



MAINSTREAM NURSERY HANDBOOK 2017

MOUNT PLEASANT PRIMARY SCHOOL

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A NOTE FROM THE HEAD TEACHER

Welcome to Mount Pleasant School and Nursery. We hope your child will have a happy and successful time here and will enjoy making new friends and facing new challenges. Our aim, at all times, is to ensure your child thrives and prospers in a caring and supportive environment. We hope he or she will come home at the end of each session ready to tell you all about what they have been doing that day.

Your child is at the beginning of a long learning adventure in which the nursery, the primary and, subsequently, the secondary school will play their part. This journey will be happier and more successful if we all work together to help him or her. Partnership between school and home makes a very important contribution to future success.

In this introduction, I merely want to assure you that we will do everything in our power to make this possible. Should you ever have any concerns, or should there be any issues you wish to discuss, please do not hesitate to call in at school. I am generally available immediately but, if I am unavailable for any reason, an appointment can always be made.

I look forward to meeting you and your child in the near future.

Mrs Suzanne Urquhart
Head Teacher

Please note that whilst the information contained in our School Handbook is considered to be correct at the time of printing, it is possible that there may be changes affecting a matter dealt with in the document.

This handbook was last updated:

NOVEMBER 2016



CONTENTS

Mission Statement, Values and Aims	page 4
Nursery Aims	page 5
Accommodation	page 5
Staffing	page 6
School year	page 6
In-Service dates	page 7
Nursery times	page 7
Enrolment and funding	page 8
Snack	page 9
Clothing	page 9
Coming to Nursery	page 10
Contact with parents	page 10
Newsletters	page 11
Curriculum	page 11
Assessment	page 12
Transition to P1	page 13
Behaviour Management	page 13
Emergency Contacts	page 14
Absences	page 14
First Aid	page 14
Illness	page 15
Health Visitor	page 15
Medical Conditions	page 15
Medication/Inhalers	page 15
Child Protection	page 16
Adverse Weather/School Closure Procedures	page 16
Nursery Policies	page 17
Parent Council	page 17
Fire Safety	page 17
Data Protection	page 17
Access to Personal Records	page 18
Comments and Complaints	page 18



EDUCATIONAL INFORMATION

Mission Statement

Mount Pleasant Primary School and Nursery strives to equip children with all the qualities necessary to thrive in a changing society and admits no obstacle as sufficient to prevent achievement.

Values

Every child, every family and every member of staff will be supported within our community of learners. Every classroom will demonstrate our values and beliefs in all aspects of its life.

Aims

1. Mount Pleasant Primary School and Nursery aims to be a happy and dynamic learning environment in which pupils are encouraged to achieve their full potential. Every member of our school community should be treated equally and with respect.
2. Learning and caring are at the heart of school and nursery activities, both formal and informal. We aim to promote a positive attitude to learning, to encourage pupils to be proud of their school, to celebrate their own efforts and achievements and those of others and to feel that all their contributions are valued.
3. Through effective learning and teaching we aim to raise attainment by providing a variety of challenging experiences that cater for all our pupils' needs and prepare them to take an active role in their life long learning.
4. We want our pupils to become active and caring citizens who respect the needs and feelings of members of their own community and understand the responsibility they have within the wider community. Our pupils are encouraged to be involved in the community and we welcome members of the community into school. We value the contributions they make and the example they set in providing positive role models.
5. We value the role parents play in encouraging pupils to become independent and enthusiastic learners. With open and honest dialogue we will work together to support our pupils and provide good quality resources to enhance their learning.
6. We aim to provide a professionally fulfilling environment for all staff, teaching or ancillary. All staff are encouraged to work together as an effective team within an atmosphere of mutual support. Opportunities for professional development are given a high priority.
7. We aim to work closely with other agencies in order to meet the needs of every child and, with them, help overcome obstacles to learning and successful development.



NURSERY AIMS

The nursery aims to:

- Provide a happy, stable, safe and caring environment.
- Complement the experiences of home by building from the child's own knowledge and skills.
- Encourage children to explore the world providing opportunities to stimulate interest and imagination through play and other activities motivating them to acquire new skills and learn in line with the Curriculum for Excellence.
- Carry out self evaluation procedures using the Child at the Centre 2 document.
- Meet the National Care Standards (ref: National Care Standards early education and childcare up to the age of 16)
- Provide opportunities for the child to learn and develop communication skills.
- Establish good patterns of behaviour (caring, co-operating, sharing) and to nurture feelings of self-esteem, build confidence and independence.
- Encourage the child to show pleasure, enthusiasm and confidence in expressive activities such as art, music and drama.
- Foster good relations between staff and parents with regular opportunities for both formal and informal communications.
- Ensure the nursery is a welcoming place for parents and to encourage them in recognising that they have an important role in the education of their children.

