



# Wester Overton Nursery Class

## Handbook 2024-2025

Welcome





# WESTER OVERTON NURSERY CLASS

On behalf of all the staff I would like to warmly welcome you to Wester Overton Nursery Class. Wester Overton Nursery Class is an environment where children are happy and busy in a creatively curated environment, surrounded by nurturing, loving adults.

We appreciate that selecting an early years environment can be a difficult task and are delighted that your child will be attending our nursery.

At Wester Overton Nursery, we aim to provide a happy, safe, play based, stimulating environment for all our children, enabling them to make the most of their skills and abilities. Our primary concern is always the wellbeing, happiness and holistic development of each individual child, providing the support necessary to lead them to care for themselves and each other and to adopt a caring attitude towards the environment that surrounds us.

Through our shared responsibility with you we can make decisions together that ensure your child is given the best possible start in life.

Thank you,  
Emma Grieve  
Acting Team Leader  
Nursery email address:  
[gw19grieveemma@glow.sch.uk](mailto:gw19grieveemma@glow.sch.uk)



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# WESTER OVERTON NURSERY CLASS

## Our Building

Our current two-story school building was opened in February 2009 by Councilor Michael McCann. The previous school building was housed at the same location for many years, first opening its doors on 17th August 1973.

Our nursery class has one large free-flow playroom. We have an enclosed soft surfaced play area, outdoor classroom, extensive grassed areas and gardens, and an enclosed Astro-turf area. We have a wonderful environment for outdoor learning which we use in all weathers and all seasons.

We currently have 360 pupils in our Primary classes, and 64 children in our Nursery class. The school is split over two levels, has fourteen classrooms, computer suite, open areas, a gym hall with stage and a large dining hall. Wester Overton Primary School is a nondenominational, co-educational school. We enjoy an excellent relationship with the local and wider community. Throughout the year, various members of the community including individuals, local businesses and local organisations come into school to enhance the children's learning experiences.

Our nursery class has a capacity for 64 children between 9am-3pm. Children receive 1140 hours over the year. There is also the availability of additional chargeable hours between 8:30-9am and 3pm-4pm. Please contact nursery staff should you require an additional hours contract, as this must be booked for the year ahead in advance.

**Nursery Hours:** 9:00am-3:00pm  
Wester Overton Primary School & Nursery Class  
Ashkirk Road  
Strathaven  
South Lanarkshire  
ML10 6JT

Tel: 01357 521870

If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

Phone: 0303 123 1023 Email: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk).



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# WESTER OVERTON NURSERY CLASS

## Our Team



Mrs Moir  
Head Teacher



Mrs Grieve  
Nursery Acting Team  
Leader



Mrs Kerr  
Early Years Practitioner



Mrs Hagan  
Early Years Practitioner



Miss Muir  
Early Years Practitioner



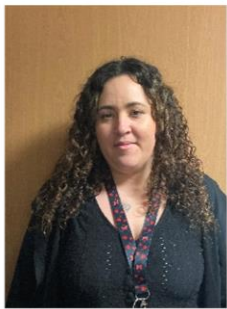
Miss Barclay  
Early Years Practitioner



Miss Campbell  
Early Years Practitioner



Mrs Clark  
Early Years Practitioner



Miss Monaghan  
Early Years Practitioner



Miss Thomas  
Early Years Practitioner



Mrs Duthie  
Early Years Practitioner



Mrs Parker  
Early Years Support  
Worker

\*\*Throughout the year we may also welcome students from local Colleges studying for NC's, HNC's and BA in Childcare



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# WESTER OVERTON NURSERY CLASS

## School Ethos

### Vision, Values & Aims

The nursery works in partnership with parents, children, and all staff, as well as all of the nurseries in the Strathaven Learning Community to develop a shared vision and common set of values for the Strathaven Learning Community.

#### **Vision:**

Our aspirational vision statement for the Strathaven Learning Community is: 'TOGETHER WE THRIVE'.

#### **Aims:**

- To provide a nurturing and challenging environment for all children.
- To provide an ethos of mutual respect where everyone tries their best.
- To prepare children for the future.
- To build strong community links.

Our Strathaven Learning Community values are: **RESPONSIBLE, RESPECTFUL and RESILIENT.**

## Admissions

All early years places are allocated in line with South Lanarkshire Council's admissions policy and the Early Years Team Leader will be happy to advise you how this policy operates when you apply for a place for your child.

