



# Nursery Class Handbook 2020/2021



Auchinloch Nursery Class  
Fourth Avenue  
Auchinloch  
Glasgow  
G66 5DU



## Contents Page

Welcome letter	page 2
Nursery Aims	page 2
Nursery Information	page 3
Nursery Staff	page 4
2020/2021 Holidays	page 5
Admissions Policy and Enrolment	page 6
Equal Opportunities and Child Protection	page 7
Safety and Security	page 8
Settling In	page 9
Medical Information & Emergency Contacts	page 10
Clothing	page 11
Snacks and Donations	page 11
Nursery Groups and Key Worker	page 11
Getting it Right for Every Child	page 12
Curriculum for Excellence	page 13
Additional Support Needs	page 15
Dispute Resolution	page 17
Improvement Plan	page 18
Home and Nursery Links	page 19
Freedom of Information	page 21
Data Protection	page 21

## AUCHINLOCH PRIMARY SCHOOL AND NURSERY CLASS

In Auchinloch Nursery Class we aim to provide children with opportunities to reach their potential whilst providing them with a platform to showcase their talents and achievements. We do this by giving the children a variety of learning experiences through play. This is supported by plans that are carefully designed to take into account the age and interest of individual children. We continually praise children for their efforts, helping to build confidence and self-esteem. Overall our aim is to achieve excellence and equity for all learners.

In Auchinloch we foster a nurturing ethos. Embedded within our practice is staff teamwork across the primary and nursery stages, confident and friendly children who respect and care for each other, staff who are highly committed to the well-being of all children, strong leadership by the Head Teacher and promoted staff and use of self-evaluation to improve children's learning experiences.

Below is the Vision, Values and Aims for Auchinloch Primary School and Nursery. These were created collaboratively through self-evaluation by the pupils, parents and staff of Auchinloch in 2018. A copy of this can be found throughout the school and nursery.

### OUR AIMS

To provide high quality play and learning experiences that foster early literacy and numeracy skills and focus and concentration to help children develop as **SUCCESSFUL LEARNERS**.

To provide a positive and nurturing environment where children can develop resilience and become **CONFIDENT INDIVIDUALS** who are able to cope with life choices and challenges.

To provide a safe and stimulating environment with equal opportunities for all children to develop an understanding of the world they live in and become **RESPONSIBLE CITIZENS** who look after themselves, each other and their community.

To provide opportunities for children to develop interest and imagination and enterprising attitudes and skills that enable them to work well in different teams to solve problems and become **EFFECTIVE CONTRIBUTORS** to society.

## NURSERY INFORMATION

Auchinloch Nursery Class is a non-denominational co-educational nursery situated within the Auchinloch Primary School building in the village of Auchinloch in North Lanarkshire.

The school is a traditional building with a multi-purpose gym hall, inner garden, extensive playgrounds with trim trail, climbing village and grass pitch of which the Nursery Class has full use. The nursery also have a smaller fenced off outdoor area with a Wendy House and slide.

### Contact Details:

Auchinloch Primary School and Nursery Class  
Fourth Avenue  
Auchinloch  
Glasgow  
G66 5DU

Tel: 01236 794824

Email [enquiries@auchinloch.n-lanark.sch.uk](mailto:enquiries@auchinloch.n-lanark.sch.uk)

Blog: <https://blogs.glowscotland.org.uk/nl/auchinloch>

twitter: @AuchinlochPrim1

## STAFF

HEAD TEACHER                      Mr Andrew Brown

PRINCIPAL TEACHER              Ms Megan McCrossan

NURSERY TEACHER                Mrs Elaine Lang – morning only  
EARLY YEARS PRACTITIONERS    Miss Zeenat Ahmed    (Temp) – morning only  
   Mrs Karolina Luba      (Temp)  
   Ms Mandy Morrison    (Temp)  
   Miss Louise Ridley     (Temp)

## OFFICE STAFF

Senior Clerical Assistant        Mrs Christine Marshall

JANITOR/ CLEANER                Mrs Lorraine Whitefield

CATERING STAFF                    Mrs Christine Kennedy  
   Miss Linda Smith

## NURSERY HOURS

Opening Time            8.50am

Closing Time            2.50pm

## LOVING LUNCHES

Lunch is served in the school hall to all children at 11.30am

From August 2020, all eligible two year olds and all children aged from 3 to those not yet attending primary school, that attend a North Lanarkshire Council Nursery or a Funded Provider (childminder or voluntary/private nursery), will be entitled to 1140 hours Early Learning and Childcare provision. Those children attending for four hours per day, or more, will receive a free meal as part of the Early Learning and Childcare entitlement. The daily lunch menu is displayed on the interactive board every morning in the playground.

