

SHAWMHOR EARLY YEARS



Shaw Mhor Early Years Handbook 2024-2025



Updated:29/04/2024

Shaw Mhor Early Years
C/O Tinto Campus
61 Nether Auldhouse Road,
Glasgow,
G43 2XG
Tel: 0141 637 0314

Email: headteacher@shawmhor-nursery.glasgow.sch.uk

Welcome from the Head

Dear Parent/Carer,

I would like to extend a warm welcome to you all and I hope you enjoy your time with us at Shaw Mhor Early Years Centre.

At Shaw Mhor we believe that every child is unique and we will strive to make learning fun, stimulating and exciting through play. We celebrate all achievements and value family engagement through our many creative programmes.

Within our centre, we work closely with our families and value opportunities for you to share your skills, views and suggestions with us. We believe in developing strong community links and play an active role in our community. This all fosters an environment where children can thrive and work to reach their full potential.

Kind regards

Marion



Marion MacKenzie
Head of Centre



Section 1: Welcome

- ★ Team Shaw Mhor
- ★ Visions Values and Aims
- ★ Our Non-Denominational Policy
- ★ Equal opportunities Policy
- ★ Accessibility Strategy
- ★ Our Nurturing Ethos
- ★ GIRFEC: The Named Person

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Meet Team Shaw Mhor

Our Leadership Team		Child Development Officer (Job Share)	Katrina Mair
Head of Centre	Marion MacKenzie	Child Development Officer	Alison Cope
Depute Head of Centre	Nicola McKenna	Child Development Officer (Job Share)	Jennifer Cavanagh
Child Development Team leader	Jenny MacPhail	Child Development Officer	Craig Lundie
Child Development Team Leader	Grace Logan	Child Development Officer	Charlene Boyd
Lead Practitioner of Attainment	Debbie Taylor	Child Development Officer	Amy Townsend
0-2: Snowdrop Room		Child Development Officer	Mhairi Fraser
Child Development Officer	Angela Finlay	Child Development Officer	Jennifer Chambers
Child Development Officer	Kirsty Greenhorn	Child Development Officer	Kasia Danilczuk
Child Development Officer (Job Share)	Jen Smith	Child Development Officer	Danielle Downie
Child Development Officer (Job Share)	Pamela Stevenson	Child Development Officer	Maria Ferguson
Child Development Officer	Carolanne Watson	Support for Learning Worker	Anne Sweeney
		Support for Learning Worker	Kamla Kaur Singh
		Office Staff	
		Clerical Assistant	Sharon Fay
2-3: Buttercup & Bramble Rooms			
Child Development Officer	Tracey Rankine	Dining Assistant	Leighanne
Child Development Officer	Sarah Sutherland	Cleaner	Val Agnew
Child Development Officer	Leigh MacCrimmon	Janitor	Paul
Child Development Officer	Heather Fennell		
Child Development Officer	Kerry Howell		
Support for Learning Worker	Susan Waters		
3-5: Heather, Thistle & Fern Rooms			
Child Development Officer	Vicky McIlwraith		
Child Development Officer (Job Share)	Karen Brown		
Child Development Officer (Job Share)	Leighanne Dempster		
Child Development Officer	Amy Doyle		
Child Development Officer	Gillian McFarlane		



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Visions, Values and Aims



Our Vision

We have created an ethos where everyone is known, listened to and **valued**.



Our Values

We aim to engage children in the highest quality learning by creating a **nurturing** environment this is **safe and stimulating** to develop skills for learning, life and work.



Aims

We work in partnership with parents and the wider community to ensure **positive outcomes** for all our children and families.

We ensure children have a **joyful and fun** experience in our nursery where we create a **love of learning** for all involved.

AT SHAW MHOR EARLY YEARS CENTRE OUR VISIONS, VALUES AND AIMS ARE BASED ON THE THREE R'S **RESPECT RELATIONSHIPS & RESILIENCE**



Education Privacy Statement

As a local authority our schools and early years' establishments process information about children and young people in order to provide education and care. In doing so, we must comply with the Data Protection Act (1998). This means, amongst other things, that the data held about children and young people must only be used for specific purposes.