Guidance notes and admissions policy can be accessed on the South Lanarkshire website.

[Applying for an early learning and childcare place - South Lanarkshire Council](#)

It is important that you make an application by the end of February for children aged three to five for places for the forthcoming school year. Funded places can be accessed either in a local authority nursery or with a funded partner provider in the private, voluntary and independent sector as well as childminders.

For administration purposes, parents are asked to complete a paper registration form that can be collect from the Nursery or School office. Parents are asked to bring the relevant full birth certificate(s), proof of residency (e.g. council tax statement) and a utility bill when enrolling their child(ren).



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# WESTER OVERTON NURSERY CLASS

## Attendance

Please contact the school as soon as possible if your child is unable to attend. In cases where your child is unable to attend school parents/carers are asked to:

- Let us know in advance of any reason why your child is likely to be absent from school. Please phone the office first thing in the morning and leave a message.
- Inform the school of any change to the following:
  - home phone number
  - mobile number
  - emergency contact details

## Information on emergencies

We make every effort to ensure the school remains open during term-time for pupils. However, on occasions circumstances may arise which can affect the school. Schools may be affected by, for example, severe weather, power failures or through any other circumstances that may impact on the school day. In such cases we shall do all we can to let you know as soon as possible. We shall keep in touch by the most appropriate method at the time normally through text message, and via our social media channels.



In cases of severe weather in the morning such as snow and a heavy frost and if there is a reason the school cannot open in the morning at the normal time, we will adopt the protocol for a delayed start until 10am.

If this is the case a message via social media and on the council's website will be posted. The Council's website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) will be used to let you know if the school is closed or has a delayed start. Further information will be provided later in the day as to whether the school will be open as normal the next day.

### **Things we need you to do:**

- It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address.
- If for any reason, you are unsure if the school is open visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)



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# WESTER OVERTON NURSERY CLASS

## Drop Off and Collection

Staff are always on hand to meet and greet children and parents, so please enter with a smile and share a good morning with us! We welcome you into the setting with your child as they hang up their bag and choose where they'd like to start their morning, which might be outside or in. Your child's safety is our priority. When you arrive to collect your child a member of the team will bring your child to you and exchange any relevant information of their day. Should you need to ask a friend or relative to collect your child, please let staff know.

### Security:

To ensure that our children are looked after in a safe and secure environment we operate a strict security policy:

- Children must be dropped off and collected by someone over the age of 16. If the person collecting your child changes during the session, please phone the office to tell us of the change. Occasionally parents will forget to inform us of changes to their collection arrangements. In this circumstance we will telephone the parent to confirm the new arrangement before allowing the child to leave.
- A member of staff will be on door duty to welcome children at the start of each session, and to ensure safety when children are leaving.

### Parking:

The school car park is strictly for staff only, and parents should not enter the car park at any time unless they have a blue disabled badge clearly displayed. When dropping off or picking up your child, please park considerately, avoiding the zig zag areas and bus bay. There are several council carparks in the streets around the school grounds.

### Prams and Buggies:

We always like to welcome little brothers and sisters who visit, but our cloakroom is quite small and there is very little room for prams and buggies. Please leave your pram outside the building and carry your little one in.

### Suitable Clothing and provisions:

We encourage the children to change their own shoes and put on their own coats so if possible, please make the clothes worn are as 'child friendly' as you can. Please practice doing this at home too, to build confidence. Children can bring slippers or soft shoes for indoor play if they would find these more comfortable. We play outside in all weathers so please could your child have a spare change of clothing.

Children have use of nursery wellies and waterproof clothing as the garden can be very muddy and wellies are essential throughout the year.

Children often have the best fun when they are doing messy work. We will always try to make sure that overalls are worn, but accidents do happen so please dress your child in clothing you will not mind washing.

Please ensure all items of clothing and footwear are labelled.



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# WESTER OVERTON NURSERY CLASS

## **Nappies:**

If your child is in nappies, please ensure you provide enough nappies and wipes for the duration of their stay at nursery. If your child is toilet training you must provide several changes of clothing (underwear, socks, trousers, and shoes) as accidents are likely to happen.

## **Nursery Bags:**

Every child is given a Nursery bag with their name on it which they keep at their nursery peg to store their belongings. All items of clothing brought in from home will be put in their bag, including their indoor shoes. Children do not require a bag to go back and forth with them from home.