## **SCHOOL/NURSERY HOLIDAYS**

### **August 2020**

In-service day: Tuesday 11 August 2020

In-service day: Wednesday 12 August 2020

Pupils return to school: Thursday 13 August 2020

### **September 2020**

September weekend holidays: Friday 25 September 2020 to Monday 28 September 2020

### **October 2020**

October break: Monday 12 October 2020 to Friday 16 October 2020 (inclusive)

### **November 2020**

In-service day: Monday 16 Nov 2020

### **December 2020 - January 2021**

Christmas and New Year Holidays: Wednesday 23 December 2020 - Tuesday 5 January 2021 (inclusive)

### **February 2021**

Mid-term break: Monday 8 February 2021 and Tuesday 9 February 2021

In-service Day: Wednesday 10 February 2021

### **April 2021**

Thursday 1 April 2021 and re-open on Monday 19 April 2021

(Good Friday 2 April 2021 and Easter Monday 5 April 2021)

### **May 2021**

May Day holiday: Monday 3 May 2021

In-service day: Thursday 6 May 2021

May weekend holiday: Friday 28 May 2021 and Monday 31 May 2021

### **June 2021**

School closes: Thursday 24 June 2021

## **CAPACITY**

The current capacity of Auchinloch Nursery Class is 20 full time places. All children are between the ages of 3 and 5.

Children can attend nursery from the day after their 3<sup>rd</sup> birthday if their birthday falls between the 1<sup>st</sup> of August and the end of February.

Children whose birthday falls between 1<sup>st</sup> March and the 1<sup>st</sup> of August will have the entitlement of 2 full years at nursery.

## **ADMISSIONS POLICY**

All nursery places are allocated in line with North Lanarkshire Council's admissions policy. When you apply for a place staff will be happy to advise how this policy operates. A leaflet detailing the Council's policy is available from the school office.

An admissions panel will meet at regular intervals throughout the year to decide how nursery places will be allocated. The panel consists of the heads of the pre-five establishments in the area, a representative from North Lanarkshire Council, Early Years Section and representatives from the other agencies involved in supporting children and their families.

## **ENROLMENT**

Enrolment for the nursery takes place throughout the nursery year. Application forms can be obtained from the school office and can be completed when your child reaches their second birthday. Birth certificate and proof of address have to be presented. If you wish your child to start nursery in the August term please ensure your form is completed and handed in to the school office by the preceding January. Details of this are given in the local press annually.

## **REGISTER OF ALL APPLICANTS**

A register of all applicants will be kept by the Head Teacher and the information contained in the applications will be considered by the admissions panel to assist in the application of places.

Please note that the length of time a child's name has been on the register will not affect the child's priority for admission.

Parents can ask to see their application form at any time. If circumstances change, which affect the application, you should speak to the Head Teacher.

## EQUAL OPPORTUNITIES

Our service reflects the council's equal opportunities policy and is anti-racist, anti-sexist and multi-cultural. There is a whole school and nursery policy to ensure that all pupils are given equal opportunities. This policy is reflected in the day to day organisation within and out with classes. Children and staff are continually reminded about the unacceptability of stereotyping and treating others unjustly. Every pupil in Auchinloch has access to every curricular area and will be encouraged to develop their skills at a pace which is appropriate to their individual ability. At Auchinloch we strive to raise the achievement of all pupils in line with North Lanarkshire Council policy. Through our curriculum we aim to teach the pupils about other religions, cultures, and race. The school operates a Zero Tolerance policy in all areas of Equal Opportunity and social inclusion. Any user of the school who is reported to have been involved in any racial harassment, religious bigotry, gender bias, disability etc. will be dealt with in accordance with the policy of the school and education authority.

**The school is committed to ensuring its policies and practices do not impact adversely on any particular group(s) of people and opportunities to promote equality are actively pursued.**

## CHILD PROTECTION

Every adult in Scotland has a role in ensuring all our children and young people are always safe and protected from harm and in all situations.

The Head Teacher is responsible for the school's actions in response to Child Protection concerns

If there are any Child Protection concerns the Head Teacher or Principal Teacher will follow North Lanarkshire Child Protection Procedures and Guidelines

Child Protection Co-ordinator: Mr Andrew Brown HT

## ADULT PROTECTION

The Council has responsibility under the Adult Support and Protection (Scotland) Act 2007 for the protection and support of adults at risk of harm within North Lanarkshire. Its employees therefore have the responsibility to ensure the welfare of all adults at risk of harm with whom they come into contact, as well as providing the highest possible standard of care for some of the most vulnerable members of



our society. If there are any Adult Protection concerns the Head Teacher or the Adult Protection Co-ordinator will follow North Lanarkshire Adult Protection Procedures and Guidelines

Adult Protection Co-ordinator: Andrew Brown HT

## **CARE INSPECTORATE**

The Care Inspectorate are a Scottish organisation that is responsible for making sure all nurseries (both private and council run), care homes, nursing homes, hospitals and childminders give a certain standard of care. For the nursery this means having a suitable building, resources, curriculum, properly trained staff and the correct adult to child ratio.

