

Stepping Stones Family Learning Centre



Establishment Handbook 2014 -2015

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NORTH LANARKSHIRE COUNCIL



MOTTO

SERVICE AND PEOPLE FIRST IN NORTH LANARKSHIRE

PLEDGE

by

- Improving learning and teaching
- Raising achievement and realising potential
- Encouraging lifelong learning
- Working with communities for a better future
- Listening and learning together
- Celebrating success
- Respecting the dignity and the value of all
- Giving pupils and staff a safe, happy and attractive place to work

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Section One

Establishment Aims

Stepping Stones Family Learning Centre we aim to:-

Provide our children and families with a caring, welcoming and stimulating environment, which supports each individual and promotes active learning to ensure all children are given every opportunity to thrive throughout their time with us.

Ensure all our children are Safe, Healthy, Achieving, Nurtured, Active, responsible, Respected and included through adopting an approach that encompasses new developments in National policy and guidance.

Work in partnership with families, other agencies and the local community to develop our children's skills and talents to help them become successful lifelong learners.

Our Values:-

Create an ethos where everyone's achievements are recognised and celebrated.

We will ensure that children's rights are at the heart of all we do.

Non denominational policy of the nursery

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

Our Equal Opportunities policy

Stepping Stones Family Learning Centre reflects the council's policy on equal opportunities. All children are treated equally and fairly.

Our work with children will be anti racist, anti sexist, multi- cultural and recognise the rights of both men and women to work with and care for children.

Our own centre's policies and procedures

Within Stepping Stones Family Learning Centre we have a selection of our own centre's policies and procedures to ensure that we maintain a high standard of care within the centre. These documents are located within the family room or alternatively ask your key-worker for more information.

SCHOOL IMPROVEMENT PLANNING

We are fully committed to the process of self-evaluation to determine and direct whole establishment improvement. Self-evaluation focuses on the extent to which a school/nursery, knows itself well and improves the successes and achievements of learners, and the nursery community more widely.

Each year, the nursery is required to produce an Improvement Plan which will detail the planning projects which the nursery intends to undertake during the session - some of these projects may be carried out over a 2/3 year period while others may be 1 year plans.

Our Improvement Priorities for 2014/2015 will focus on the following areas:

1. Further develop our knowledge and understanding of GIRFEC approaches to understand the importance of wellbeing and how this supports children's learning and can be used through the delivery of 'A Curriculum for Excellence'.
2. Learner's individual needs will be met through continued development of our knowledge and implementation of 'A Curriculum for Excellence'.
3. Learners will benefit from improved procedures for curriculum transitions within the new longer session times to ensure continuity in their learning.

The Improvement Plan will be reviewed in May, when progress with the current priorities is evaluated and improvement priorities are identified for next session.

Section Two General Information

Introduction

We would like to welcome you to our centre and we hope that you will take time to read this Handbook, as we are sure that it will be helpful to you.

Our Staff

Acting Head of Centre	Cheryl McVey
Acting Depute Head of Centre	Lorraine Pretswell
Early Learning Practitioner	Emma McKinley (Job Share) Mon, Tues, & Wed
Early Learning Practitioner	Julie Gegan (Job Share) Thurs & Friday
Early Learning Practitioner	Leanne Lydon (Job Share) Mon & Tues
Early Learning Practitioner	Jennifer Maher (Job Share) Wed, Thurs & Fri
Early Learning Practitioner	Debbie Harty (term time only)
Early Learning Practitioner	Susan Fraser (term time only)
Early Learning Practitioner	Donnamarie Nelson (term time only)
Early Learning Practitioner	Laura McGuire Thurs & Friday (term time only)
Early Learning Practitioner	Corinne Burns (term time only)
Early Learning Practitioner	Vacancy currently covered by Natalie McLean (Mon-Fri term time)
Early Learning Practitioner	Capacity post currently covered by Julie Gegan (Mon-Fri)
Clerical Assistant	Christine Skinner (Mon, Tues Full day & Wed am)
Clerical Assistant	Marie Seggie (Wed pm, Thurs & Fri full day/ term time only)
Caretaker/Cleaner	Kathy Hales Am
Caretaker/Cleaner	Cathy Quadir PM

Opening Hours and Information on the Nursery Day

Stepping Stones Family Learning Centre provides a service for children between the ages of 3-5 years. At present we can accommodate 56 children within a daily session.