However, you should be aware that we may use this information for other legitimate purposes and may share this information where necessary with other public bodies, or where otherwise required by law. We may also use any information for research purposes. However, all personal data is treated as confidential and used only in accordance with the Data Protection Act and the Information Use and Privacy Policy approved by the City Council. For further information, please see our full privacy statement at www.glasgow.gov.uk/index.aspx?articleid=2895.



Our Non-Denominational Policy

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

Equal Opportunities Policy

Our service reflects the council's equal opportunities policies and is anti-racist, anti-sexist, and multi-cultural and recognises the rights of both men and women to work or to care for children. The nursery takes account of the needs of children with handicaps, disabilities or chronic illnesses and all of these principles are reflected in the criteria used to admit children to nursery and in our curriculum.

Accessibility Strategy

At Shaw Mhor, we ensure all our children have equal access to the curriculum, supported as appropriate to their individual needs. This covers not only the content of planned experiences and teaching strategies, but also minor adaptations to the physical environment of our building to address the needs of children with physical or sensory impairments; all our playrooms are ground floor. Access to the centre is by stairs or ramp on Nether Auldhouse Road. We work in conjunction with Tinto Primary School to ensure parents/carers with a disability are facilitated in their access to the campus. If your child has barriers to learning there will be opportunities to discuss this with your child's Key Worker or the Management Team. We can support you in accessing outside agencies e.g. Speech & Language Therapy or Educational Psychologist, who can offer support and advice to you and your child. We also ensure parents and carers who have a disability have equal access to information about their child, involving for example, relocating the venue for parents/carers meetings to facilitate physical access; provision of an interpreter for people who have a hearing impairment; agreeing a phone contact system to provide direct feedback to parents and carers.

Our Nurturing Ethos

At Shaw Mhor we work to create a calm and happy environment for your child. Where a range of engaging and challenging opportunities for learning are on offer. Nurture Principals underpin our practice across all stages of early years. The five principals:

- ★ Children and young people's learning is understood developmentally.
- ★ The Playroom/nurture corner offers a safe base.
- ★ Nurture is important in the development of wellbeing.
- ★ Language is a vital means of communication.
- ★ All behaviour is communication.
- ★ Transitions are important in children and young people's lives.

At Shaw Mhor we see the child as part of a wider community, including their families and we work to support you too! We want you to feel able to talk to any member of staff about worries you may have which will, of course, be treated with strict confidence. It is our role to interpret all of the many ways children communicate and ensure they are supported and reduce the barriers to learning, supporting them to access the curriculum.

Nurturing approaches are implemented across the nursery by all staff. We have a nurture corner within the nursery called the 'Sunshine Room' to support children.

There are 3 members of staff who have gained their nurture accreditation: -

Marion MacKenzie, Jenny Duncan, and Leigh MacCrimmon

Mhairi is currently working towards her Nurture Accreditation.



The Named Person

GIRFEC stands for 'Getting It Right for Every Child'. Part of the Children and Young People Act (Scotland) 2014, it is the Scottish Government-led approach to making sure that our children and young people – and their parents or carers – can get all the help and support they need from birth right through to age 18 (or beyond, if still in school).

The vast majority of Scotland's children and young people get the love and support they need from within their families and the wider, local communities. But even the most loving and caring families can sometimes need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it.

Section 2: General Information

- ★ Admissions Policy
- ★ Enrolment Policy
- ★ Settling Policy
- ★ Registration Policy
- ★ Daily Sessions & Age Range of Children
- ★ Arrival and Collection of Children
- ★ Healthy Eating-Meals
- ★ Attendance
- ★ Insurance
- ★ Emergency Contacts
- ★ Emergency Closure Arrangements
- ★ No Smoking Policy
- ★ Data Protection Act (1998)
- ★ The Freedom of Information (Scotland) Act 2002
- ★ Dealing with Racial Harassment
- ★ Bullying
- ★ Child Protection
- ★ Suitable clothing
- ★ Excursions and Consent Forms
- ★ Transport

Enrolment

When you are offered a place, you will receive a, 'Offer of Place' letter that will state the child's enrolment/start date and details of placement. You will be invited in to meet with member of the leadership team and your child's keyworker. This session is to get to know you and your child, together we will go over the nursery 'Welcome Pack' and 'Care Plan'. During this time we will answer any questions you have. It is Glasgow City Council's Policy that payment for a nursery place commences on the day of enrolment.