The nursery will be inspected at least once every three years. During an inspection a member of the Care Inspectorate Team may talk to you, as you arrive or leave, about your child's nursery experience.

The Care Inspectorate also deals with complaints. More information can be found in the Complaints Procedure Section later in this handbook.

## **SECURITY AND SAFETY**

Please help keep our children safe and secure by following our security procedures.

- We ask that staff and visitors think carefully about their own safety
- We ask that staff always wear identification badges
- We ask all visitors to report to the main school office
- We ask all car users to park in a safe place, outside the school grounds
- We ask everyone to use the designated pedestrian path leading to the nursery as crossing the car park is not safe
- We ask all parents/carers to cooperate with the arrival and collection procedures when bringing children to and from nursery
- We ask that prams and buggies are left in the foyer and are not brought into the teaching corridor or nursery playroom
- We ask all visitors to report to the main school office
- We ask everyone to be patient as good security can be frustrating, but it is necessary

## ATTENDANCE

We expect children to attend nursery regularly and encourage you to bring your child every day. If your child is unwell, or not attending for any other reason, please telephone to make nursery staff aware of the absence. We will call you if no communication has been received by the third day of absence.

We have a waiting list for places at the nursery so your child's place may be withdrawn if your child does not attend regularly, as per North Lanarkshire guidelines.

## SETTLING IN

On the first day at nursery parents and children will be gradually introduced to the routine of the nursery session. Parents are asked to complete their administration form and share information about their child with a member of staff.

Meanwhile, your child will be getting to know the nursery playroom, have the opportunity to play with toys and join in some activities. On the first day we ask that children stay for an hour and then in discussion with your child's key worker we will decide how long they should stay the following day.

## ARRIVAL AND COLLECTION TIME

In the morning please bring your child to the main school door. At 8.50am a member of nursery staff will open the door and invite you to take your child into nursery.

Please help your child remove their coat/jacket and change their shoes then take them into the playroom to their group area. Your child's Key Worker will ask you to sign them into nursery and this is an opportunity to pass on any important information for the day including who will collect your child at home time and also whether you intend on collecting them early at midday. Please note that anyone under the age of 16 cannot collect your child from nursery.

Children can then be collected at home time from the external nursery door at 2.50pm. The children will be ready with their jackets and shoes on and a member of staff will call your child over to you at the door.

## EMERGENCY CONTACTS

If your address, telephone number or mobile number changes you must let staff know. It is important that we can contact you in the case of illness or emergency/ We also ask that you provide the contact information for two other people who would be called if we cannot reach the main parent/carer.



## MEDICAL INFORMATION

### Illness

Please telephone and let the nursery know if your child is not going to attend nursery on the first day of absence.

If your child becomes ill at nursery, we will contact you immediately. If we cannot reach you, then your emergency contact will be telephoned. Your child will be made comfortable until you arrive. In the event of sickness or diarrhoea and following NHS guidelines, we ask that you keep your child at home until 48 hours after the last episode.

### Minor Accidents

Your child will be seen by our first aider. Minor cuts and bumps are usually dealt with in the nursery and a record is kept of all accidents and you will be asked to sign the incident sheet that will also be signed by a member of management.

### Medication

If your child requires medication whilst at nursery, you should discuss the requirements with the nursery staff. In line with North Lanarkshire policy, you will be asked to fill in a form to allow a member of staff to administer the dosage. If the medication is long term such as an inhaler or epipen we ask that the nursery hold a duplicate of the medication to administer as per the medical form. All medications will be returned before the end of June.

### Allegies

We have strict procedures in place to protect any children with food allergies. If your child suffers from food allergies please let the nursery staff know bring a copy of their Care Plan from the GP. You will also be asked to fill in a form that is given to the catering staff.

## EMERGENCY CLOSURES

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. For example, schools may be affected by severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press on local radio, on the NLC website and twitter.

## TOOTHBRUSHING



As part of the North Lanarkshire toothbrushing programme, children are encouraged to brush their teeth every day. Your child will be given a toothbrush by the Oral Health Coordinator and shown how to brush their teeth correctly.