ACCOMMODATION

The nursery for four year olds was established in 1975. It moved into the main school building in 1997 and then as our numbers grew, to more suitable classrooms within the school building in 2006. The two large classrooms have carpeted areas for games, toys, role play and quiet corner and wet areas for painting, sand, water, baking, messy play etc. There is a large outdoor play area which has recently been revamped with a variety of outdoor equipment. We also make use of the school library, gym and music room.

Children are encouraged to communicate with other adults in school, eg messages to office and cook. To develop a sense of community in the school, nursery children occasionally join in school assemblies and are involved in a variety of whole school activities.

 "I like the noise in the gym when I run around."



STAFFING

The staff below are involved with the day to day running of the nursery and are organised into 2 teams, 1 team for the children who attend mornings and the other team for the afternoon sessions.

MORNING SESSION		AFTERNOON SESSION	
Name	Title	Name	Title
Mrs Donella Boulton	Early Years Practitioner	Ms Fiona Malcolm	Early Years Practitioner
Mrs Jane McPhee	Early Years Practitioner	Miss Laura Farquhar Ms Ann Thomson	Early Years Practitioner

The other member of staff for each session will be confirmed in due course.

The following staff members are also involved with the nursery, providing support and carrying out management duties:

Name	Title
Mrs Suzanne Urquhart	Head Teacher
Mrs Christine Firth	Depute Head Teacher (Acting) and Primary 4 teacher
Mrs Lorraine Geddes	Nursery Support Teacher



"The staff are great with the kids both my youngest kids have attended this nursery and have a great relationship with them and they get to know each child as individuals as well."

SCHOOL OPENINGS

SCHOOL OPENS TO PUPILS	LAST DAY OF SCHOOL
Monday 9th January 2017	Friday 17th February 2017
Thursday 23rd February 2017	Wednesday 5th April 2017
Monday 24th April 2017	Friday 30th June 2017
Tuesday 15th August 2017	Wednesday 20th September 2017
Monday 25th September 2017	Friday 6th October 2017
Monday 23rd October 2017	Friday 22nd December 2017
Monday 8th January 2018	Friday 16th February 2018
Thursday 22nd February 2018	Wednesday 28th March 2017
Monday 16th April 2018	Friday 4th May 2018
Tuesday 8th May 2018	Friday 1st June 2018
Tuesday 5th June 2018	Friday 29th June 2018



PUBLIC HOLIDAYS

- Good Friday - 14th April 2017
- Easter Monday - 17th April 2017
- May Day - Monday 1st May 2017
- Good Friday - 30th March 2018
- Easter Monday - 2nd April 2018
- May Day - Monday 7th May 2018

IN-SERVICE TRAINING

Staff meet regularly throughout the year at Curricular Development Meetings both within the nursery and with the whole school staff. These sessions are organised to allow staff to take forward the developments in the School Improvement Plan.

In addition to these meetings and to enable staff to take part in more intensive training sessions dates are set aside for In-service training either in school or in other venues throughout the Highland Area

The following are the In-Service dates to the end of June 2017; the school will be open to **staff only** on these dates.

- Wednesday 22nd February 2017
- Monday 5th June 2017
- Monday 14th August 2017
- Thursday 21st and Friday 22nd September 2017
- Wednesday 21st September 2018
- Monday 5th June 2018

NURSERY TIMES

The nursery operates five days a week during the school term-time openings. The sessions this year will now run from:

8:40am - 11:50am - Morning sessions
12:10pm - 3:20pm - Afternoon sessions

In August 2016 we also introduced a flexible attendance option. Children are funded for 600 hours per annum (16 hours per week) and can choose to use these hour between 8.40am and 3.30am. Extra hours may also be available - parents will be invoiced by Highland Council for any hours over 16 per week. Attendance to our flexible option will be dependent on class numbers during the hour requested. Required hours should be agreed at commencement and should not vary from week to week. The first few sessions in August are usually shortened for the new children to help the children gradually settle into their new routine.