The nursery can provide wrap around care from **8.00am- 5.00pm** for 39 weeks of the year. **This service must be requested on an annual basis and is subject to availability.** During holiday provision the hours are **8.30 am - 4.00 PM**. We are open 52 weeks of the year except public holidays and In-service days. (Details of all in-service days and holidays are provided at the back of your handbook)

Core Government funded sessions are

8.40am - 11.50am

1.00pm - 4.10pm

It is essential your child is not collected late as there are no staff available to supervise late children. We do understand due to unforeseen/emergency circumstances there may be times that parents/carers may be late. In this instance we would appreciate a telephone call to inform us. Any late children are to be collected from the Head of Centre's Office.

Holiday Care Service

Nursery centres offer care and education all year and many may have places available during school holiday periods when nursery schools and classes are closed.

Working parents can make a request for this service (this must be booked in advance). This charge as from August 2014 will be **£3.19** for North Lanarkshire Children and **£3.60** for children who live out with North Lanarkshire. Please note that during the school holiday periods the opening and closing hours for the nursery are as follows **8.30 am - 4.00 pm** this is due to staffing ratios.

Statement on no-smoking Policy

Smoking is not permitted within Stepping Stones Family Learning Centre or our grounds.

Starting nursery

The first week at nursery can be scary and exciting; some children find this a difficult period. Therefore we have a staggered intake to help your child and yourself feel happy and secure about their new environment.

When your child first starts nursery he/she will be assigned to a group the staff member for your child's group is known as keyworker. He/she will be your liaison person during the settling in period. (We advise that parents keep a week free for this period or have a close friend or relative to assist).

It is advisable that you bring a spare set of clothes and mark all clothing with your child's name, also can you include a pair of soft shoes/slippers for your child to wear. These can be kept in the cloakroom within a small bag.

Your child will be participating within various activities that may be messy, for that reason, it is **advisable to wear play clothes and not their best clothes**. We try to prevent the children's clothes from being marked but unfortunately accidents do happen.

Please also make sure that your child has suitable outdoor clothing as outdoor play is part of our daily curriculum and we also plan outings within the local community.

Settling In Period

Your child stays for 1 Hour on their first day, and the parent/carer must remain in the building. The length of time children stay will be increased gradually to suit the needs of every individual child.

Child Protection

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

The Head of Centre is responsible for the establishment's actions in response to Child Protection concerns.

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

Child Protection Coordinator is Cheryl McVey 01236 632 105

Safety

We ask that you keep us informed of any changes to your details e.g. change of emergency contact, phone numbers (especially mobiles) so that we can contact you at any time.

When you are collecting your child from nursery, please inform a Key-Worker or another staff member when he/she is leaving. Especially for early appointments, if your child is involved within an activity please give them time to finish. **Always remember to sign your child in and out on their group register.**

We also ask that children of any age are discouraged from opening the main entrance door and that the gates to the nursery are closed securely behind you. Your child's safety is paramount to us so these small requests will ensure your child's and other children's safety when entering an exiting the building.

It is *essential* that you inform us if someone different is collecting your child (this could just be a phone call). In the interest *of your child's safety* he/she will not be allowed to leave with someone different - even if your child knows him or her, unless the nursery staff have been informed. This avoids a difficult situation when a child cannot be allowed to leave with an adult unknown to staff.

We ask that a responsible adult will always bring and collect your child. The nursery staff will not allow a child to leave with any person under the age of sixteen.

Insurance

Sometimes children like to bring something special or new to nursery for their friends to see. However parents should ensure that valuable items are not left at nursery, particularly as the authority has no insurance to cover the loss of such personal items (please remember this includes clothing.) Claims submitted are likely to be met only where the authority can be shown to have been negligent. We also advise that parents mark children's clothing with their name as this can prevent upsetting situations.

Excursions and Consent Forms

When outings or excursions for children are planned outside the local community, the head of establishment or a member of staff will advise you in advance.

You will be asked to complete consent forms which give your permission for your child's participation. Please note that children cannot take part in outings unless completed consent forms have been submitted by their parent /guardian.

Parking

At the beginning and end of a session the car park can become congested with parent's cars, we cannot take responsibility for any accidents that may occur as the car park is mainly for staff cars. ***So please be extremely careful when entering and leaving this area at all times. There is a one way system in operation, when entering car park, turn left. Please, Please Do Not park in the disabled space unless you have a disabled badge on display.***

Emergency closure arrangements

The nursery will be opened on times already outlined, but on some occasions circumstances arise which mean the nursery has to close.