## SUITABLE CLOTHING

Please allow your child a carefree session in nursery by dressing them in comfortable clothes that are suitable to play in and give freedom of movement. Dungarees, belts and jeans are difficult for some children to manage on their own when visiting the toilet. Please bear this in mind when dressing your child for nursery.

The nursery uniform is a red sweatshirt and polo shirt. These can be bought from Scotcrest, <https://scotcrestschoools.co.uk/> or directly from the shop in Airdrie, 62 Clark Street, Airdrie, ML6 6DW, 01236 768686

We ask that you provide a pair of indoor shoes for your child that can be left in nursery, preferably with a Velcro fastening.

Outdoor play is a regular part of the nursery day. Please send your child with suitable clothing for the weather. We have waterproof suits to protect clothing, but warm outdoor clothes need to be worn under them.



## SNACK AND DONATIONS

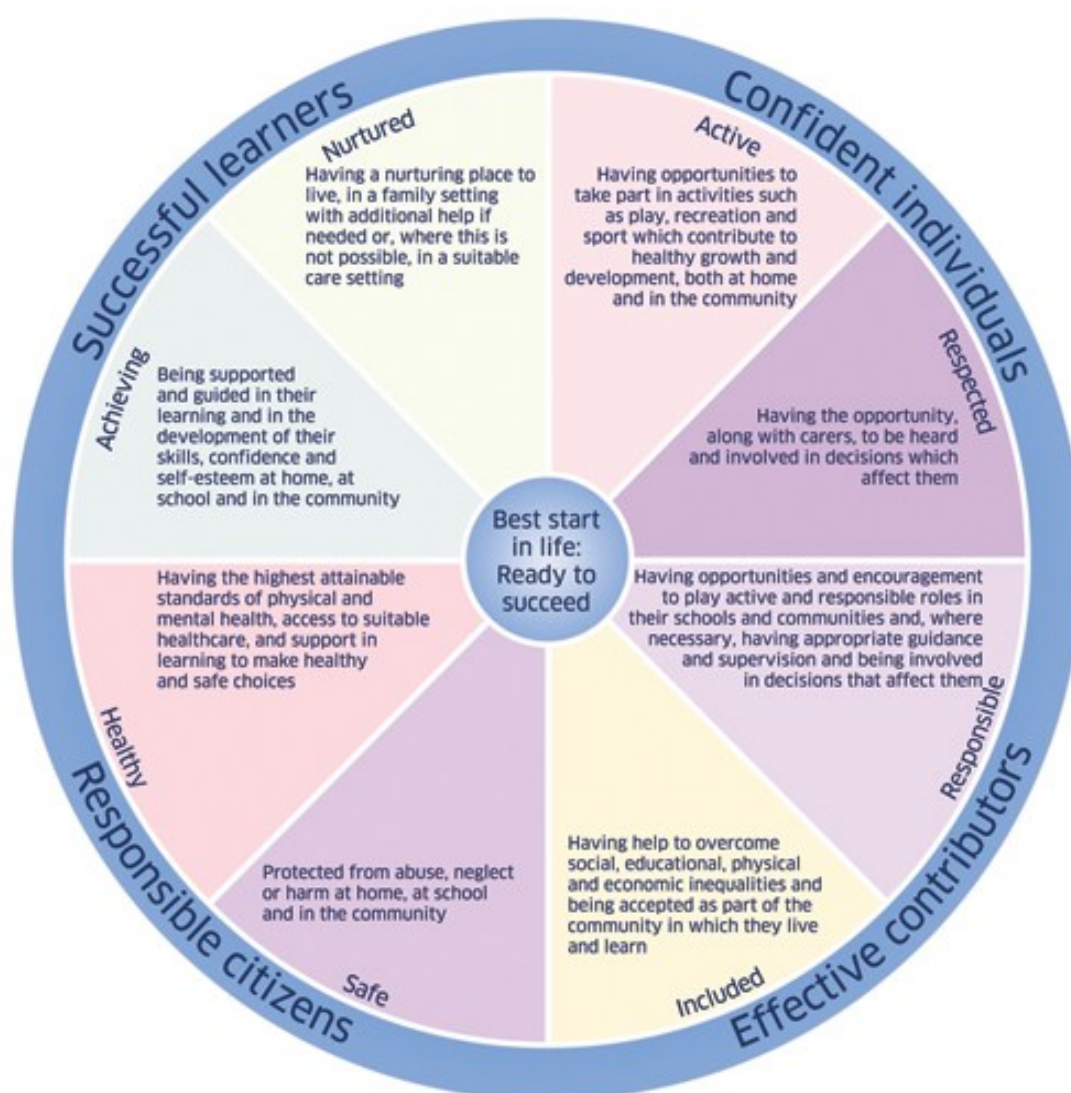
A healthy snack is provided every day in the morning and afternoon with a variety of snacks to choose from. These may include fruit, sandwiches, crackers, cereal, toast and yoghurts. Milk and water are available to drink every day. Please do inform us if your child suffers from any food allergies. We ask parents to contribute £7 per month (except January) to the nursery fund. This donation is much appreciated, and the money is used to provide suitable foods for healthy snacks, pay for additional items throughout the year and to contribute towards paying for a small birthday and Christmas gift for all nursery children.