ENROLMENT AND FUNDING

Mount Pleasant Nursery is commissioned by the Highland Council to provide pre-school education, therefore funded places are available. The funding is paid directly to the pre-school centre for your child's registered number of sessions so there is no payment to or from parents. The nursery is licensed by the Care Inspectorate to accommodate 30 children per session.

Enrolment normally takes place in February of each year for entry in August, January and April and is in response to an advertisement placed in the local press by the Area Education, Culture and Sports Manager, Jacquelyn Jennett. **Children for entry in August, January and April should enrol at this time to secure a place.** Children entitled to a fully funded place during the session 2017/2018 must be born within the eligible birth dates:

The Pre-school Year ("Four Year Olds")

- Those born on or between 1 March 2013 - 28 February 2014 are eligible for a funded place from August 2017

The Ante Pre-school year ("Three Year Olds")

- Those born on or between 1 March 2014 - 31 August 2014 will be eligible for a funded place from August 2017
- Those born on or between 1 September 2014 - 31 December 2014 will be eligible for a funded place from January 2018
- Those born between 1 January 2015 - 28 February 2015 will be eligible for a funded place from April 2018

Priority will be given to children living within the school catchment area, first of all to pre-school children. However, where a parent/carer has domestic or work arrangements which give reasonable grounds for granting a place in another centre, enrolment can be accepted if places are available.

Due to the increased entitlement to pre-school education as contained in the Children and Young People (Scotland) Bill (2013) we will now deliver 600 hours of pre-education per annum (16 hours per week). This will be arranged as either 5 sessions of 3hours 10minutes for 38 weeks of the school year running from 8:40 am - 11:50 am or 12:10 pm - 3:20 pm with 2 different staff teams. Alternatively parents are able to request a flexible option within the hours of 8.40am to 3.30pm. Extra hours over the funded 16 hours are available to purchase. Please note that the flexible option and extra hours will be dependant on numbers already attending the Nursery at the requested time. All sessions will be mixed for 3 and 4 year olds. Parents can indicate their preferred session, however if for example the mornings are oversubscribed we have guidance from the Highland Council to follow.

It must be stressed that being offered a place in Mount Pleasant Nursery does not ensure a place within the primary school for children out with the school catchment. This is dealt with by placement request and available places can vary annually.



SNACK

Mount Pleasant Nursery operates a Healthy Eating policy in line with Highland Council Guidelines. A healthy snack is provided mid-session each day. We aim to offer a wide range of tastes and textures to sample - fruit, vegetables, dairy products and other healthy options. Highland Council schools with a nursery provision do not charge for snack, however nursery providers in Highland receive funding from NHS Highland's health improvement programme, currently marketed as "Fun with Fruit and Vegetables."

If your child has any special dietary requirements, e.g. lactose intolerant, allergies, dislikes, it is important that you inform us as soon as possible.

The nursery also operates a tooth-brushing programme and staff receive regular updated training to ensure the programme is carried out according to national guidelines.

 "My favourite is when we eat yoghurts."

CLOTHING

Children should all bring gym shoes or indoor trainers for wearing in the nursery and a gym kit, e.g. t-shirt and shorts. School polo shirts or house team t-shirts are available from the school office which can be worn to nursery. In the nursery we provide aprons for messy work, however there are sometimes accidents and so a change of clothes in your child's bag would be very useful. As we aim to participate in outdoor play on a daily basis children are also required to have appropriate outdoor clothing and footwear.

All clothes and possessions should be clearly labelled with your child's name.

 "I like getting outside to play."



COMING TO NURSERY

Children should always be brought to and collected from the nursery by an adult. If parents arrange for someone to collect their child, he/she must be a responsible adult who is known to the child and the nursery staff should be informed of the change. In an emergency, parents should always telephone the school office to advise of any change in arrangements. We are not authorised to release children into the care of taxi drivers.

Children who bring bikes, scooters etc to nursery must follow the school rules in doing so. They must be escorted by an adult; bikes/scooters must be stored at the cycle storage area in the infant playground and children must wear a helmet. Children not complying with these rules are not permitted to bring a bike/scooter into the school grounds. No skateboards are allowed in the school grounds.

