



.... where every learner is unique

Nursery Handbook

2022/23

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Statement of Purpose and Improvement Objectives

The vision of South Lanarkshire Council is to *‘Work together to improve the quality of life for everyone in South Lanarkshire’.*

The purpose of Education Resources is to support this vision through ensuring that all learners:

- are effectively supported to raise their attainment and achieve their full potential
- benefit from an appropriate range of learning opportunities which match their individual needs
- are actively engaged, as appropriate, in evaluating the quality and impact of their learning experiences
- are safe and feel valued when using Education Resources premises.

This will be achieved by ensuring that all learners:

- access a curriculum which reflects national and council priorities and best practice in education
- experience a motivated and professional workforce who demonstrate best practice in providing opportunities for learning
- have access to modern resources which are used effectively to maximise the impact of learning experiences
- benefit from partnership working and the integration of services.

Section One
EARLY LEARNING UNIT
VISION, VALUES AND AIMS



Non-denominational Policy of the Establishment

The establishment is non-denominational. We respect and welcome children and families of all religions, faiths and beliefs.

Our Equal Opportunities Statement.

All early years' establishments should reflect the Council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and non-discriminatory. All early years establishments also recognise the rights of both men and women to work or to care for children. Provision should take account of the needs of children with disabilities or chronic illness. These principles are reflected in the criteria used to admit children to nursery and in the curriculum of all establishments.

Section Two: General Information.

Names and Job Titles of Our Staff Members.

Below is a list of staff at the establishment and details of our regular opening hours.
Details of holidays and training days specific to this year will appear on a separate page.

Head of Integrated Unit	Sara Dalbeck
Early Years Depute - Mainstream	
Early Years Depute - Additional Support Needs	Catherine Hunter
Parent & Child Support Worker	Gill McLuckie
Nursery Teacher	Rian Siekman
Early Years Team Leader	Karen O'Brien
Early Years Team Leader	Nicola Greig
School Support Team Leader	Vacancy
Early Years Worker	Caitlyn Bain
Early Years Worker	Candice Braidwood
Early Years Worker	Claire Blease (job-share)
Early Years Worker	Donna Brownlie
Early Years Worker	Amy Blackwood
Early Years Worker	Ciara Carr
Early Years Worker	Emma Griffen (job-share)
Early Years Worker	Victoria Holmes
Early Years Worker	Leanne Guy (job-share)
Early Years Worker	Muirne Docherty
Early Years Worker	Laura Mason (job-share)
Early Years Worker	Kerry Miller
Early Years Worker	Susan Miller
Early Years Worker	Kylie Murdoch
Early Years Worker	Caitlin Milligan
Early Years Worker	Caileigh Mitchell
Early Years Worker	Beverley Muir
Early Years Worker	Janette Pullen
Early Years Worker	Claire Ramage
Early Years Worker	Lynn Reynolds
Early Years Worker	Pamela Bell
Early Years Worker	Suzi Scott
Early Years Worker	Tracey Graham
Early Years Worker	Kelly Summers (job-share)
Early Years Worker	Gemma Taylor
Early Years Worker	Samantha Douglas
Early Years School Support Assistant	Ashley Burt
School Support Assistant	Fiona Hughes
School Support Assistant	Catherine Boyle
School Support Assistant	Neena Ghai
School Support Assistant	Heather Prentice(term-time)
School Support Assistant	Margaret Ferguson (term-time)
School Support Assistant	Cheryl Hinshelwood
School Support Assistant	Karen Hall (am term-time)
School Support Assistant	Donna Lang (term-time)
School Support Assistant	Emma McDonald (term-time)
School Support Assistant	Elizabeth Forrest (term-time)
School Support Assistant	Christine McAvoy (term-time)
School Support Assistant (Clerical)	Delia Dodds
School Support Assistant (Clerical)	

Caretaker/Cleaner
Cleaner
Cleaner
Cook in Charge

Rose Harris

Laura Johnson
Mel Duffy

Speech & Language Therapist
Physiotherapist
Physiotherapist
Occupational Therapist
Learning Support Teacher
Visual Impairment Support Teacher
Oral Health Co-ordinator Mainstream & A.S.N.