Establishments may be affected by, for example, severe weather, transport problems, power failures or difficulties with fuel supplies. 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/text message, notices in local shops and community centres, announcements in local churches, in the press and on local radio.

Lunches

Most children attend nursery for a core session, therefore, lunches are not provided. However, some children may attend on a full day basis and in those circumstances a packed lunch should be provided by the parent. We cannot heat food, if your child has issues with eating a cold lunch (sandwiches) and you wish them to have a hot lunch i.e soup you can heat this in the morning and this can be put in a thermal flask labelled with your child's name on it.

To continue with our healthy eating plan we ask treats be kept to a minimum (1 fun size or small treat) in the lunch box. We will provide a choice of milk or water for drinking. If your child does not drink milk or water you may provide them with no sugar diluting juice or fruit juice but these must be put in a re-sealable bottle. (No cartons or fizzy juice please).

Snack and the promotion of healthy eating habits

A small healthy snack is provided during a session within the nursery. We aim to provide a vegetarian snack; if you have any special dietary requirements please speak to the Head of Centre. The children also have milk or water at snack time and access to drinking water throughout the session.

Accommodation for parents

Within Stepping Stones Family Learning Centre we have a Family/ Visiting Services room, this area is available to parents when not in use by other services such as Learning Support, Speech and language therapists.

This area is also utilised by the children to participate in quiet activities and for the children's progress meetings.

Section Three

Medical Information

Medication

If your child is in need of medication during his/her time at nursery you should discuss his/her requirements with the Head of Centre. Prescribed medication will be given at the discretion of the Head of Centre and you will need to fill in a form, which authorises nursery staff to administer the medication to your child. The Head of Centre will give you the necessary form to complete.

If your child suffers from a condition which requires specialist medical assistance for example a severe allergic reaction to nuts etc or asthma you must inform the Head of Centre in order for the appropriate steps can be taken to ensure your child's health and wellbeing during their time at the nursery.

If your child becomes ill

We would welcome a telephone call if your child is not able to attend nursery on a particular day.

If your child becomes ill while at nursery, depending upon the severity, we will contact you or your emergency contact to collect the child from nursery and seek medical help if necessary.

Due to the risk of infection, if your child has sickness and/or diarrhoea then he/she must remain off nursery for 48 hours after symptoms have resolved. If your child has an infection such as measles, chicken pox, mumps please inform the nursery and consult your doctor. There are strict guidelines (as per NHS Lanarkshire Policy) regarding the incubation periods for certain illnesses.

Minor accidents and upsets

The staff will make every effort to ensure that your child is working and playing in safe surroundings. However, accidents do happen and children do become upset from time to time for many reasons. If your child is very distressed we will contact you.

In the unfortunate event that your child may have an accident, a member of staff will inform you of what happened and of any action taken. You will also be asked to sign an incident/accident form.

Risk Assessments

Within Stepping Stones Family Learning Centre risk assessments are carried out on a daily basis within all areas of the play room to ascertain possible hazards. These risks are rectified to retain a safe environment for children to learn and play safely.

Buggies & prams- When you are coming to nursery with buggies and prams can you please leave them outside as they create a health & safety & fire hazard in the main corridor.

Section Four The Nursery Curriculum

Curriculum for Excellence 3 to 18

WHAT IS CURRICULUM FOR EXCELLENCE?

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing an improved, more flexible and enriched curriculum for all children and young people from 3 - 18. The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. All schools and nurseries in North Lanarkshire are working hard to raise standards so that children and young people will develop all of the skills necessary to continue to be successful when leaving school and entering the world of higher education, training or work.

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

WHAT ARE THE CURRICULUM AREAS IN CURRICULUM FOR EXCELLENCE?

There are eight curriculum areas:-

Health and Well Being

Literacy

Numeracy

Expressive Arts

Religious and Moral Education

Sciences

Social Studies

Technologies

Literacy, Numeracy and Health and Wellbeing are National priorities and given added importance because they encompass skills that are vital for lifelong learning.

Learning is divided into 2 phases.

The **GENERAL PHASE** is from Nursery to the end of Secondary School Year 3. Learning is divided into levels. The new levels are as follows:-

Level Stage

Early The pre-school years and P1 or later, for some.