## NURSERY GROUPS AND KEY WORKER

When your child is enrolled in nursery, they will be allocated a Key Worker and put in a nursery group. The Key Worker is the main point of contact for your child and is the person who will closely monitor their progress and discuss this with you at key points in the year.

## GETTING IT RIGHT FOR EVERY CHILD

Every child in nursery has a Personal Plan. Your child's Key Worker and you will produce this wellbeing plan together using the SHANARRI indicators. Information from both home and nursery will allow nursery staff to plan learning experiences to support your child's wellbeing. Initial targets will be set within 6 weeks of your child starting nursery and will be reviewed at least once more in the academic year. If there is a significant event in your child's life such as a sibling being born, a relative passing away or a change in family circumstances, please let your child's key worker know as this will trigger another review to discuss how we can best support the your child. Progress on each of the SHANARRI indicators will be recorded on a web and we would encourage you to share any progress you have noticed at home. The SHANARRI indicators are, safe, healthy, achieving, nurtured, active, respected, responsible and included. These indicators underpin all planning for children in nursery.



## CURRICULUM FOR EXCELLENCE

Curriculum for Excellence is Scotland's national curriculum. It provides a coherent and inclusive curriculum from 3-18 years wherever learning is taking place, including early learning childhood centres, schools, colleges and community learning. It places children and young people at the heart of Scottish Education.

The purpose of Curriculum for Excellence is encapsulated in the four capacities – to enable each child or young person to be

- a successful learner,
- a confident individual,
- a responsible citizen and
- an effective contributor.

These four capacities govern the entire curriculum from age 3 to 18 and aim to raise the standards of achievement for all learners.

Curriculum for Excellence is underpinned by the values inscribed on the mace of the Scottish Parliament – wisdom, justice, compassion and integrity.

Throughout Curriculum for Excellence there is a strong focus on Literacy, Numeracy and Health and Wellbeing across all aspects of learning and every teacher will support learners with the development of these, including digital literacy skills.

Curriculum for Excellence is defined as:

The totality of all that is planned for children and young people throughout their education.

The opportunities for learning and teaching are governed by the Four Contexts for Learning, which ensure that the education your child receives is informative, interesting, relevant and fun.

These contexts are:

- Ethos and life of the school as a community
- Curriculum areas and subjects
- Interdisciplinary learning
- Opportunities for personal achievement.

## **What are the Curriculum for Excellence levels?**

There are five levels, and these are flexible depending on pupils' needs and abilities (some children and young people may achieve these levels earlier or later dependent on ability):

- Early level pre-school to P1
- First level to the end of P4
- Second level to the end of P7
- Third and fourth levels S1 to S3
- Senior phase S4 to S6 and other forms of study.

## **How will my child's learning be assessed?**

Assessment is an important part of the Curriculum for Excellence and, at all levels, pupils' progress is closely monitored by teachers and staff.

In turn, staff work with children to reflect on their results, looking at their strengths and learning needs, agreeing next steps and action based on these. As they progress, pupils become more involved in this process, as they develop the skills to make effective judgments on their own learning, developing personal expertise that will be important to them throughout life. Assessment also helps teachers plan learning experiences which are motivating and challenging. Children who may have additional support needs will be assessed using methods best suited to their individual requirements.

In classrooms staff will be using improved ways of assessing children's learning taking account of national and local advice and guidance. Your child's progress will be reported to you so that you know how well your child is doing.

Each year our nursery/school will let you know what is being done to implement Curriculum for Excellence so that you can be confident that your child is receiving a high-quality education.

Curriculum for Excellence is being successfully implemented in Auchinloch through collaborative curriculum planning underpinned by open and honest self-reflection. We strive to provide a wide range of stimulating learning activities which support and challenge learners. Recent purchases of up to date hardware and software packages has significantly enhanced teaching and learning at every stage. Cooperative learning and outdoor learning is embedded in our practice and is instrumental in supporting the seven principals of Curriculum for Excellence.

The nursery involves parents in the children's education through school improvement questionnaires, newsletters, workshops and open afternoons.

The curriculum aims to:

- Enable children to progress at a rate, which meets their needs and aptitudes.
- Enable children to develop fully their capacity for different kinds of thinking and learning.
- Respond to individual needs and support aptitudes and talents.