Beatriz Tovar/ Gillian Roberts
May Dempster
Kerry Stirling
Gwen Broadie
Sharon O'Rafferty
Jordan Black
Shirley Gallacher

Address: Early Learning Unit
30 Hope Street
Hamilton
ML3 6AF

Tel No: 01698 281228

E Mail: earlylearningunit@ea.s-lanark.sch.uk

Hours of Opening: 8.00am – 6.00pm

We are an extended day establishment open between 8.00am and 6.00pm, offering a flexible service to children and their families.

Sessions and any additional charges will be discussed with individual families at enrolment. Please speak to Sara Dalbeck, Head of Integrated Unit or one of our Deputes.

Public Holidays and inset days for 2022/2023 are as follows:

IN-SERVICE	CLOSED	Monday 15 th August 2022 Tuesday 16 th August 2022
CHILDREN RETURN		Wednesday 17 th August 2022
LOCAL HOLIDAY	CLOSED	Friday 23 th September 2022 Monday 26 th September 2022
IN-SERVICE	CLOSED	Monday 14 th November 2022
CHRISTMAS	CLOSED	Monday 26 th December 2022 Tuesday 27 th December 2022
NEW YEAR	CLOSED	Monday 2 nd January 2023 Tuesday 3 rd January 2023
FEBRUARY BREAK	CLOSED	Monday 13 th February 2023 Tuesday 14 th February 2023
IN-SERVICE	CLOSED	Wednesday 15 th February 2023
SPRING BREAK/EASTER	CLOSED	Friday 31 st March 2023- Monday 17 th April 2023
LOCAL HOLIDAY	CLOSED	Monday 1 st May 2023
IN-SERVICE	CLOSED	Tuesday 2 nd May 2023
LOCAL HOLIDAY	CLOSED	Friday 26 th May 2023 Monday 29 th May 2023
SUMMER BRAK	CLOSED	Tuesday 27 th June 2023

School Holidays 2022/2023 are as follows:

IN-SERVICE	CLOSED	Monday 15 th August 2022 Tuesday 16 th August 2022
CHILDREN RETURN		Wednesday 17 th August 2022
LOCAL HOLIDAY	CLOSED	Friday 23 rd September 2022 Monday 26 th September 2022
OCTOBER BREAK	CLOSED	Monday 17 th October 2022- Friday 21 st October 2022
IN-SERVICE	CLOSED	Monday 15 th November 2022
CHRISTMAS	CLOSED	Friday 23 rd December 2022- Monday 9 th January 2023
FEBRUARY BREAK	CLOSED	Monday 13 th February 2023 Tuesday 14 th February 2023
IN-SERVICE	CLOSED	Wednesday 15 th February 2023
SPRING BREAK/EASTER	CLOSED	Friday 31 st March 2023- Monday 17 th April 2023
LOCAL HOLIDAY	CLOSED	Monday 1 st May 2023
IN-SERVICE	CLOSED	Tuesday 2 nd May 2023
LOCAL HOLIDAY	CLOSED	Friday 26 th May 2023 Monday 29 th May 2023
SUMMER BREAK	CLOSED	27 th June 2023

Admissions Policy.

All nursery places are allocated in line with the Council's admissions policy and the nursery staff will be happy to advise you how this policy operates when you apply for a place for your child.

The Central team will meet annually to allocate nursery places.

All Nursery places will be allocated by a central admissions team.

Age range of children in the establishment: 0 – 5 years

Register of Applicants.

The Head of Integrated Unit will keep a register of all applicants and the information contained in the applications will be considered at central admissions to assist in the allocation 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 of Integrated Unit.

Enrolment Procedures.

Once your child has been allocated a place the Head of Integrated Unit will contact you regarding the starting date. When there are a lot of new children, for instance, at the start of each school session we will stagger the starting dates admitting a small group of children every few days. Parents are asked to fill in enrolment forms and to stay with their child until they have settled into the nursery.

