspectorate      0345 600 9527

Council tax and benefits  
Phone: 0141 577 3002

Housing  
Phone: 0141 577 3003 or 0800 052 0180 out of hours

Social work  
Phone: 0141 577 3003 or 0300 343 1505 out of hours



## **Appendix 1** **East Renfrewshire Council Policies and Links**

**Anti-Bullying** – <http://respectme.org.uk/>

**Child Protection:** <https://www.eastrenfrewshire.gov.uk/child-protection-committee>

**Complaints:** <https://www.eastrenfrewshire.gov.uk/make-a-complaint>

**Curriculum for Excellence:** [https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-\(building-from-the-statement-appendix-incl-btc1-5\)/What%20is%20Curriculum%20for%20Excellence?](https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-(building-from-the-statement-appendix-incl-btc1-5)/What%20is%20Curriculum%20for%20Excellence?)

**Curriculum information** <https://education.gov.scot/scottish-education-system>

**Dyslexia:** <http://www.addressingdyslexia.org/>

**ENABLE – ASN Support:** <http://www.enable.org.uk>

**ENQUIRE - ASN Support :** <http://enquire.org.uk/>

**East Renfrewshire Council Website:** <http://www.eastrenfrewshire.gov.uk>

**Family First:** <https://www.eastrenfrewshire.gov.uk/family-services>

**Inclusion:** <https://blogs.glowscotland.org.uk/er/curriculumlinks/inclusion/>

**Internet Safety:** <http://www.besafeonline.org/>

**Learning at Home** <https://education.gov.scot/parentzone/learning-at-home>

**Local Authority improvement plan:**

[https://www.eastrenfrewshire.gov.uk/media/190/Local-improvement-plan/pdf/Local\\_Improvement\\_Plan\\_2019-2022\\_glossy.pdf?m=63734040914760000#:~:text=The%20Local%20Improvement%20Plan%202019,use%20our%20centres%20and%20services.](https://www.eastrenfrewshire.gov.uk/media/190/Local-improvement-plan/pdf/Local_Improvement_Plan_2019-2022_glossy.pdf?m=63734040914760000#:~:text=The%20Local%20Improvement%20Plan%202019,use%20our%20centres%20and%20services.)

**Parentzone** <https://education.gov.scot/parentzone>

**Educational Psychology Service:**

<https://blogs.glowscotland.org.uk/er/PsychologicalService/>

**Safe Use of ICT:** <https://blogs.glowscotland.org.uk/er/curriculumlinks/links-for-parents/ict-links-for-parents/>

**Twitter – East Renfrewshire:** <http://www.twitter.com/EastRenCouncil>

**Appendix 2**

**East Renfrewshire Holidays and In Service Days**



<b>In-Service Days (closed)</b>	Monday 15th and Tuesday 16th August 2022
<b>Children Return</b>	Wednesday 17th August 2022
<b>Local Holiday -Sept weekend (closed)</b>	<b>Local Holiday -Sept weekend (closed)</b> Friday 23rd September 2022 and  Monday 26th September 2022
<b>Children return</b>	Tuesday 27th September 2022
<b>October Week</b>	Core children holiday Monday 17th- Friday 21st October Family Centre open for Stretched A and B children
<b>In-Service Day (closed)</b>	Monday 24th October 2022
<b>Christmas</b>	Fri 23rd December 22 – 5th Jan 23 holidays for Core children Fri 23rd December 2022 all East Renfrewshire Council buildings close at 2 p.m. – <b>collect by 1 p.m.</b> <b>CLOSED between Christmas and New Year</b>
<b>Children return</b>	Thursday 5th January 2023
<b>In-Service Day (closed)</b>	Friday 10th February 2023
<b>February Weekend</b>	Monday 13th February and Tuesday 14th February 2022 Core children (term time) holiday Family Centre open for Stretched A and B children
<b>Spring Break</b>	Monday 3rd April – Friday 18th April 2023 School holidays for Core (term time) children Family Centre open for Stretched A and B children
<b>Easter (closed)</b>	Friday 7th April and Monday 10th April 2023
<b>May Day Holiday (closed)</b>	Monday 1st May 2023
<b>In-Service Day (closed)</b>	Tuesday 2nd May 2023
<b>May Weekend (closed)</b>	Friday 26th May 2023 and Monday 29th May 2023
<b>Last Day of Term for Core</b>	Friday 23rd June 2023
<b>Glasgow Fair (Closed)</b>	Monday 17th July 2023

**For updated information please check:**

<https://www.eastrenfrewshire.gov.uk/article/1203/School-holidays>

## **Privacy notice – Education**

### **Who will process your information?**

The personal information you give to us through any of our forms relating to Education and any other pupil administrative information we hold about you in this context will be processed by East Renfrewshire Council, Eastwood Park Giffnock, G46 6UG for the administration of Education and any additional support you or your child may require.

### **Why do we process your information?**

Your information is processed to help us administer education provision and related functions within East Renfrewshire. Your information may be shared with other departments within the council and other organisations for the same purposes and also to check the information we have is accurate; prevent and/or detect crime; and protect public funds. Other organisations may include bodies responsible for auditing or administering public funds, other councils, public sector agencies, government departments, exam bodies and other private companies or partners we use to process information and distribution services for the issue of correspondence.