## **Toys:**

We try and encourage all toys to stay at home and not to be brought to nursery. Sometimes children like to bring special items or a new toy to nursery for their friends to see. However, parents should ensure that valuable or precious items are not left at nursery, particularly as children may be upset if they get lost or broken. South Lanarkshire Council has no insurance to cover the loss of personal items. While we support children bringing in transitional objects from home to help them feel safe and secure, we must make you aware that we cannot be held responsible if any items go missing.

## **Lunch and Snack**

All children attending a local authority nursery will be provided with a free lunch. Nursery lunches and snacks are based on nutritional requirements from the NHS "Setting the Table" guidance. Nursery age children will also receive milk and a healthy snack free of charge under the Milk and Healthy Snack scheme 2021. This will be provided by the establishment.

We wish to encourage and educate children to adopt healthy eating habits and we do this through our choice of snacks and lunches. Our lunch menu is available at <https://www.southlanarkshire.gov.uk/nursery-lunch-menu> In addition to the foods listed, we will also be having food related to our learning – (i.e., haggis when looking at Scottish culture, porridge – the 3 Bears story).

Birthdays are especially important to our children, and we always help celebrate your child's big day. Unfortunately, we are unable to accept any cakes from home in line with South Lanarkshire Council policy.





# WESTER OVERTON NURSERY CLASS

## Mobile phones

We ask that no mobile phones are used within the nursery while dropping off and picking up.

Talking to your child and engaging them in conversation promotes language development and social interaction skills. The best way to encourage your child's language development is to **do a lot of talking together** about things that interest them.

## Hot drinks

No hot drinks to be in the nursery. Accidents can happen especially when dropping off and picking up your child.



## Medical Information

You will be asked to give details of any medical information relevant to your child on the form completed on enrolment. Any medical or dietary requirements are noted, and all staff are made aware of them. Please update your child's keyworker if your child's medical details change at all.

## Medication

If your child requires medication to be administered, you should discuss his/her requirements with your child's keyworker. Prescribed drugs, inhalers etc., require a permission form, which authorises staff to administer the medication to your child. Forms are available from a member of staff. All medication must be a prescribed medication, labeled with child's details. We cannot administer over the counter, shop bought medication. You must administer the first dose of any medication at home; we cannot administer the child's first dose. Please tell us if you have administered any medicine to your child before your child attends nursery.

If your child suffers from asthma, it would be helpful to let staff know if there are any activities or circumstances, which might bring on an attack.

If your child suffers from seizures, diabetes etc. please discuss the emergency procedures to be followed, fully, with your child's keyworker.

## If Your Child Becomes Unwell

Our nursery staff require that you telephone them if your child is not able to attend nursery on a particular day. If your child becomes unwell, we will contact you or your emergency contact and ask you to collect him/her as soon as possible.

**It should be noted diarrhoea or vomiting requires children to be excluded for 48 hours from last episode of sickness and/ or diarrhoea.**

South Lanarkshire council requires staff to call you, if your child has had any accident/bump to the shoulder and above.



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# WESTER OVERTON NURSERY CLASS

## Accidents and Illnesses

Sometimes at nursery children have minor accidents which result in a bump or a bruise. All staff follow our first aid procedures to comfort children and help them feel better; we also have a number of staff trained in first aid to deal with more serious injuries. All minor accidents or injuries are recorded on our accident sheets which parents are asked to sign.

Any accident resulting in a child being taken to hospital is also logged electronically with South Lanarkshire Council and the Care Inspectorate. If your child becomes unwell at nursery then you, or the emergency contacts you have named will be contacted. Your child will be made comfortable until someone arrives to take them home.

If they bump their head whilst playing, you will be telephoned immediately so that you can decide how you want to proceed depending on the severity of the injury.

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

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

## Our Curriculum

At Wester Overton, we follow A Curriculum for Excellence – a curriculum for children aged 3 -18 years. We provide opportunities for learning through a Froebelian approach. Play, as Froebel recognised is young children’s way of learning and a Froebelian approach recognises the uniqueness of every child. Nature and outdoor experiences are a key part of our curriculum.

There are 8 areas of the curriculum – Expressive Arts, Health and Well-being, Literacy and Language, Religious and Moral Education, Mathematics, Sciences, Technology and Social Studies. These are all taught in an integrated, cross-curricular manner.



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# WESTER OVERTON NURSERY CLASS

At the Early Level it is essential that we create positive attitudes to life-long learning. Play is our work, and it is the way that we learn. We work hard to make sure that learning is as stimulating, progressive and above all, as fun as we can possibly make it!