Numbers of Children at Each Daily Session and Patterns of Attendance.

Overall the unit can cater for 116 children at any one session.

The **Butterfly Room** can accommodate 20 children aged 3-5years with additional support needs per session.

The **Caterpillar Room** can accommodate 10 children aged 2-5years with additional support needs per session.

The **Grasshopper Room** can accommodate 6 children aged 2-5 years with additional support needs per session.

The **Ladybird Room** can accommodate 64 children aged 2-5 years per session.

The **Bumble Bee Room** can accommodate 10 children aged 2-3 years per session.

The **Dragonfly Room** can accommodate 6 children aged 0-2 years

Session times will vary depending on the age of your child. Times will be discussed at your enrolment.

Suitable Clothing.

Children have the best fun when they are doing messy work. We will always try to make sure that they wear aprons, but accidents happen so please dress your child in suitable clothes. Please also make sure that your child has suitable outdoor clothing as children are outdoors every day. We also ask that you provide a sunhat for your child whilst they are at nursery. Each child's sunhat should be kept in their personal tray. Changes of clothing should be put in each child's bag and placed on their peg.

Attendance.

The children are expected to attend nursery regularly as experiences carried out one day will be followed up the next. This will also set the pattern for when the children go to school.

Parents **must** telephone the nursery before 9.30am or 1.30pm if their child is not attending nursery. Nursery staff will contact parents at home or at work if they are uncertain as to the reasons for a child's absence. If staff cannot make contact with parents they will contact the child's emergency contacts. Parents are asked to keep staff informed of holiday arrangements.

If the place is not used regularly without good reason, there is the possibility that child's place may be withdrawn.

Arrival and Collection of Children.

It is expected that a responsible adult i.e. someone over the age of 16 years will bring a child to and from nursery. On arrival, you and your child will be greeted by a member of staff who will sign in your child on the register.

In the interest of your child's safety, you should make a point of telling a member of staff if he or she is to be collected by someone not known to the staff. This avoids embarrassing situations when a child cannot be allowed to leave with an adult who is a stranger to the staff. Parents are asked to identify a password for their child. Passwords will be asked for if an unauthorised adult arrives to collect a child from nursery. Parents should be aware that children will not be handed over to an unauthorised adult simply by the using a password alone. Staff will contact parents to confirm an unauthorised adult's identity and to clarify the situation before handing over a child.

For children who are escorted to the nursery by taxi or bus we ask that if there are any changes in place/time of pick up please contact the taxi/bus company direct.

Insurance.

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

Excursions and Consent Forms.

Being close to the town centre we will take the children on visits to the shops to buy snack or to the park, etc. We will make use of the local cafes to give the children the social experience of eating out. If you wish for your child to participate in these local outings, you should sign section 8 of your child's enrolment form. There will be a separate permission form for all children participating in further away outings or day trips.

Transport.

Transport is not normally provided for children attending early year's establishments. The council may, however, provide transport to and from nursery for a child with additional support needs who may require to travel some distance to take up their placement.

If your child is transported to the establishment by taxi or bus there should be a suitable seat/harness and an escort. Please check that you are happy with these seating arrangements and do not hesitate to contact the Head of Integrated Unit if you are worried about any safety aspect.

Car Park.

There are designated spaces for parents to drop off and collect their children within the car park. There are 3 designated disabled spaces and these have to be used only by people who have a blue badge or have an ASN child attending nursery. Buses have a designated space please do not park in these spaces. All other car park spaces are for staff use only.

Emergency Closure Arrangements.

The establishment will be opened on the times already outlined, but on some occasions, circumstances arise which means the establishment must close.

The Early Learning Unit may be affected by, for example, severe weather, transport problems or power failures, if this happens, we will do all we can to let you know about the details of closure and re-opening. We may keep in touch by telephone, the local press, the local radio, on our app or South Lanarkshire Council's website.

Emergency Contacts.

Parents whose children are in the nursery are asked where possible to provide the establishment with the names and addresses of two contact persons for use in case of an emergency.

You are asked to keep the establishment up to date with any changes in this information.