The "Welcome Pack" contains information regarding nursery policies that are relevant to your child's care within the nursery.

All other policies can be found in the Policies folder in our reception or our website at:



Settling In

Your initial visit at nursery will involve completing the relevant enrolment paperwork and meeting with your child's Key Worker and other members of staff who will be responsible for your child's care. Thereafter, the Key Worker will arrange times for your child to settle into nursery. There is no set time limit on the settling in period, as it very much depends on the individuality of each child.

Admissions

All nursery places are allocated in line with the Council's Admissions and Charging Policy for the Early Years (Management Circular 3a) and staff will be happy to advise you how this policy operates when you apply. Leaflets detailing the Council's policy are available from all establishments and if you want a copy please ask. Payment for children under three and extended hours are invoiced by Glasgow City Council directly through the Early Years Charging Team and we cannot accept payment within our establishment. An Admissions Panel meets 4 times per year to decide how nursery places will be allocated. The Panel consists of area heads of early years establishments and representatives of other agencies involved in supporting children and their families e.g. Social Work Department, Health Board. The place offered is reviewed every 6 months; however, if your circumstances change after your enrolment this may affect the type of place you have.

Registration

A register of all applicants is kept by the Management Team. Information contained in the application will be considered by the Admissions Panel in the allocation of places. The length of time a child's name has been on the register will not affect the child's priority for admission. Parents can ask to see their application form and, if circumstances change, speak to the Management Team.

Age Range Number of Children Daily Sessions



At Shaw Mhor children can be accommodated from the age of 6 weeks to 5 years. The nursery can accommodate 122 children at any time and there is 1 Baby Room, 2 Toddler Rooms and 3 Rooms for children aged 3-5 years.

- ★ The Snowdrop room accommodates children who are under 2 years of age.
- ★ We can accommodate up to **12 babies** at any one time.
- ★ The Buttercup and Bramble Rooms accommodate children between the age of 2 and 3 year olds.
- ★ We can accommodate up to **30 children aged 2 and 3 years** old at the present time.
- ★ The Heather, Thistle and Fern rooms accommodates children from 3 years until going to school.
- ★ We can accommodate up to **80 children** at any time.

As children get older, they make the transition to the next room. There is always a settling in period and staff are sensitive to the individual needs of the child. Some children may take longer than others to settle, but everything is done to ensure a happy transition. There are full-time, part-time and part-week sessions. When your child is admitted to the nursery, you will be advised what session has been granted. As your needs and those of the nursery may change throughout the term, your sessions may change accordingly. This will only be done after full consultation. We will work closely with Tinto Primary School and all other feeder Primary Schools to ensure smooth transitions are then made to school. Further information can be viewed on the Glasgow City Council Going to School website.

www.glasgow.gov.uk/en/residents/goingtoschool.

The Centre opens from **8.00 am** to **6.00 pm**, (although the Baby Room closes at 4.30pm). We operate a flexible service to meet the needs of individual children and their families.

Arrival & Collection of Children

A responsible adult should bring a child to and from nursery. You should ensure that your child is dropped off and picked up on time. The nursery needs to ensure that appropriate staff/child ratios are in place at all times. In the interests of your child's safety, please inform the Management Team if he/she is to be collected by someone unknown to the nursery, avoiding difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff. **Please sign your child in and out.**

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Attendance

We hope you make full use of your child's placement at nursery. If, however, your child is ill and is going to be absent, ***please telephone*** and let us know. If your child is absent and you do not call we will contact you as part of our management of absence policy.



Emergency Contacts

Parents/Carers are asked to provide names, addresses and telephone numbers of two contact persons for use in case of an emergency. When choosing a contact person they must be aware that if the Nursery phones them they would be expected to collect the child as soon as possible. Any changes **must** be reported to the staff.