If bringing or collecting children by car, parents are requested to use the car parking facilities in Castle Terrace and cross Castletown Road at the crossing patrol area, which may not always be manned due to the nursery starting and finishing times. Parents are requested **not** to use the staff and visitors car park at the front of the school.

CONTACT WITH PARENTS

An open afternoon is held before enrolment so as prospective parents can view the nursery and resources available, have a chance to talk to the staff and ask any questions you may have. There are also visit days in June where you and your child can come along and play prior to your child starting nursery and we hold an open evening in June for parents where nursery staff go over key information about the nursery.

Throughout the year workshops for parents are held throughout the year and all nursery parents are welcome to attend.

Two opportunities are given for you to make a daytime or evening appointment to talk confidentially to the nursery staff, one near the beginning of the year in November and one in March.

We operate an "Open Door" policy and parents/carers are, of course, welcome to talk to the staff at any time, and to discuss their child's progress or any problem that may arise. If anyone wishes to make an appointment to have a further discussion, a suitable time may be arranged with the nursery staff or through the school office.



"I am really pleased with ***'s report. It can be really difficult to find out what she has been doing in nursery - typical 3 year old! The report provides me with lots of information and she always talks fondly about the staff so I know she has a good relationship with them."



NEWSLETTERS & INFORMATION

School newsletters are issued regularly to the eldest child in each family in the school. This school-bag mail is intended to keep parents up to date with holiday dates, pupil achievements, school events etc. Additional nursery newsletters are issued throughout the year with information specifically about the nursery. Newsletters/notes will be issued via your child's pigeon hole outside the nursery. Information can also be found on the parents' information board in the cloakroom area and on the school website.

Over the last year we have ventured into the social media arena with the launch of our Facebook page. This can be found by looking us up on Facebook under

Mount Pleasant Parent Information Service

All you have to do is "Like" our page and our updates will then appear on your Facebook Newsfeed. This page is purely to distribute information for parents of pupils in our school - for example; school events, dates for your diary, details of notes issued and youth opportunities in the local area. At no time will we post personal information or photographs of children on this page. Only administrators may post to this page and the messenger facility is disabled. Please do not post questions or personal information on any of the post as this page is not checked by admin on a regular basis - if you have any questions or issues then please just phone or call into the school.

CURRICULUM

A Curriculum for Excellence is the new Scottish 3-18 Curriculum and the subjects are grouped as follows:

- Numeracy and Mathematics
- Literacy and English
- Health and Wellbeing
- Expressive Arts
- Sciences
- Social Studies
- Religious and Moral Education
- Technologies

It promotes 'seamless' transitions from pre-school to primary and primary to secondary. It is an integrated ongoing system of progression to build knowledge from a strong foundation. Progression through the curriculum will be described using the levels below:

Early Level:	Nursery to P1
First Level:	P2-P4
Second Level:	P5-P7
Third Level:	S1



Within the nursery we will be focussing on the Early level. The children will take part in active learning which engages and challenges their thinking using real-life or imaginary situations. This includes:

- Spontaneous play
- Planned, purposeful play
- Investigation and exploration
- Events and life experiences
- Focused learning and teaching

Quality active learning builds on children's previous experiences. It allows for different learning styles and children's independence but is supported by adults who structure the environment and intervene sensitively to extend the children's learning.

All activities are structured and targeted specifically for this age group within the eight curricular areas to ensure they have a broad range of experiences.

For more information please visit: www.curriculumforexcellencescotland.gov.uk



"I like making things."

ASSESSMENT

Mount Pleasant Nursery follows the Highland Council guidelines to observe the children at play, note their successes and create opportunities to consolidate learning where necessary. Children are encouraged to understand and value what they have learned and to share this with their parents/carers by means of "Star Moments" and "Ask Me About" sheets.

Children's learning is recorded in their "My Learning Journey" folder across the 8 curricular areas to show the child's progression throughout the year. Children are actively involved in setting their own learning targets and staff will provide all the resources and support required to make this achievable. Parents/carers are encouraged to add comments to these folders so that learning is shared.



"Can I put it in my folder?"



TRANSITION TO P1

We are very fortunate in that our nursery is located within the school building and during their time in nursery children frequently visit different areas in the school and meet with other children and staff. The Primary 1 teacher also visits the nursery on a regular basis so that they become a familiar and trusted person.