Children should find their learning challenging, engaging and motivating. Our curriculum promotes high aspirations for all and children are challenged to achieve their individual potential. They are active in their learning and are encouraged to develop and demonstrate their creativity through play.

Children are fully engaged in the planning of experiences so that they see the value of what they are learning and its relevance to their lives, present and future, as they develop skills for learning, life and work.

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

*Play is the highest level of child development. It is the spontaneous expression of thought and feeling. ...It...constitutes the source of all that can benefit the child...At this age play is never trivial; it is serious and deeply significant. (Froebel in Lilley 1967:84)*

## Planning, Assessment and Reporting

We support each child's development by following a play-based curriculum. We provide a wide variety of play experiences based on each child's interests. All of these experiences are to facilitate and support certain aspects of the child's development. We follow responsive planning, or 'planning in the moment'. We believe that children should have the freedom to learn in a way that suits them and about the things that interest them. The adult's role is purely to observe the play, assess what they see, plan how to respond and then teach the next steps immediately in a way that is uniquely suited to the particular child in that particular moment.

Assessment of children is a continuous process which is carried out by observing, listening and talking to your child during every day learning experiences. Staff regularly monitor and record children's progress and development in each area of the curriculum.



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# WESTER OVERTON NURSERY CLASS

## Learning Journals

Each child has their own Learning Journal that includes photographs, children's writing and drawings, observations and achievements from both Nursery and home. Staff and children regularly review the journals to select which samples of their learning will be included. This is a shared journal between home and Nursery and parents are encouraged to add to it as they wish in union with their child to celebrate any special moments they wish to include.

Your child's Learning Journal is online and can be accessed at any time using your personal login and password. Please scan the QR code below to access, if you require a password reset please see Mrs. Grieve.

We use Learning Journals as our main communication between nursery and home. We ask that you log in on a regular basis and emails will be sent via learning journals with important information.  
<https://wester-overton.yourlearningjournals.co.uk/Login.aspx>



## Getting It Right for Every Child (GIRFEC)

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

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

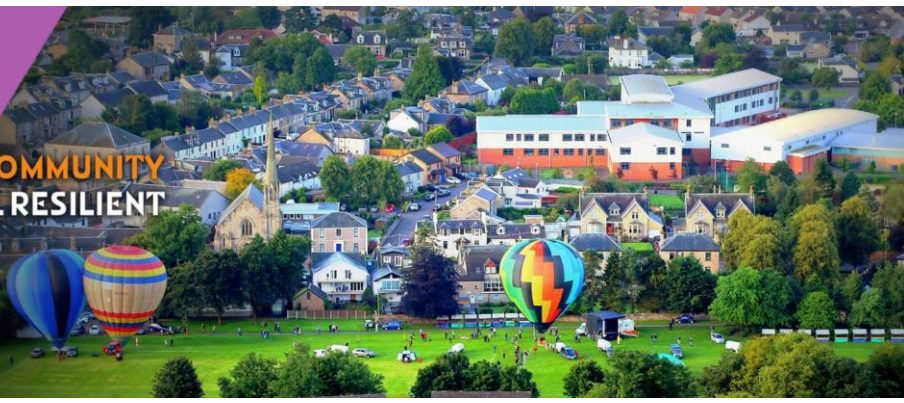
This individualised approach to planning for children's attainment and achievement reflects our positive ethos which recognises, promotes and celebrates diversity ensuring that all members of our learning community have a say in decisions that affect them and feel safe, valued, included, respected and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

<https://www.unicef.org.uk/what-we-do/our-uk-work/>

If your child required further support, the nursery staff would monitor his/ her progress carefully and ensure that an individual educational program is in place. You will be consulted about this and asked to work in partnership with us.