Insurance

Children like to bring special toys etc. for their friends to see. Parents should ensure that **valuable items are not left**, particularly as the authority has no insurance to cover the loss of such personal items. Claims submitted are likely to be met only where the authority can be shown to have been negligent. Please do not leave buggies at the main entrance. **Prams can be stored in our pram shed however, space is limited.**

Excursions and Consent Forms

When outings/excursions are planned, the Leadership Team or a staff member will advise you to complete the consent form, giving your permission. Children cannot take part in outings unless a consent form has been submitted by their parent/carers.



No Smoking Policy

Parents/Carers should note that in line with Glasgow City Council policy we are a non-smoking establishment.

Data Protection Act (1998)

Information on children and young people, parents and carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. For further information please speak to our Leadership Team.

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from all Scottish public authorities, including: The Scottish Government and its agencies; Scottish Parliament; local authorities; NHS Scotland; universities and further education colleges; and the police. Public authorities have to allow access to the following information:

- ★ The provision, cost and standard of its service;
- ★ Factual information or decision-making;
- ★ The reasons for decisions made by it.

The legal right of access includes all types of “recorded” information of any data held by the Scottish public authorities. From the 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions. Further information is provided on Glasgow City Council web-site: www.glasgow.gov.uk/en/yourcouncil/freedomofinformation
Internet facilities are provided at all Glasgow City Council Public Libraries and Real Learning Centres.

Dealing with Racial Harassment

The Race Relations Act of 1976 makes it unlawful to discriminate against someone because of his/her colour, race, nationality, ethnic or national background. The Act makes it the duty of Glasgow City Council to eliminate unlawful racial discrimination. In 1999 guidelines, 'Dealing with Racial Harassment' were issued to assist all teaching staff in dealing with such incidents. The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education. Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child in Glasgow has the right to be happy and secure at their establishment.

Bullying

Bullying behaviour will not be tolerated within Glasgow City Council's educational establishments, and all children have an entitlement "to work (and play) in a learning environment in which they feel valued, respected, safe and are free from all forms of abuse, bullying or discrimination". (A Standard for Pastoral Care in Glasgow Establishments). In 2009, Glasgow City Council published its revised Anti-Bullying Policy, to record and report all discriminatory behaviours within educational establishments. Parents and carers have a significant role to play in helping to address this problem. At Shaw Mhor we use the PATHS programme to teach children how to deal with bullying behaviour appropriately.

Suitable Clothing

There are forms of dress which are unacceptable in our establishment, such as items of clothing which:

- potentially, encourage faction (such as football colours);
- could cause offence (such as anti-religious symbolism or political slogans);
- could cause health and safety difficulties, such as loose fitting clothing, dangling earrings;
- carry advertising, particularly for alcohol and tobacco; and
- could be used to inflict damage on other children or be used by others to do so.

Glasgow City Council is concerned at the level of claims being received regarding the loss of children's and young peoples' clothing and/or personal belongings. Parents/Carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to the establishment. Parents/Carers should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent. Children have good fun when they are doing messy work. We will always try to make sure they wear aprons but accidents happen and we would appreciate if you could supply a spare set of clothing which can be stored at your child's peg in a small back pack. Please dress your child in suitable outdoor clothing for the weather as outdoor play is on offer daily.

Transport

For Early Years establishments, transport is not provided. The Council may, however, provide transport to/from nursery for children with additional support needs who may require to travel distances.

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Child Protection



Marion MacKenzie – Child Protection Co-ordinator

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and ensure children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who. We use the PATHS programme to promote positive behaviour and Nurture to teach children about health and personal safety. At Shaw Mhor we have a positive ethos and climate which actively promotes child welfare and a safe environment by:

- Ensuring that children are respected and listened to;
- Ensuring that programmes of health and personal safety are central to the curriculum;
- Ensuring that staff are aware of child protection issues and procedures;
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head of Centre, who is our Child Protection Coordinator or Depute Head of Centre. She, after judging that there may be grounds for concern, must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances. As discussed at enrolment it is everyone’s job to make sure children are safe. If you have any concerns, please approach the Management Team.