First To the end of P4, but earlier or later, for some.

Second To the end of P7, but earlier or later, for some.

Third and Fourth S1 - S3, but earlier for some.

The **SECOND PHASE** is from Secondary School Year 4 and beyond.

Senior Phase S4 - S6 and college or other means of study.

How we promote learning

Active Learning, is learning which engages and challenges children's thinking using real-life and imaginary situations. It takes full advantage of the opportunities for learning presented by:

- spontaneous play
- planned, purposeful play
- investigating and exploring
- events and life experiences
- focused learning and teaching

supported when necessary through sensitive intervention to support or extend learning. All areas of the curriculum can be enriched and developed through play.

We promote the children's learning by observing, planning and discussing the next steps to take to extend on the children's experiences. We do this through:

- ☺ Listening and interacting with the children during their play.
- ☺ By showing an interest and pleasure in their achievements.
- ☺ And establishing partnerships with our parents.

Curriculum for Excellence

At Stepping Stones Family Learning Centre the staff and managers meet regularly to discuss the curriculum and our planning using the Curriculum for Excellence 3 to 18.

We then plan for the children's next steps using our observations and assessments based upon the children's own interests and past experiences.

Further information for the Curriculum for Excellence can be found on the website:

www.curriculumforexcellencescotland.gov.uk/

Key-worker /Assessment

During your child's time at Stepping Stones Family Learning Centre your child will be linked to a Group and they will have a key worker.

In partnership with parents and families the Key-worker will compile assessments of your child and their personal portfolio of work. You will have opportunities throughout the year to discuss your child's progress.

There will be opportunities for you to speak to your child's Key-Worker on a daily basis. However, at times the staff may be busy welcoming the children, if so, please speak to your child's key worker and they will be happy to arrange a more appropriate time for you.

During your child's time at nursery there may be times when their key-worker may have to change due to long term sickness or other special circumstances. Although every effort is made to maintain continuity between the changes there may be short periods when your child will "Visit" other groups. All staff have a shared responsibility for all children therefore in such circumstance as these the changes will be made as smoothly as possible.

Supporting individual children

ADDITIONAL SUPPORT NEEDS

Stepping Stones family learning Centre complies with the Education (Additional Support for Learning) (Scotland) Act 2004 as amended by the Education (Additional Support for Learning) (Scotland) Act 2009.

North Lanarkshire Council's policy is contained within 'Support for Learning Policy into Practice 2', a copy of which is available in the nursery.

If your child is experiencing any issues or difficulties which could have an impact on their development and learning, there are other agencies we may request assistance from for support and advice. This would be discussed with you and your permission sought before seeking specialist help.

Through a process of staged intervention and, where appropriate, in conjunction with other appropriate agencies, the nursery will work to support children and their families within the framework of the new legislation and in line with the Code of Practice.

In relation to support for individual children, the nursery follows North Lanarkshire's Staged Intervention Policy as noted below.

Stage 1

Internal support, where education staff identify that a child or young person needs support or planning which can be met within the existing classroom or playroom setting.

Stage 2

Internal support, where education staff identify that a child or young person needs support or planning from within the school or early years establishment.

Stage 3

External support where education staff identify that the child or young person requires support or planning from beyond the school or early years establishment but within education.

Stage 4

External support provided on a multiagency basis, where the child or young person's needs are identified as requiring support or planning from other agencies out with education such as health, social work and/or voluntary services and these support needs are likely to last for more than one year.

Planning

Additional Support Plans (ASPs) enable staff to plan for children with Additional Support Needs. Some children may require significant support from education and at least one other agency, such as health, social work, 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.

Parents and young people can, if they wish, request a CSP and are very much part of the process. A CSP may be initiated by the school or another agency. Parents will receive letters from the Education Authority throughout the process of producing a CSP. Parents and young people will be invited to take part in multi-agency meetings and their views will be recorded in the plan.

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 and young people through Resolve (see contact details below). Mediation is free 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 overleaf) can be made by parents 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 or young people on the decisions made by the Education Authority relating to Co-ordinated Support Plans and 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.

Contacts in relation to Support for Learning

You can get more help and advice from:

Anne Paterson

Additional Support Manager

St Gerard's Primary School

Kelvin Road

Bellshill ML4 1LN

01698 841743

Working Together to support learning

We feel that it is important to complement the learning process that goes on within the home, so we look forward to parents sharing their hidden talents such as sewing, music and joinery etc. We also send home tasks and learning grids and children's profiles to allow parent/carer's the opportunity to contribute to their child's learning.