Towards the end of the nursery year these opportunities are increased and the children will attend school break times, sports day and other special events. The Primary 1 teacher will invite the children to attend several sessions in the Primary 1 classroom to ease their transition. The Support for Learning teacher will also liaise with the Primary 1 teacher and nursery staff at this time.

Enrolment for Primary One generally takes place in January and this is always advertised in the local press. Information regarding enrolment will be provided to all nursery parents by the school.

BEHAVIOUR MANAGEMENT

All adults try to offer themselves as positive role models to the children with regard to friendliness, care and courtesy. All adults will praise and reward positive behaviour displayed by any child. Any negative behaviour will be managed in such a way as to demonstrate the unacceptability of the behaviour, not the child. Within the nursery we use a rocket behaviour management system where the children are moved up or down the rocket according to their achievements or behaviours displayed.

Our Behaviour Management Policy is available to read in the policies folder. Please ask a member of staff if you would like to see this.

Children are encouraged to promote good behaviour through group activities and will help to formulate "rules" that all agree on.

The nursery also follows the school's set of Golden Rules which are displayed. These are:

- | | |
|------------------------|--|
| Do be gentle | Do not hurt anybody |
| Do be kind and helpful | Do not hurt people's feelings |
| Do work hard | Do not waste your or other people's time |
| Do look after property | Do not waste or damage things |
| Do listen to people | Do not interrupt |
| Do be honest | Do not cover up the truth |

 "I went up the stairs I think I should move up the rocket!"



EMERGENCY CONTACTS

Parents/carers are all too aware that children can become ill fairly quickly and that minor emergencies may arise. For these reasons it is essential the nursery is able to contact a parent, or an appointed emergency contact, at any time during the session. The nursery will issue Emergency Contact Forms annually to keep records up to date and we ask that parents inform us as soon as possible of any change in circumstances.

In the case of an emergency, medical services will be contacted and if necessary the child will be transported to the nearest Health Centre or Hospital as appropriate. Parents will be contacted at the earliest opportunity.

ABSENCES

Parents/carers must inform the nursery of the reason for absence of their child on the first day of absence. If the nursery has not been advised of the reason for absence then the nursery has a responsibility to contact parents to find out the reason for the absence, this is in line with Highland Council policy. If the nursery cannot make contact with the parents/carers within three days then the nursery has an obligation to pass this information to Social Services, Area Education Manager and the Police. This procedure is strictly adhered to.

The best way of telling us about an absence is to leave a message noting your child's name, class, date and reason for absence on our

SCHOOL'S ABSENCE MESSAGE LINE 01847 896030

The benefit of using this system is that you do not have to wait until the school opens to leave a message and as the school receives a high volume of incoming calls at the start of each day you will no longer have to keep phoning because the line is busy.

FIRST AID

Minor incidents such as grazed knees, etc are dealt with by the staff trained in first aid. Usually incidents like these only require a plaster or an ice pack. In the event of a serious accident every effort is made to contact parents and if necessary a child will be transported to the nearest Health centre or Hospital. Parents will be contacted at the earliest opportunity.



ILLNESS

If your child is ill PLEASE consider what is best for your child and others. Sickness and colds spread rapidly within the nursery. If your child has an infectious illness please keep them away from the nursery until the infectious period is over. If your child is suffering from a bout of vomiting and/or diarrhoea then you are requested not to return your child to nursery until 48 hours after vomiting and diarrhoea has stopped.

If a pupil takes ill at nursery he or she should, in the first instance, tell a member of staff who will inform the school office. The parent or emergency contact will be notified and a responsible adult, known to the pupil, should collect the child.

In cases of emergency medical services will be contacted and, if necessary, the child will be transported to the nearest Health Centre or Hospital. Parents will be contacted at the earliest opportunity.

HEALTH VISITOR

Our nursery link Health Visitor is based in Wick and can be contacted on 01955 605040. The Health Visitor is the named person for all children attending nursery, although each child will have their own Health Visitor who will be known by their parents/carers.

MEDICAL CONDITIONS

Any medical condition or allergies likely to affect your child's learning or well-being must be notified to the nursery. Our First Aiders are trained to deal with various medical conditions.