This will be managed and achieved through our School and Nursery Improvement Plan, which outlines tasks to be undertaken. Throughout the year staff will be involved in training sessions on in-service days and at curriculum development meetings after the school day.

### **ADDITIONAL SUPPORT NEEDS**

Auchinloch Primary School and Nursery complies with the Additional Support for Learning (Scotland) Act 2004 as amended by the Additional Support for Learning (Scotland) Act 2009 and the Additional Support for Learning: Statutory Guidance 2017.

North Lanarkshire Council's policy is contained within "Support for Learning Policy into Practice 2" a copy of which is available from the school on request, which is consistent with North Lanarkshire Council guidelines.

Children who require additional help with their learning are well supported and are closely monitored. The Principal Teacher takes responsibility for Support for Learning and liaises closely with the Network Support Facility, Educational Psychologist and staff from relevant agencies.

Reviews are held regularly to ensure effective communication between parents and all relevant agencies. Please see below the four levels of Staged Intervention.

Level 1 - where education staff identify that a child or young person needs support or planning which can be met within the school using classroom and whole school resources



Level 2 – Requesting support from within Education and Families (services/resources out with school) e.g. Educational Psychologist, Community Learning and Development

Level 3 – Requesting support from another agency (Joint working with partner agency/agencies including 3<sup>rd</sup> Sector). When further planning is required to further develop the wellbeing of children and young people the Named Person may request assistance from colleagues in partner agencies.

Level 4 – Integrated and Compulsory working with other agency/agencies. Targeted intervention(s) required to promote the wellbeing of the child would be identified by relevant agencies (child's Network of Support) and included in the Child's Plan. A Lead Professional would be identified. At level 4 there would be an expectation that a statutory Child's Plan with integrated assessment, integrated chronology and Lead Professional is in place.

Pupils with English as an additional language are referred to NLC Bi-lingual Support Section.

Auchinloch has a robust system in place for Additional Support Needs using the Staged Intervention Approach.

Stage 1 – Nursery staff are adept at providing differentiated learning experiences to suit the needs of all pupils.

Stage 2 – The Principal Teacher ensures individual interventions for pupils are delivered. Success and progress will also be tracked.

Looked after children i.e. children who are cared for directly or whose care is supervised by the local authority are deemed to have Additional Support Needs unless assessment determines otherwise. The senior management team deals with issues relating to Looked after children. Parents and young people can request an assessment to establish whether a child or young person has additional needs or requires a Co-ordinated Support Plan.

Parents and pupils are an essential part of the assessment; planning and review processes and your views will be actively sought.

## Planning

Getting it Right for Me plans

(GIRFMe) enable staff to plan effectively for children and young people when interventions are required to support their learning and improve outcomes. Parents/carers and children are an essential part of the assessment; planning and review processes and their views will be actively sought.

Some children and young people may require significant support from education and at least one other agency, such as health, social work and/or voluntary agency to help them meet their learning targets. Where this support requires a high level of co-ordination the opening of a Co-ordinated Support Plan (CSP) may be considered. A CSP may be initiated by the school or another agency.

Parents/carers and young people can, if they wish, request that a CSP be considered and would be involved in the process.

Parents/carers will receive letters from the Education Authority throughout the CSP process.

Parents/carers and young people will be invited to take part in multiagency meetings and their views will be recorded in the plan.

Where more intensive support for a child or young person needs to be planned for, usually when a number of agencies are involved in supporting their wellbeing then a Child's Plan may be developed. The plan will tell you what actions need to be taken and who will help with each action. It will usually be someone called a 'Lead Professional' who will have the job of making sure that the actions outlined in the plan take place and things get better for the child or young person.

## DISPUTE RESOLUTION

North Lanarkshire Council is committed to resolving any differences of views through discussion, dialogue and building on common ground.

If the matter cannot be resolved with the Education Authority you have the right to request mediation. An independent mediation service is available to parents/carers and young people through Resolve (see contact details at the back of this handbook). Mediation is free through Resolve and independent of the Education Authority.

In the event that a disagreement cannot be resolved through mediation, then an application for Independent Adjudication (see contact details at the back of this handbook) can be made by parents/carers free of charge. The Independent Adjudicator will make recommendations to the Education Authority about how the dispute should be resolved.

**The Additional Support Needs Tribunal** has been set up to hear appeals made by parents/carers or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans, placing requests and post school transition. If you disagree with any decision relating to your child's Co-ordinated Support Plan, either the creation of a CSP, or the content of it, you may be entitled to refer to the Tribunal.