If you are worried or know of a child who could be at risk of abuse or neglect please speak to the Child Protection Coordinator or a member of staff within our building. We also provide some useful contact numbers from the local community:-

Social Work Services Rowan Park, Govan Glasgow Tel: 0800 811505	Social Work Services Standby Service (This emergency Standby Service is for out of office hours). Contact should be made using this telephone number: Tel: 0141 276 8700
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Giffnock Police Station Braidholm Road Giffnock Tel : 101	Strathclyde Police Family Protection Unit 0141 532 4914
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Local Fire Stations Pollok Fire Station Levernside Crescent, Glasgow G53 2JY Tel: 01418824872	Clarkston Fire Station Dorian Drive, Glasgow G76 01416382222
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Section 3: Medical Information

- ★ Medication
- ★ If Your Child Becomes ill
- ★ Minor Accidents and upsets

Administration of Medication

If medication is needed by your child at nursery, please discuss their requirements with the Leadership Team. Prescribed drugs, asthma sufferers, or if your child suffers from epileptic seizures, must all be discussed with the Leadership Team and a form authorising staff to administer drugs must be completed.

If Your Child Becomes ill

Please telephone if your child is unable to attend nursery. Occasionally, you may be asked to take your child home, and stay at home for at least 48 hours to ensure their recovery. This helps to limit the risk of infection to other children and staff.

Minor Accidents and Upsets

Minor accidents are dealt with immediately and recorded in the **“Nursery Accident Book”**, and you will always be informed. If the accident is of a more serious nature, we will contact you immediately and your child will be taken to hospital. If your child has an accident at home, will you please let us know.



Section 4: The Curriculum at Shaw Mhor

- ★ The Aims of our Curriculum
- ★ Curriculum for Excellence/ Realising the Ambition
- ★ Supporting our learners
- ★ Assessment and Reporting
- ★ Outdoor learning
- ★ Digital learning
- ★ S.T.E.M

The Aims of Our Curriculum



In line with all educational establishments in Scotland we are implementing the **Curriculum for Excellence** which is the national curriculum framework from the Scottish Government for children and young people age 3-18 years. The purpose of the curriculum is encapsulated in four capacities – to enable each child and young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.

We use **Curriculum for Excellence – Early Level** outcomes and experiences when working with children 3 – 5 years and our own establishment planning pack for guidance when planning. For children under three we use **Realising the Ambition (Scottish Government, 2020)** and Glasgow City Council planning guidelines. In order to ensure we are delivering high quality learning experiences we also use a document called **How Good is our Early learning and Childcare** (Scottish Government, 2016) which helps us to self evaluate and monitor the impact on children’s learning. There are copies of these documents in the nursery and can also be accessed online at Education Scotland. (<http://www.educationscotland.gov.uk/>).

Throughout Shaw Mhor there are displays of children’s learning and the curriculum in action. We deliver the curriculum through active learning using children’s own experiences as our starting point. The learning experiences offered to children will include outdoor learning, ICT – smart board, creative art, sand and water, cooking, baking discovery, problem solving, music, puzzles, construction and physical play, and this list is not exhaustive. They also enjoy finding out about other cultures, looking after one another and the environment. We use PATHS as a back drop throughout our Curriculum with children aged 3 – 5 years. We also participate in the Eco Schools project and are currently working on another flag. If you wish to discuss curricular planning, please do not hesitate to ask.

Supporting our Learners

Parents/carers are the prime educators of their child and have a great deal to offer the establishment. We want your input to have an impact on the learning and teaching within Shaw Mhor and we hope to achieve this through working in partnership with parents. On the Planning Wall you will find a copy of the Book or Rhyme of the Month which you can help your child to learn, as research shows introduction to traditional nursery rhymes help children with their pre-reading skills.

We develop Health & Wellbeing Week, Literacy and STEM throughout the year through inter disciplinary learning. We give “homework” to parents to allow you to support your child with the learning experiences he/she is accessing within Shaw Mhor. As well as this there will be PATHS “homework” for parents of children aged 3 – 5 years and we hope these tasks allow you some insight into the work we do with your child. We will keep you up to date through our Monthly Newsletter and or follow us on twitter. We would be interested in tapping into your individual skills for the benefit of the children and establishment in general. The staffs want to promote real partnership with you so that your child can achieve their potential e.g. joining staff and children with an activity; help with our garden; or as part of our self-evaluation to improve our service. We also display new Policies in Reception area - please take the time to give us some feedback. We will also ask you through questionnaires for your views on the operation of procedures which affect your child e.g. vision, values and aims. It is very important for your child to have you or another family member at any special events we host throughout the year.