All adults who engage with the children are required to have an enhanced disclosure completed. If you would like to assist within the nursery, please speak to the Head of Centre or Depute Head of Centre.

Children may be given tasks to carry out at home to promote the continuing learning between the home and the nursery environment.

Playroom / Outdoor Activities

Within the playroom and out of doors the children can choose from a number of experiences which enhance and extend the children's learning.

These activities can be messy, creative and sometimes, demand the children to be aware of themselves and other people around them.

Safety is paramount within all our activities and as part of the staff's daily routine they will make risk assessments to determine any additional safety precautions which need to be in place.

An example of an area/experience which requires these on going checks is the woodwork area. The children have access to a number of tools such as hammer, nails, saws and drills (hand and electric).

We realise that some parents may be apprehensive about their children having access to these resources but these are a vital part of children's development and learning.

This area is closely monitored by staff and children are educated on how to use these resources safely before they would be expected to use them without adult support.

Outdoor Play

Children have access to outdoor play in all weathers and throughout the year. This kind of play involves painting, playing in mud and sometimes washing equipment such as cars, bikes and windows.

We recommend to all parents to dress your child in play clothes which they are comfortable in and you have no concerns about for example if they become marked with paint or get dirty. A spare set is always handy to **keep** on your child's peg. The nursery also has a selection of outdoor jackets, waterproof suits and wellies which children are encouraged to wear during outdoor play.

Section Five

Parental Partnership

Our aims for the promotion of partnership

- ☺ To make parents feel welcome and comfortable in the centre
- ☺ To offer a quality flexible service to children and their parents
- ☺ To keep parents informed of the events within the centre and of their children's progress
- ☺ To encourage parents to participate within the life of the centre

Working together to promote positive behaviour

We are asked regularly on how we manage behaviour of the children within the centre we have a promoting positive behaviour policy. We feel that if we acknowledge and praise the good behaviour that this counteracts the negative.

We do this by celebrating the children's achievements and encourage them to set good examples to each other. The staff are friendly, firm and fair to all children, they will guide your child towards acceptable social behaviour.

We feel that it is important to involve parent/s within our promoting positive behaviour procedure so their maybe an occasion where you have to hear "a sad story" at the end of your child's session. If we are experiencing difficulty with your child's behaviour we would, of course, discuss this with you so that we could go forward with an agreed consistent method of working in order to develop more positive behaviour.

Keeping You Informed

We will have a monthly newsletter, which will keep you informed of In-Service days and holidays, and what's going on within the Centre. If you miss an edition just ask at the office and we will give you an extra copy.

Can you please also check our notice board and all the notices displayed around the corridor for more information?

Fundraising

To assist in the purchase of resources which we cannot buy from our budget e.g. Snack, baking ingredients, celebrations such as Easter, Christmas, Birthday's and end of term activities to name but a few. We have a voluntary donation of **£2.00** per week to the Nursery Funds.

During a year we will have approximately two fundraising events to help with the end of year activities and Christmas events. If you would like to participate or have any suggestions on how to fund raise please speak to the Head of Centre and then see how it goes from there-GOOD LUCK.

Section Six

The Wider Community

The Establishment and the wider community

We are working very hard to build links with everyone within our community including the Local Authority and Voluntary Sector.

We offer training opportunities to colleges and work experience pupils. We have a monthly newsletter and notice boards to keep parents informed about what is happening within the centre.

We like to encourage the children to develop and share their knowledge of the local community.

COMMUNITY LINKS

Links have been established with various agencies in the community:-

Church

We have established links with Stepps Parish Church.

Work Experience

We accept pupils from a range of Secondary schools on work experience placements during the session.

Public Library

We make regular visits to the local library and in conjunction with the librarian create a time table of visits for story telling sessions.

Primary Schools

We have links with a variety of Primary Schools as we have children attending the nursery that live out with the local area. Our main feeder Primary Schools for our local community are:-

Stepps Primary School

St Joseph's Primary School

Fire Service

The local Fire Station welcomes visit from our children and representatives from the Fire Service are also invited to the nursery to talk children about the work they do and fire safety. **Police**

Community Police Officers visit the school during the session to talk to our children on safety matters in general.