## IMPROVEMENT PLAN

The priorities and targets identified in our Improvement Plan aim to support the overall school aims as well as the aims of the Authority. Each year these priorities and targets are agreed by staff following an audit of the previous year's Improvement Plan and following consultation about the School's future improvement needs.

Parents are kept informed of each year's priorities and the Improvement Plan is available from the school office and website.

The proposed priorities for 2019-2020 for the school and nursery are:

- **Improvement in Attainment particularly in literacy & numeracy (Cluster Initiative)**

Working in collaboration across our cluster we aim to raise attainment in both literacy and numeracy.

- **Self-Evaluation**

Self-evaluation will be further developed to ensure there is a consistent approach where staff will look inwards to analyse their work, look outwards to find out more about what is working well for others locally and nationally and look forwards to gauge what continuous improvements might look like in the longer term. Staff will engage in self-evaluation using How Good is Our School 4 and will work alongside Continuous Improvement Officers to evaluate practice and create next steps for improvement. In line with the Education Scotland's Inspection finding from January 2019 a more consistent use of benchmarks will permeate at all levels throughout the school.

- **Raising Attainment Through Effective Planning and Tracking and Monitoring**  
Methods of planning will continue to be reviewed and a consistent format for planning will be used throughout the whole school. Staff will continue to use assessment information, professional judgements and standardised testing (for school age children) results for planning to ensure that every individual pupil has the correct support to make the best progress in their learning. Tracking and Monitoring reviews will take place between Head Teacher, Class Teacher and nursery key workers termly. Children will engage in learning conversations to ensure they are involved in their next steps. Across the cluster new moderation processes will be established with support from the CIO team, all staff will engage in this shared practice

We are highly committed to improving our school and nursery and for this reason we will continue to ensure staff, pupils and the Parent Forum are included in self-evaluation and school improvement procedures for forthcoming years.

Information regarding the school's performance at Local and National level can be obtained by visiting [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk)

## NURSERY ETHOS

Auchinloch Nursery is a very busy, happy school where all pupils are treated fairly and with respect. Parents are kept fully informed of all nursery developments and their opinions are welcomed and valued.

We have forged very strong relationships with our parents and the local community, including local businesses and organisations such as the pensioners club and Auchinloch Bowling Club.

We have a very strong group of teachers and nursery staff who have developed great teamwork throughout the years and help to maintain an excellent ethos in our school community.

## HOME AND NURSERY LINKS

The staff of Auchinloch Primary value the contribution which is made by the parents of our pupils. Indeed, the nursery makes every effort to co-operate with parents. At all times they are encouraged to closely liaise with the school particularly when there are concerns of any nature about their child. Parents are regular supporters and helpers in the education of their child. Parents are kept informed of any activities which are taking place in the school through weekly updates on the school blog. Parents are given at least two opportunities per session to formally meet with their child's teacher to discuss progress. However, parents should always feel that they may contact the school at any time to discuss matters of concern. This should be done in the first instance through contact with the Head Teacher.

Throughout the year further opportunities are given for parents to visit the school, e.g. school concerts, Nativity Play, open afternoons, meet the teacher events etc. It is hoped that all pupils will benefit from the support of our parental/professional partnership which we hope to continually extend.

## PARENT AND COMMUNITY LINKS

Auchinloch Primary School and Nursery prides itself on the links which have been forged with parents and the local community.

Our communication policy is currently in the consultation process. It will identify the many ways we communicate pupil progress and successes to our parents. Parent interviews to discuss your child's progress and set targets are in November and May. Your child's progress will be updated regularly on their online learning journal. Parents should feel welcome in nursery at any time. However, in the interests of good security, we ask that all visitors make an appointment and report to the school office before going about their business so that we are always aware of who is in the building. This is necessary for the children's safety and in the event of an emergency.

The school twitter pages are updated regularly to inform parents of school and nursery events and how to support their child's learning at home.

Many parents volunteer some of their time to work with the children or carry out some of the many tasks that make a school a better place for children, e.g., helping on excursions. Parents who wish to help within the school may be required to have a Criminal Convictions Disclosure carried out. This is a simple process and further information about this is available from the school.

Over the years the generosity of the parents and pupils has been recognised by various charities which the school supports.

During the year we organise many fund-raising events to support charities of the children's choosing. The charities we always commit to are Children in Need, Comic Relief and have also participated in fundraising for Cancer Research UK.

We have strong links with Reverend Carmichael from Lenzie Union Parish Church who supports the liturgical life of our school. We have an excellent parent council who actively support the school improvement agenda and work hard to raise school funds.

We are very grateful for the excellent link and support our parents and community give in supporting our curriculum.