MEDICATION/INHALERS

Staff **are not obliged** to administer medication to children and it is preferred that parents make arrangements to ensure they are able to administer medication to their own children. Where this is not possible some members of staff may be willing to carry out this duty and only where they have been trained and approved to do so. Non-prescribed medicines will not be administered by staff under any circumstances. **PRESCRIBED MEDICATION ONLY** should be delivered to and collected from the school office by an adult. **Children should not transport medication to and from nursery.** A pro forma for written instructions is available from the school office. This must be completed and signed by a parent/carer. Any medication must be in its original container, this should not be glass. All medication, other than inhalers, is stored in the school office area. **It is essential that children who require inhalers have them in nursery every day.** Arrangements are in place for inhalers to be stored in the classroom for nursery pupils for easy access during the session. **Parents are responsible for ensuring their child has an inhaler for out of school activities such as school trips.** Parents should take note of the expiry date of any medication to be kept in nursery for a period of time to ensure it does not go out of date.



HIGHLAND COUNCIL CHILD PROTECTION POLICY

From time to time incidents can occur within the school setting, which cause concern and could indicate that a pupil is suffering some form of abuse. In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation. All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be a priority for Education Service staff.

More information about Child Protection Procedures within Highland can be obtained from the *Child Protection Development Officer, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN - Telephone (01463) 703483, Fax - (01463) 713237*

ADVERSE WEATHER/SCHOOL CLOSURE PROCEDURES

From time to time it may be necessary to close the school and/or nursery. This would usually only happen if the heating should fail or in severe weather conditions when it may be unsafe for pupils or staff to attend.

Three methods of informing parents of school closures are:

- By visiting the Highland Council winter weather website:
<http://www.highland.gov.uk/schoolclosures>
- Tuning into Moray Firth Radio (97.4, 96.6, 96.7, 102.5, 102.8FM) who regularly provide updates of school closures.
- Phoning the Schools Information Line **0800 564 2272** and entering the school's pin number **04 2640**.
Select "Severe Weather"



The decision as to whether a pupil should attempt to travel to school in adverse weather conditions, whether by transport or by foot, lies with the parent. You are encouraged to read the Education Authority policy guidelines on travelling to school in adverse weather conditions. This policy can be found by visiting www.highland.gov.uk

Should it be necessary to close the school during the school day it is essential we have emergency contact information for every child. It is the parents/carers responsibility to ensure such information held by the school is kept up to date and that we are informed in writing of any changes at the earliest opportunity.



NURSERY POLICIES

We have a range of policies covering all aspects of the nursery environment. We encourage parents/carers to be familiar with these. Please ask a member of the nursery staff if you would like to see them.

Policies are displayed on a monthly basis and parents/carers are welcome to write comments/queries on the notepad provided.

PARENT COUNCIL

Parent Councils play an active role in supporting parental involvement in the work and life of the school and nursery, while also providing opportunities for parents to express their views on children's education and learning. At Mount Pleasant Primary we are extremely fortunate to have an active and supportive Parent Council.

The Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents of children at the school and nursery. Teachers and other Highland Council staff may also attend these meetings. The Parent Council also has Office Bearers who are elected at the AGM, which is held in October.

The Parent Council is there to represent the parents/carers of children at the school and nursery. Mount Pleasant Primary School Parent Council welcomes all parents from nursery upwards to get actively involved in helping with fundraising, school events and meetings; these are usually held once per term.

FIRE SAFETY

Regular fire drills are held in school and nursery to ensure all pupils and staff are familiar with the school's evacuation procedures.

DATA PROTECTION

Any information you have supplied/any information gathered from or about pupils will be used only for the purpose for which it was provided and any relevant procedures following from this. This data will be maintained in accordance with the Act and will not be passed on to any other organisation without your prior approval unless this is a legal requirement.



ACCESS TO PERSONAL RECORDS

Parents will have ready access to the files and records of their own children, but will not have access to information about any other child.

COMMENTS/COMPLAINTS

We hope you will enjoy your child's time at our nursery and welcome comments or suggestions which could help us to improve our service. Although we strive to resolve issues quickly and efficiently there may be times where parents wish to complain about certain aspects of our nursery, staff or pupil welfare. The current procedure, in the first instance is to contact the Head Teacher.

Parents/carers are also able to contact the Care Inspectorate directly with a complaint, if they so wish. The leaflet displayed on the parents' information board entitled 'Unhappy about a care service' explains the process. The local address and telephone number is:

Care Inspectorate
Compass House
11 Riverside Place
DUNDEE
DD1 4NY

Telephone: 0845 603 0891



"I am very happy and feel my child is safe and being looked after it is an excellent nursery."