### **What is the legal basis for us to process your information?**

The council processes your information in order to perform a task carried out in the public interest and also to fulfil its legal obligations to ensure proper administration of the council's financial affairs in terms of the Local Government (Scotland) Act 1973.

The law gives certain types of information special significance because of its sensitivity e.g. health information. If we process this type of information about you in relation to Education we do so on the basis that it is necessary for reasons of substantial public interest.

### **Do you have to provide your information?**

Education needs your information to allow us to carry out public tasks in the public interest that is set out in law such as teaching in primary and secondary schools. It allows us to organise and administer classes, lunches, exams etc.

### **How do we collect information about you?**

Most of the information the council holds about you will come from you as an individual and it provided at your first encounter with education whether it is applying for a place in an early learning and childcare establishment, support in the early years or applying for a place in one of our schools.

Such information includes:-

Child's Forename  
Child's Surname  
Child's gender  
School Stage  
Details of child's medical condition  
Any other name child is known by  
Child's date of birth  
Address including postcode  
Mother's/Carer's Name  
Father's/Carer's Name  
Mother's/Carer's address including postcode  
Father's/Carer's address including postcode  
Mother's/Carer's telephone number  
Father's/Carer's telephone number  
Mother's/Carer's email address  
Father's/Carer's email address  
Single Parent/Carer family  
Name of Brother/Sister  
Date of Birth of Brother/Sister  
School stage of Brother/Sister  
Additional Information Support Application  
School applying for  
Preferred Alternative School  
Early Learning and Childcare place applied for  
Council Tax Evidence  
Mortgage Statement  
Rental Agreement  
Rental Agreement End Date  
Landlord Registration Number  
Birth Certificate  
Baptism Certificate  
Date of Baptism  
Name of Church venue  
Child Benefit Statement  
Utility Statements  
Other Catchment Evidence

### **How long will we keep your information?**

The council will hold your information from when your child first has contact with one of our services through to five years beyond them leaving school.

## **Who is your information shared with?**

Your information will be accessed by council staff who need to do so to administer education and the many services that run alongside it. If such administration is provided on the council's behalf by an external agency, that agency will also have access to your information. The information will be shared with SEEMiS, CRB, ParentPay, the Diocese of Paisley (in Roman Catholic schools), Scottish Government including their Analytical Services, Education Scotland, Glow (Scotland's national education network), SQA, 2Cqr, BAM FM (Carlibar Primary, Barrhead Mearns Castle, Williamwood, Woodfarm High Schools), Bellrock FM (Mearns Primary and St Ninian's High), Skills Development Scotland, Scholar (Heriot Watt University) and East Renfrewshire Culture and Leisure Trust.

The council also needs to ensure proper administration of its funds so details will be checked internally for fraud prevention and verification purposes. Information is also analysed internally in order to provide management information and inform future service delivery. Your information may also be shared with other departments within the Council. The council also generally complies with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

## **Do we transfer your information outside the UK?**

In general we do not transfer personal information outside the UK but on the rare occasions we do we will inform you. We will only transfer information outside the UK when we are satisfied that the party that will handle the data and the country it is being processed in have adequate safeguards for personal privacy comparable to those which are in place in the UK.

## **Profiling and automated decision-making**

The Education Department does not use profiling or automated decision-making for administration.

## **Your rights**

You have the right to be informed of the council's use of your information. This notice is intended to give you relevant information to meet this right.

You have the right to access personal information the council holds about you by making what is known as a subject access request. You can receive a copy of your personal data held by the council, details on why it is being held, who it has been or will be shared with, how long it will be held for, the source of the information and if the council uses computer systems to profile or take decisions about you.

1. Request rectification of your personal data

You have the right to request that the council corrects any personal data held about you that is inaccurate.

2. Request that the council restricts processing of your personal data

You have the right to request that the council restricts processing your personal data if you think the personal data is inaccurate, the processing is unlawful, the council no longer need the personal data but you may need it for a legal purpose or you object to the council processing for the performance of a public interest task.

3. To object to the processing of your data

You have the right to object to the council's use of your personal data. The council will have to demonstrate why it is appropriate to continue to use your data.

### **Complaints**

If you have an issue with the way the council handles your information or wish to exercise any of the above rights in respect of your information you can contact the council's data protection officer by post at:

The Data Protection Officer  
East Renfrewshire Council  
Council headquarters  
Eastwood Park  
Giffnock  
G46 6UG

or by email at [DPO@eastrenfrewshire.gov.uk](mailto:DPO@eastrenfrewshire.gov.uk)

You have the right to complain directly to the Information Commissioner's office (ICO). The address of their head office is:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5EF  
Telephone: 0303 123 1113

Alternatively, you can report a concern via their website at [www.ico.org.uk](http://www.ico.org.uk)

The ICO also have a regional office at:

45 Melville Street, Edinburgh EH3 7HI  
Telephone: 0303 123 1115 e-mail: [scotland@ico.org.uk](mailto:scotland@ico.org.uk)

**While you can go directly to the ICO, the council would welcome an opportunity to address any issues you have in the first instance.**