## **FREEDOM OF INFORMATION**

Freedom of Information (Scotland) Act 2002 came into force in 2005. The Act allows anyone to ask for information held by the Council and imposes a time-scale of 20 working days for the Council to respond. To deal with Freedom of Information requests, the Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information Coordinator can be contacted by telephone on 01698 302484

## **DATA PROTECTION**

### **General Data Protection Regulations (GDPR) Statement for Education**

#### **What is this statement?**

This statement explains when and why we collect personal information about you, your child or young person and how this information is used, the conditions under which it may be disclosed to others and how it is kept secure.

#### **Who are we?**

North Lanarkshire Council is a Local Authority established under the Local Government etc. (Scotland) Act 1994. Education, and Families is located in Kildonan Street, Coatbridge ML5 3BT.

#### **Why do we need your personal information and that of your child or young person?**

The Council has a legal obligation to deliver an effective education service to all children and young people in North Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

#### **Legal basis for using your information**

We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the

information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

## **Your personal information**

Education uses the national IT system, SEEMiS, to store personal information electronically. We ask parents/carers during registration and enrolment to provide us with their child's name, date of birth, gender, address, family contact details (phone/email). We will also ask you to update this information annually.

We may also ask you for information about medical conditions, additional support needs, religion, and ethnicity. We may also record information you might wish to provide about your family circumstances.

We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing.

During a child's journey through education a pupil's record is kept, this core record is mainly paper based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff outwith the nursery or school, key staff from these services may also store information securely about your child or young person.

### **How will we use this information?**

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)

- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- when we require to contact you by post, email, telephone or text.

### **Who do we share information with?**

To support your child or young person's access to appropriate education and meet our legal obligations, personal information may be shared internally between Services of the Council. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Social Work, Health.

We also share information with Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning.

When a child or young person moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school.

Only identified staff and those who require to have the information to enable them to carry out their job, will have access to you, your child or young person's information. We care about the information we hold in respect to the education of children and young people. We will keep this information safe and secure.

### **How long do we keep your information for?**

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule'



which sets out how long we hold different types of information for. You can view this on our website at

<http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education, and Families, Kildonan Street, Coatbridge ML5 3BT.

### **Your rights under GDPR**

You can:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.
- Request a correction to your information – we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.
- Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- Request the transfer – you can request the transfer of your information to another party.
- Deletion of your information – you have the right to ask us to delete personal information about you, your child or young person where:
  - you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - you have a genuine objection to our use of personal information
  - or, use of personal information is contrary to law or our legal obligations.

If you wish to update any personal information, retrieve it, or have it removed from records please contact your child or young person's head teacher or head of establishment in the first instance.

The Council's Data Protection Officer
If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer.
Data Protection Officer (DPO)
Civic Centre,
Windmillhill Street,
Motherwell ML1 1AB
or by email to <a href="mailto:AITeam@northlan.gov.uk">AITeam@northlan.gov.uk</a>

The Information Commissioner
You also have the right to complain to the Information Commissioner about the way the Council has handled your rights, to enquire about any exercise of these rights or to complain about the way the Council has dealt with your rights (or any other aspect of data protection law).
Information Commissioner's Office,
45 Melville Street,
Edinburgh, EH3 7HL
or by e-mail to
<a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>

## Transferring Educational Data about Pupils

Education authorities and the Scottish Government

Education Portfolio (SGEP) exchange data about pupils either on paper or electronically through the ScotXed programme.

The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected

by the school and the council, but they are not passed to SGEP. The postcode is the only part of the address that is transferred. Data is held securely and no information on individual pupils can be published by SGEP

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

### **Why do we need your data?**

In order to make the best decisions about how to improve our education service, SGEP and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better educational outcomes. Accurate and up-to-date data allows SGEP, education authorities and schools to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors that influence pupil attainment and achievement,
- target resources better.

### **Your GDPR rights**

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the GDPR. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. GDPR gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website ([www.scotxed.net](http://www.scotxed.net)).

SGEP works with a range of partners including Education Scotland and the Scottish Qualifications Authority. On occasion, we will make individual data

available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SGEP, which will ensure that no subject specific data will be made public as a result of the data sharing and that such data will not be used to take any actions in respect of an individual.

Further details are available on:

<https://www2.gov.scot/Topics/Statistics/ScotXed/PrivacyInformation>

### **Any Concerns**

If you have any concerns about the ScotXed data collections you can email [school.stats@scotland.gsi.gov.uk](mailto:school.stats@scotland.gsi.gov.uk) or write to:

*The ScotXed Support Office, SEGP, Area 1B, Victoria Quay, Leith, EH6 6QQ.*

*Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.*

### **Want more information?**

Further details about ScotXed data exchanges are available on the ScotXed website, <http://www.scotxed.net>.