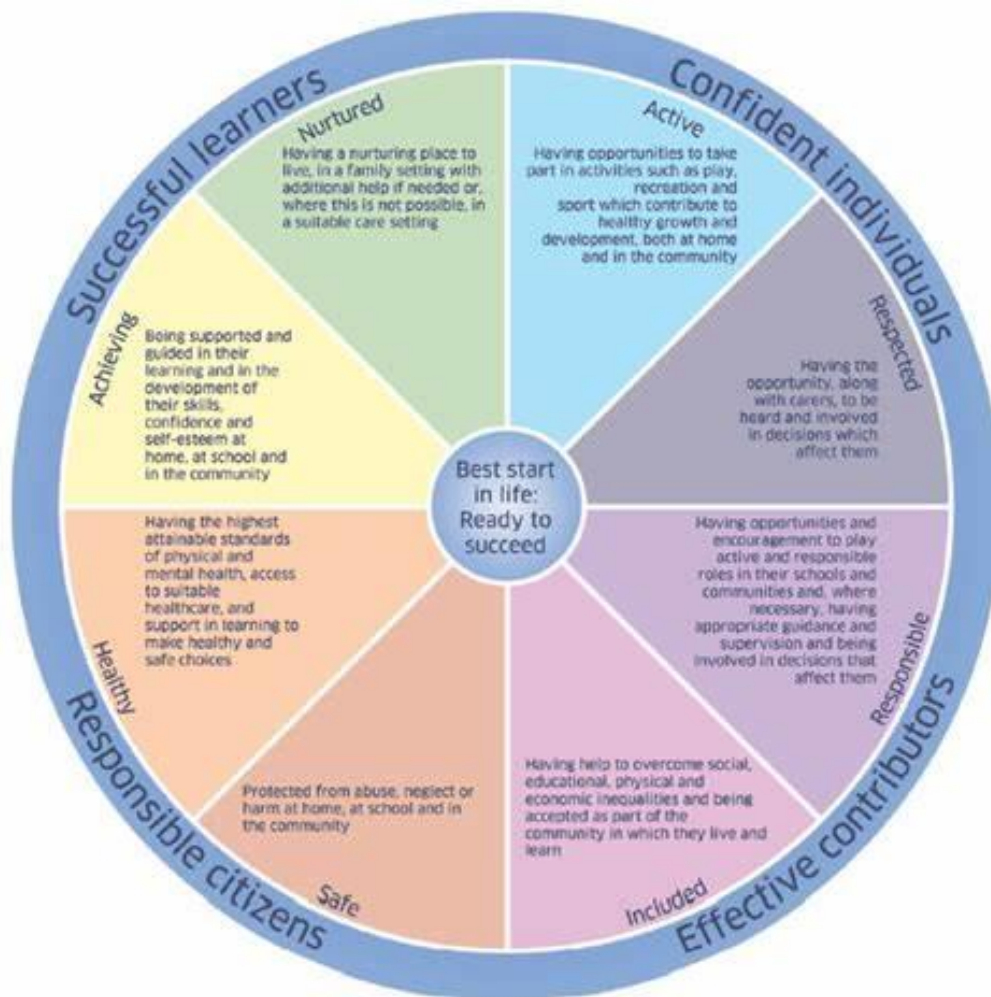


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# WESTER OVERTON NURSERY CLASS



Regular reviews of your child's progress will take place, and all interested parties will participate in the discussion about the progress being made, the targets to be set and the next steps in your child's learning.

A small proportion of children have long term difficulties which require regular reviews with parents, nursery staff and other professionals in order to monitor progress. This is called a Co-ordinated Support Plan.

It is important that parents, nursery staff and other professional bodies work together to support children's learning. By doing this we are ensuring that each child has the opportunity to achieve his/her potential.

Miss Bailkoski is our Additional Support for Learning Co-Ordinator.



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# WESTER OVERTON NURSERY CLASS

## Promoting Positive Relationships and Understanding Distressed Behaviour

At Wester Overton, we promote attachment informed practice and build positive relationships with our families.

This is achieved by:

- Encouraging nurturing and trusting relationships
- Use of praise and positive reinforcement
- Encouraging our children to respect others
- Encouraging our children to respect property
- A nurturing attitude to distressed behaviour
- Supporting distressed behaviour

## Child Protection

All staff in educational establishments in South Lanarkshire Council receive an annual update and are required to follow the advice and guidance contained within relevant Education Operating Procedures. They must also complete a mandatory Learn on Line Course “Child Protection in Education”.

South Lanarkshire’s children’s services partnership works together to support children, young people and their families so that children grow up in communities where they are safe, healthy, active, achieving, respected, responsible and included, and have the opportunity to achieve their full potential. They are committed to continuously improve our services to ensure children, young people and their families get the right support at the right time.

All staff have a responsibility to report any suspicions that a child has been abused or is at risk of harm, abuse, or neglect. Robust procedures and guidance are in place to support education staff to:

- be alert to signs that a child may be experiencing risks to their wellbeing,
- report concerns to the head of establishment or the child protection coordinator without delay.
- be actively engaged in support and protection and development of wellbeing.