GAELIC provision available in North Lanarkshire

If you are interested in Gaelic provision for your child there are opportunities available at Tollbrae Nursery Class, Airdrie and Condorrat Primary School, Cumbernauld.

Inspections

On a biannual basis we are inspected by The Scottish Care Inspectorate for the regulation of care (The Care Inspectorate) - this organisation is an independent body which inspects all establishments to ensure the regulation of care in Scotland.

We are also inspected by the HM Inspectorate of Education every three years our most recent report is available for you to read if you wish just ask your key-worker or head of centre. Alternatively you can access all nursery HMIe reports on the website www.hmie.gov.uk/

Our Achievements

Since opening in 2001 we have achieved:

- 2 ECO Schools Green Flag Awards
- Health Promoting Nursery Bronze and Silver Award.

Further information can be found on the ECO Notice boards.

Section Seven Other Information

Suggestions and complaints

We are always striving to maintain and improve our service. If you have any suggestions to make about the service, please contact the Head of Centre in the first instance. Similarly, if you feel your complaint has not been satisfactorily resolved with the establishment head, please contact Early Years

Lorraine Fisher

Education Officer

Telephone: 01236 812287

Janette Rose

Principal Officer 01236 812273

Useful Addresses

You may wish to be aware of the following names, address and telephone numbers.

Andrew Sutherland

Executive Director

Telephone: 01236 812338

Liz Keenan

Care Inspectorate Officer

01698 897900

The above can be contacted at the following address:

North Lanarkshire Council
Learning and Leisure Services
Municipal Buildings
Kildonan Street
COATBRIDGE
ML5 3BT

The Care Inspectorate
Princes Gate
Castle Street
Hamilton
ML3 6BU

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

FREEDOM OF INFORMATION

The Freedom of Information Act (Scotland) Act 2002 came into force in January 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, this Council has appointed a Corporate Freedom of Information Officer with the support of an officer in each Service. The Freedom of Information and Records Management Officer can be contacted by telephone on 01698 524712.

DATA PROTECTION

The processing of your personal information by North Lanarkshire Council is carried out in accordance with the Data Protection Act 1998. The information you give is held securely, treated confidentially and only used for statutory educational purposes or to improve the quality of the service. Under the Data Protection Act 1998 you are entitled to access the information held. In terms of section 7 of the Act such requests should be sent to Freedom of Information and Records Management Officer.

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 data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act 1998. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act 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).

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.

Concerns

If you have any concerns about the ScotXed data collections you can email 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, www.scotxed.net.

School holiday arrangements 2014-2015

August 2014	
In-Service day (all areas)	Thursday 14 August 2014 (Children Do Not Attend)
In-Service day (all areas)	Friday 15 August 2014 (Children Do Not Attend)
Pupils return - Open	Monday 18 August 2014
September 2014	
In-Service day (all areas)	Thursday 18 th September 2014 (Children Do Not Attend)
September weekend 2014	Friday 26 th and Monday 29 th September 2014 (Nursery Closed)
October week 2014	
October break	Monday 13 to Friday 17 October 2014 (Inclusive) (Holiday Service for Working Parents Only- Must be pre booked)
November 2014	
In-Service day (all areas)	Monday 17 th November 2014 (Children Do Not Attend)
Christmas 2014	
Christmas and New Year	Wednesday 24 December 2014 to Friday 2 January 2015 (Inclusive) (Nursery Closed)
Mid Term February 2015	
February Break	Monday & Tuesday 9 th & 10 th February 2015 (Holiday Service for Working Parents Only- Must be pre booked)
In-Service day (all areas)	Wednesday 11 February 2015 (Children Do Not Attend)
April 2015	
Easter	Easter Weekend Friday 3 rd April & Monday 6 th April 2015 (Nursery Closed) Tuesday 7 th April to Friday 17 th April 2015 (inclusive) (Holiday Service for Working Parents Only & Must be pre booked)
May Day 2015	
May Day	Monday 4 ^h May 2015 (Nursery Closed)
In Service Day	Thursday 7 th May 2015 (Children Do Not Attend)
Holiday Weekend	Friday 22 nd May & Monday 25 th May 2015 (Nursery Closed)
Summer 2015	
Schools close	Thursday 25 June 2015

The Nursery is closed to children on **In-Service Days** and **Public Holidays**. During the school holiday period the nursery is open and operates a Holiday Service from **8.30am - 4.00 pm** this service is for working parents and has to be booked in advance.