Assessment and Reporting

Each child will have their own learning profile which their Key Worker, your child and you, will add to as they progress. We use a variety of methods for assessing progress such as observation, peer assessment, self assessment as well as informal chats with you. If you wish to discuss your child’s progress, please speak to your child’s Key Worker or Management Team.

Outdoor Learning

At Shaw Mhor we believe that all children should have access to an outdoor space, this is why we support children to learn outdoors in all weathers. Our outdoor environment offers opportunities for the children to explore, problem solve and risk assessment skills, allowing children to develop and use skills in a real life context.

Due to the ever-changing Scottish weather we would as that children bring a change of clothing in case our explorations get messy.

S.T.E.M

S.T.E.M or Science, Technology, Engineering and Maths underpins how we support our learners from the vocabulary we use to the complex learning opportunities we offer here.

STEM starts from the baby room where babies explore speed and velocity using ramps to our 3-5 room the children are supported to become engineers, planning and constructing structure using block play.

Through STEM we have been able to gain our Gender Friendly Nursery Accreditation by looking at gender imbalances in the workforce. STEM also supports us in delivering our digital curriculum.

In 2018 we were fortunate enough to be the first Early Years to win an Education Scotland award for STEM.



Digital Learning

One of our aims here at Shaw Mhor is to support children to develop the skills for lifelong learning and work.

As society progresses so do technological advancements. Experts predict the 85% of jobs available by 2030 haven't been invented yet and these vary from drone pilots to autonomous vehicle designers with the quickest advancements being in the tech industry.

We support children to begin their digital learning journey with us by providing innovative and engaging learning opportunities that teach children how to use every day technologies such as iPads and computer and more recently QR Codes, this work aims to nurture a more interdependent learner in the digital field.

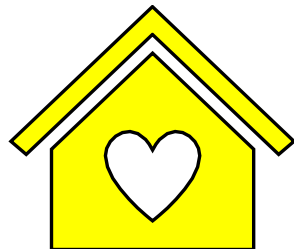


Section 5: Parental Partnerships

- ★ Family Partnerships at Shaw Mhor
- ★ Opportunities for Family Learning
- ★ Celebrating birthdays
- ★ Toy fund

Family Partnerships at Shaw Mhor

Our aim is for you to always feel welcomed and valued when you come to Shaw Mhor. You can speak to the staff, not only on a day-to-day basis, but at regular meetings where you can sit down, have a cup of tea and a chat. You can come to the office and speak to our Leadership Team at any time whether for advice or just to chat. We also provide weekly updates on the children's Learning Journals, Newsletters and our Twitter feed to keep you up to date with what's happening at Shaw Mhor.



Opportunities for Family Learning

At Shaw Mhor we aim to involve families in nursery life whenever we can. This is done through:

- ★ Walks and Talks
- ★ Wee Play Sessions
- ★ Book Bug Sessions
- ★ One Planet Picnics
- ★ Open Evenings
- ★ Parents nights

To name a few. Feel free to ask about the availability of these opportunities at Shaw Mhor.

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Celebrating Birthdays

Birthdays are special occasions and we want to make your child feel special on their birthday. We will provide a card, a book for their birthday gift and all their friends will sing "Happy Birthday". **Please do not bring cake, sweets or chocolate in, as this would not be in line with our healthy eating policy.**

Toy Fund

Toy Fund contribution which is currently **£1.50 per week of £2.00 if you have more than one child attending the nursery.** Toy fund money is used to pay for children's equipment, parties, trips and presents. The Toy Fund helps with the cost of engaging learning experiences that provide our children with broad, rich experiences at nursery. We provide details of how the money is spent in our Newsletter. Feel free to enquire about the toy fund at reception.