Lunches.

Most children attend nursery for half days therefore lunch is not required. However, any child over 2 years who attends on a full day basis will be entitled to a nursery lunch. Menus will be available for a hot or cold option.

Children under 2 years should provide their own packed lunch with **an ice pack inside.**

Nursery Fund

We have a nursery contribution, this will be £2 per week.

- Your contribution will enable us to buy the children celebrations at Christmas, Easter and Graduation.
- We need to purchase sun cream and ice pops for sunny days.
- We need to purchase foods for tasting activities, party celebrations and some snacks during festival celebrations such as St. Andrews Day.
- We need to purchase personal care items such as nappy sacks, baby wipes, face clothes and bibs.
- We need to pay for entertainers and performers.
- We need to purchase new resources.

Our list is endless, and your contribution is very much appreciated.

How to make your payment

If you could pop your £2 per week contribution in the bank provided at the entrance for your child's room and staff will record this for you.

Thank you for your continued support and contribution.

Accommodation for Parents.

We welcome our parents into our building where we will have designated tea and coffee mornings. These dates will be confirmed in due course. We look forward to seeing you there.

Smoking Policy.

The Early Learning Unit is a non-smoking establishment; therefore smoking is not permitted anywhere in the building or grounds. Please note this also applies to electronic cigarettes.

Animals

Please note that animals are not allowed in the building without prior consent.

Mobile Phones

Parents, carers and visitors to the establishment are asked to note that mobile phones can only be used within the nursery parents room/staff room and **cannot** be used anywhere else within the establishment.

Child Protection

Staff employed within nurseries and schools have a duty of responsibility to protect children who attend the establishment from danger or harm.

If any member of staff suspects that a child may be at risk of abuse, they will report the matter to the Head of Integrated Unit.

The Head of Integrated Unit will decide if there are grounds for concern and will if necessary, contact Social Work Resources.

Child abuse is described under the following categories.

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

A copy of the establishment's procedures for child protection is displayed in the Parents Room/Staff Room.

Staff within educational establishments has a major responsibility in assisting Social Work Resources in identifying cases of child abuse.

Section Three: Medical Information.

Medication.

If your child needs medication during his/her time at nursery you should discuss his/her requirements with the Head of Integrated Unit. If it is possible that your child may require emergency medication at nursery a "Protocol" must be completed with a member of the nursery management team. Requirements state that these must be updated every **28 days. All medication must have a prescription label before for the nursery can accept.**

If your child suffers from asthma, you must tell the Head of Integrated Unit if there are any activities or specific circumstances which are likely to bring on an attack.

If your child suffers from epileptic attacks or has any other medical needs, you must tell the Head of Integrated Unit what steps must be taken in an emergency.

We must also be informed of any allergic reactions your child may have.

If your child becomes ill.

Parents **must call** the nursery if their child is not able to attend nursery on a particular day. Calls **must** be made before 9.30a.m. or 1.30p.m.

If your child becomes ill while at nursery, we will contact the parent or the named emergency contact and request that the child is collected from nursery. It is, therefore, very important that we can contact someone at any time.

Minor Accidents, Incidents and Upsets.

When a child is upset or has a minor accident in the nursery, the first aider for the nursery will administer first aid and offer comfort. Parents will, of course be informed of what has happened when the child is collected at the end of the session and a form will be issued to parents to sign. If the bump is above the neck, the parent/carer will be contacted. If your child is transported a copy will be send home in their bag please sign and return the next day.

Visits to the Establishment by Medical Staff.

On occasions Health Board Personnel may visit the establishment – however we will contact you any time your child is involved.

Sickness and Diarrhoea

Following NHS Guidelines, procedures for Gastrointestinal Infection - any child suffering from sickness and diarrhoea **must** remain off school/nursery until they have no symptoms for 48 hours after an episode of diarrhoea and /or vomiting.

Section Four: The Nursery Curriculum.

How We Promote Learning.