If you would like more information, or have a concern of a child protection nature, please contact the Mrs Moir, Head Teacher.

The Child Protection Committee’s website has a range of useful information for parents/carers on how to help them keep their children safe. The website is:

[www.childprotectionsouthlanarkshire.org.uk](http://www.childprotectionsouthlanarkshire.org.uk)



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# WESTER OVERTON NURSERY CLASS

## Partnership with Parents

Our staff will always be happy to discuss your child's progress with you and you are welcome to arrange a short meeting at any time. At Wester Overton we aim to:

Establish and maintain a good two-way channel of communication with parents.

Involve parents in any decisions which are taken about their children's education.

Share experiences and the celebration of children's achievement with parents and keep parents informed of developments within our setting.

We value your role in your child's learning. As parents, you are the prime educator in your child's early years, and we hope that you will continue to play a major role in your child's learning when he/she comes to our nursery. We value the huge contribution made by our parents and look forward to establishing a positive relationship with you. The more information you share with us about your child's interests, the more relevant and valuable we can make your child's experience.



### Changes in Circumstances

It is helpful if you keep the staff informed of anything happening at home that might affect the way your child is feeling, or their behaviour, e.g. the birth of a brother or sister, death of a relative, move of home etc. It will help us support your child in a sympathetic and appropriate way. Anything you tell us will of course be treated with complete confidentiality.

### Your Views are Important to Us

We are constantly striving to improve our service and keen to hear the views of children and parents. We may formally ask for your opinions through parent and child questionnaires, but we are always delighted to hear what you think about our service. If there is something you feel we could improve upon, we would like to hear about it.

It is of paramount importance that the Nursery Class should run smoothly, and parents/carers and staff work together and co-operate in the best interest of the children in the Nursery. In the event of complaints from staff or parents, every effort will be made to respond quickly and appropriately, and the following procedure will be followed:

If a parent/carer feels they have cause for complaint, they should speak to a member of the nursery staff, the Nursery Team Leader or the Head Teacher. Where a complaint is made to the nursery staff, the Team Leader should be informed straight away, and the Head Teacher should be informed.



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# WESTER OVERTON NURSERY CLASS

The staff or Head Teacher will respond to any complaint as quickly as possible. Any recommendations for changes in procedures will be made and noted against the SLC complaints policy. We aim to listen to any complaints and respond quickly and appropriately to them, following discussions and recommendations.

When a parent/carer feels that a complaint has not been resolved to their satisfaction, the procedure for registering a written complaint with South Lanarkshire Council and the Care Inspectorate will be followed. Complaints registered with the Care Inspectorate are addressed within 14 days.

## Nursery Policies

Policies to inform parents, staff and outside agencies of details of our practice are held in the Nursery Office and parents can request to see these at any time during the session.



## The Local Community

In wester Overton we place a great deal of importance in our children having access to the local community and developing an awareness of citizenship. Throughout the year we arrange walks in the local area and visit the library, the local shops and care home etc.



## Links with Local Primary Schools

We are part of Wester Overton Primary School and the children attending will have access to many of the resources available in the school as we aim to encourage our children to feel at ease within a primary school environment. Our Nursery children use all of the facilities in Wester Overton School including the halls, dining hall, playground and school grounds. They also visit the P1 classes regularly throughout the year.



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# WESTER OVERTON NURSERY CLASS

## Photographs/Videos

Photographic and/or video recordings are made for educational purposes and your child's learning journal. Photos may also be taken for the local press. Permission will be asked for this on your child's Care Plan.



Photographic and/ or video recordings are made for educational purposes. We ask that you complete permission forms for internal and external photographs (including photographs on our social media platforms and website). Parents will be informed when a school photographer will visit the school.

## Dental Inspection and Orthoptic Screening

These happen during the session. Parents will be

informed prior to any inspection date and asked for permission to examine their child. No child will be examined without parental consent.

## 13) General Data Protection Regulation as supplemented by the Data Protection Act 2018 (GDPR)

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school. Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information please contact the school.

## 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.



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# WESTER OVERTON NURSERY CLASS

## 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.

- If 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 there are concerns about your child’s wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

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.





# WESTER OVERTON NURSERY CLASS

## **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;
- The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland Act 1978);
- 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](https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy)).



**STRATHAVEN LEARNING COMMUNITY**  
**RESPONSIBLE RESPECTFUL RESILIENT**





# WESTER OVERTON NURSERY CLASS

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 Office