Section 6: The Wider Community

- ★ Shaw Mhor and Our Community
- ★ Services Within Our Community
- ★ Links with Primary Schools

Shaw Mhor & Our Community

We aim to co-operate and contribute to local community groups and events whenever possible. As part of our curricular planning, we aim to foster good citizenship and care for our environment by encouraging the children to participate in Eco based learning experiences. We also participate in the Smile Too programme linked to NHS Greater Glasgow dental services. We regularly use work experience placement for pupils in secondary schools and Childcare & Education students from several colleges.

Links with Local Primary Schools

Services Within Our Community

All children in their pre-school year will be invited to participate in a **dental health and visual screening programme in partnership with NHS Scotland**. You will be informed if your child needs treatment. There is a **Health Clinic at Pollokshaws** and an organisation called **Homestart in Shawbridge Street** which helps support parents with young children. There is also a DSS office in Coustenhalm Road.

Childminders / Playgroups / Creches / after school and holiday care groups - all exist within the local community. For further details of this, please contact:

Glasgow Families Information Service (GFIS) at www.gfis.org.uk.

Telephone Number: 0141 287 4702

Address: Early Childhood and Extended Childcare Services,

40 John Street

G1 1JL

As part of Tinto Campus there are community facilities, which are available for Lets. **Should you require further information please contact Glasgow Life: Letting Section, phone 0141 302 2814/2815.**

Shaw Mhor has established good working links with many local primary schools. Whilst we share a campus with Tinto Primary School we continue to maintain good relationships with many other local primary schools. A copy of your child's Transition Record, prior to starting school, is shared with the receiving school. This ensures the continuity of education for your child between nursery and school.

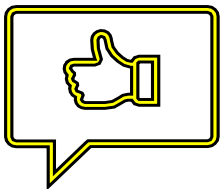
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Section 7: Other Information

- ★ Comments and Complaints
- ★ Useful Addresses
- ★ Disclaimer on Changes to Information Given

Comments & Complaints



If you have a comment or complaint, please approach the Head of Centre in the first instance. If the Head of Centre does not resolve the issue to your satisfaction, you should contact our Glasgow City Council Customer Liaison Unit who will:

- ★ Take a totally neutral stance in fully investigating your complaint;
- ★ Acknowledge receipt of your complaint within five working days;
- ★ Give a full written response within 10 working days, unless another timescale has been agreed.

The Customer Liaison Unit can be contacted by phone or e-mail:

Phone 0141 287 5384 - E-mail education@glasgow.gov.uk

Customer Liaison Unit, Education Services. Glasgow City Council

Please find below some useful names and addresses:

Executive Director of Education
Mr Douglas Hutchison
Education Services
Glasgow City Council
City Chambers
GLASGOW, G2 1DU.
Tel: 0141 287 2000

Quality Improvement Officer
Donna Bailey
Education Services
Glasgow City Council
City Chambers
GLASGOW, G2 1DU.
Tel: 0141 287 2000

Early Years Service Manager

Glasgow City Council
Glasgow, G2 1DU
Tel: 0141 287 2000

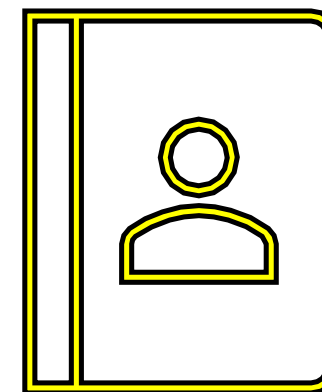
Local Councillors:

City Chambers
Glasgow, G2 1DU.
Tel: 0141 287 4963

Social Care and Social Work in Scotland
Central West
4th Floor
1 Smithhills Street
Paisley, PA1 1EB.
Tel: 0141 843 4230 / 0845 600 8334

HM Inspectorate of Education
Denholm House
Almondvale Business Park, Almondvale Way
Livingstone, EH54 6GA.
Tel: 01506 600 200

Useful Addresses





Although this information is correct at the time of printing it should not be assumed that there will be no change affecting any of the matters dealt with in the document.:-

- a) Before the commencement of or during the course of the school year in question.
- b) In relation to the subsequent school year

Should you have any questions, feel free to contact us on:

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C/O Tinto Campus
61 Nether Auldhouse Road,
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Tel: 0141 637 0314

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