National guidelines for education have been published for children and young people age 3 – 18 years entitled “Curriculum for Excellence”. Through this curriculum it is hoped that all children and every young person will become confident individuals, successful learners, responsible citizens and effective contributors. Staff will observe and consult with children playing to identify individual needs, preferences and abilities. They will then plan play experiences, which will cover the main areas of learning.

These are:

- Health and Well-being
- Languages
- Mathematics
- Sciences
- Technology
- Expressive Arts
- Religious and Moral Education
- Social Studies

Differentiated support materials relating to “Curriculum for Excellence” are used to support children’s learning within our 3-5 Additional Support Needs Playroom.

South Lanarkshire Council has produced early learning and childcare and pedagogical guidance titled “Together We Can and We Will”. Together We Can and We Will provides the opportunity to design and deliver a curriculum, where children will lead their learning and practitioners will provide meaningful experiences which reflect children’s interests within stimulating spaces and environments. It considers children’s developmental stages and focuses on the developing baby, toddler and young child with a focus on key aspects of learning. The 3 key aspects identified in “Together We Can and We Will” are **Health and Wellbeing, Communication and Creativity.**

“Together We Can and We Will” identifies learning goals which reflect children’s developmental milestones. Learning goals are used to plan for children’s learning and support progression in learning and are actively promoted to our children and families.

The main aspects of development within this Together We Can are;

- Health and Well Being
- Emotional and Spiritual Development
- Social Competence
- Physical Competence
- Cognitive Competence

The Nursery has also developed a Differentiated Curriculum to support the development of children with additional support needs

What We Do.

There is a curriculum notice board outside each playroom and on the notice board you will find details of the daily routine for the playroom. Details of learning experiences and learning intentions are displayed. Please feel free to speak to any member of staff about the curriculum.

Every child with an additional support need will have an Additional Support Plan (A.S.P.) and will be working to achieve targets in their Individualised Educational Programme (I.E.P.). Each child's I.E.P. will be reviewed and updated at regular intervals. Parents, nursery staff and other professionals will all be involved in this process.

If you wish to discuss any issues relating to the curriculum provided, please speak to your child's Keyworker, Nursery Teacher or Head of Integrated Unit.

Assessment.

When your child starts at the nursery, in order to help staff get to know him/her better you will be asked to fill in a booklet giving details of likes and dislikes and of how learning is progressing at home. Your child's keyworker will record progress on different aspects of learning in the child's personal profile/learning book. Sticky labels/post-it notes are used for this purpose.

You will be given an appointment twice a year to come to the nursery to discuss your child's progress with his/her keyworker. If the time of your appointment does not suit, we will make every effort to arrange a time that does.

Children who have an "A.S.P." will have their targets reviewed every six/eight weeks approximately.

Parents/carers will be given the opportunity to discuss their child's targets.

An annual Curricular Open Evening is also held for parents.

Transition

Pre-school children's progress will be recorded using the local authorities "Transition" document. This document, with your approval, will continue with your child into primary one. If required, an additional transition profile and/or passport will be completed to support individual children through the transition process.

Nursery staff liaise with personnel from feeder primary schools before transition to primary school and share information relating to children's progress and development at nursery and possible support needs at school. If you do not wish information to be shared about your child, please speak to the Head of Integrated Unit.

Speech and Language Therapy (SALT)

Speech and Language Therapy staff are employed by NHS Lanarkshire – Primary Care Division and provide speech and language therapy within the Early Learning Unit. They are employed to work with children requiring speech and language therapy who attend our Additional Support Needs Provision.

All children in the ASN classes will access and benefit from Speech and Language Therapy as the therapists work closely with the nursery staff and parents to develop the communication environment and support language development in everyday interactions. This is known as 'level 2' intervention and includes training, workshops, resources, and drop-in services for parents.

Assessment of each child's comprehension, attention, expressive language and listening skills will be carried out and the best way of meeting their needs discussed with parents and staff. For most children 'level 2' support will be most appropriate unless a specific specialist piece of 1:1 direct work is required.

Where appropriate, in accordance with Health and Safety guidelines, Early Learning Unit staff will follow the Speech and Language Therapist's feeding profiles during snack and lunch times.

Supporting Our Children.

In the establishment we cater for the individual needs of each child. We encourage and support children with a wide range of needs and work closely with external agencies using a multi-disciplinary approach i.e., Speech Therapists, Physiotherapists, Occupational Therapists and Educational Psychologists.

No specialist will be contacted without your permission, and you will, of course have an opportunity of talking to them yourself.

If staff have any concerns relating to a child's learning or development, they will speak to parents/carers about these concerns and will follow a process of Staged Intervention to support the child. Parents and carers will be involved in this process.

Working Together to Support Learning.

We find that children make better progress when parents, staff and experts work together and adopt a common approach.

The establishment seeks and encourages parental participation. You are your child's main educator, and we value your input.

If you would like an informal chat with personnel from any agency regarding any aspect of your child's progress, please contact the Head of Integrated Unit who will arrange an appointment.

If you would like to discuss any aspect of your child's development i.e., managing your child's behaviour, diet, toilet training etc with any other support staff please do not hesitate to contact a member of staff who will arrange an appointment.

Section Five: Parental Participation.

We encourage parents to discuss with staff ways by which parents can be more involved with the children and their learning in our nursery.

If you have any questions regarding parental participation, please feel free to approach any member of staff when you are bringing or collecting your child.

Support for Parents

Within the establishment there is a Parent & Child Support Worker. She works mainly with families whose children have Additional Support Needs. She offers support and advice on a variety of issues including playing at home and behaviour management strategies to parents and carers, on an individual basis.

Early Learning Unit Parent and Staff Group.

We have an active Parent and Staff Group within the establishment who meet monthly. The Committee is made up of parents and members of the management team. These are happening online at the moment with the possibility of face-to-face meetings in the future. If you are interested in having a say on how the establishment operates and would like to become a member of the group, please contact the Head of Integrated Unit.

Working Together to Promote Positive Relationships and Understanding Distressed Behaviours

Children are expected to be polite and show consideration for others in the nursery. If a child becomes upset we will offer comfort and divert his/her attention. Unacceptable behaviour is behaviour which causes harm to the child himself/herself or to others in the nursery. Children are never told to "hit back" but are encouraged to sort out disagreements with others through play.

If something has happened to your child in the nursery which has upset you, please come at once and discuss it with a member of staff or the Head of Integrated Unit. At all times our main concerns are for the wellbeing of your child and the provision of the best possible nursery education.

Communication

Transported children will be given a home/nursery diary or daily diary sheet in which staff can share information with the parents and they can reply. This is vitally important as many of the transported children have difficulties with communication. It is also a good way to update you with news.

We will keep you up to date with monthly newsletters and other letters.

Courses for Parents

Details of any planned courses will be given to you during the school year. Makaton (sign-language) and Earlybird (Autism) Courses are provided on a regular basis.

We work with Community Learning to provide courses for parents.

Fund-raising

There will be fund-raising events throughout the year when we may call upon your help.

If you wish to find out how the money is spent, please do not hesitate to contact the Head of Integrated Unit. Information will be provided on our school app on how money is spent.

Section Six: The Wider Community.

The Establishment and the Community

We regularly have "people who help us" come to the nursery and talk to the children. Our programme includes visits and talks by the police, dental hygienist and representatives from the ambulance service and fire brigade. We will also arrange trips for the children to explore our community and wider environment.

Services Within the Community

We have contact with Integrated Children's Services, Health Board, Social Work Resources and Community Paediatricians. If you would like to be put in contact with any of these services, please speak to a member of staff.

Links With Primary Schools

Children normally go to school between the ages of 4 ½ years and 5 ½ years.

Parents will be contacted by their local primary schools to arrange introductory visits for themselves and their child.

We have established effective liaison with these primary schools by visiting the schools and facilitating visits to allow primary staff to visit us at the establishment and meet the children prior to them starting school.

Section Seven: Participation Strategy

We aim to provide an excellent service to our children and their families. All service users, carers and other stakeholders are encouraged to participate in assessing and improving the quality of the service we provide through several comprehensive methods, including various questionnaires and Google forms. We will continue to develop our consultation methods throughout the year.

Through the Early Learning Unit Parent and Staff Group and PACS Group parents/carers are fully consulted in all aspects of the service, including new policies and procedures.

Parents are encouraged to help at nursery outings and special events.

Section Eight: Other Information.

Suggestions and Complaints

We always endeavour to maintain and improve our service. If you have any suggestions to make about the service, please contact The Head of Integrated Unit in the first instance or please put your suggestions in the box provided in the corridor.

Similarly, if you have a complaint about any aspect of the service you should contact The Head of Integrated Unit. If you prefer you could contact the Early Learning and Childcare Locality Lead Officer for this area:

Jennifer McCormick
Education Resources
Almada Street
Hamilton
ML3 0AE Tel No: 01698 454973

The Care Inspectorate would also be happy to assist you in dealing with any complaints. They can be contacted as follows:

The Care Inspectorate
Princes Gate
Castle Street
Hamilton
ML3 6BU Tel No: 01698 897800

The Care Inspectorate registers and inspects all services under Public Services Reform (Scotland) Act 2010 and the Social Work Improvement Scotland (Applications and Registration) Regulations 2011. It inspects services to make sure they are meeting regulation and doing so takes account of National Care Standards. Any person making a complaint to any of the above will be informed of the action (if any) that is to be taken within 20 days of the complaint being made.

Useful Addresses

You may require the following names, addresses and telephone numbers:

Psychological Services Manager

Telephone numbers of psychological services area teams are:

Hamilton:	01698 455400
East Kilbride:	01355 807000
Lanark:	0303 1231008

Social Work Resources

To contact Hamilton/Blantyre/Larkhall/East Kilbride/Clydesdale local area teams:

Tel: 0303 123 1008

Please Note Although the information in this handbook is correct at the time of printing there could be changes affecting any of the matters dealt with, either before your child's placement begins or during the placement. The Head of Integrated Unit will tell you of any important changes to the information.



Education Resources

Privacy Notice

Introduction

In line with the General Data Protection Regulation (GDPR) we have produced this privacy notice to inform you how we deal with personal information as part of our statutory function as an education authority.

The Council has a legal obligation to deliver effective education services to children, young people and adult learners in South 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.

Using your personal information

The Council is a “controller” of the personal information you provide when enrolling for a nursery or school, applying for an education service or participating in groups or activities provided by Education Resources.

Information we collect from you about you and your child at enrolment

When you enrol for a nursery or school, we ask for the following information:

- parent/carer contact details (name, address, phone, email);
- the child’s name, date of birth, gender and address;
- information about medical conditions, additional support needs, religion and ethnicity.
- any information you may wish to provide about family circumstances.

Information we collect at other times

We will also collect information at other times such as when you apply for a benefit, request a services or other support. We will provide an additional privacy notice at these times.

- When you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning, we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

We require this information to ensure that children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. We will also ask you to update this information annually and to tell us when there are changes to your details.

Information that we collect from other sources

As an education authority and as part of our statutory function in accordance with our legal obligations, we receive information from other sources such as the SQA, the NHS or Social Work about you or your child, this includes:

- exam results and assessment information.
- information about health, wellbeing, or child protection.

Why do we need this information?

We need this information so the Council can ensure it is delivering education services appropriately to all learners:

- for the education of children, young people and adult learners.
- for teaching, enrolment and assessment purposes and to monitor the educational progress of children, young people and adult learners.
- to keep children and young people safe and provide guidance services in school.
- to identify where additional support is needed to help children, young people and adult learners with their learning.
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions);
- to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school.
- to help us develop and improve education services provided for young people, adult learners or families
- In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

We will share your information with:

As an education authority and as part of our statutory function in accordance with our legal obligations we will share information with other bodies or parts of the Council, including:

- The 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.
- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social work in connection with any child protection concerns we become aware of;
- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities.
- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

You have the right to access your personal information as well as the rights of rectification, erasure, restriction, and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website: (https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy).

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.