

From:
Sent: 28 August 2022 13:13
To:
Subject: RE: Documents Required
Importance: High

Hi all

I can confirm that the basic child's plan were given as part of their recent CPMs. These did not include all past RAs, PSPs or ASN strategies to support nursery would not give them over without me asking for them. They were given by [redacted] Heartree West Road. [redacted] requested... These were asked for by the parents as part of the CPM [redacted] but the

Hope this helps.

Warmest regards

Quality Improvement Officer (Early Years)

Be Ieve. Achieve. Strive for Excellence and Care for All

From:
Sent: 28 August 2022 10:42
To:
Subject: FW: Documents Required
Importance: High

Morning everyone

Thanks for issuing a holding response.

I can confirm that contrary to the information [redacted] has provided below, reception did not receive any documents on 17 August. Indeed reception would not have been open at the time stated.

I'm also not in agreement that not enough time has been given to produce these documents as they were requested first on 11 August.

Thanks

Head of Education

East Lothian Council
John Muir House
Haddington EH41 3HA.

From:
Sent: 26 August 2022 10:33
To:
Cc:
Subject: RE: DOCUMENTS REQUIRED
Importance: High

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear [redacted]

I refer to your emails of 15, 22 and 25 August 2022 in connection with the above.

As you know, by emails of 15 and 19 August 2022, [redacted] of Brightstars (our client) requested copies of the minutes of the meeting held in Haddington on 11 August 2022. The purpose of that request was to confirm exactly what had been requested by the Council at that meeting in terms of additional documents.

The meeting minutes were received by email on 22 August 2022, i.e. 4 days' ago.

As you might expect, we are therefore somewhat surprised by your email of yesterday's date intimating that our client has chosen "not to return the documents requested in the timescale given" (the "timescale given" being the day on which the minutes were, in fact, finally sent to and that accordingly, the Council was going to go ahead and consider the funding position without, presumably, waiting for any further documents from our client.

In fact, many of the documents listed in your email of 15 August have, in any event, already been delivered to the Council. Accordingly, with regard to the documents requested, we can advise as follows:

1. We understand from our client that a [redacted] historical and current risk assessments for [redacted] have already been provided. Specifically, the risk assessment documentation was delivered by hand by [redacted] to [redacted] on 15 August 2022 at approximately 10:00 hours and the documentation was delivered by hand [redacted] to the Council offices' reception on 17 August 2022 at approximately 08:55 hours. Please confirm that these have been received by the Council by return;
2. We understand that the GIRFEC paperwork for [redacted] was delivered to the Council at the same time as the risk assessments. With regard to personal plans/All About Me documentation, we understand that these have also been delivered. However, notwithstanding the erroneous reference to them on page 7 of the minutes, please record that these were never discussed or requested during the meeting on 11 August 2022;
3. We are taking instructions and will respond on this point separately; and
4. [redacted]

[redacted] Our client is unable to evidence the latter point as no record was made of this.

Although the printed documents have already been provided, as noted above, we attach both sets of documents [redacted] so that you have these readily available for consideration.

Please note that our client remains willing to assist in any aspect of this matter.

Bright Stars Nursery Group

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Bright Stars Nursery Group | 10007990 | Company No. 10007990

From:
Sent: 15 August 2022 21:35
To:
Cc:
Subject: RE: Documents Required

Good evening

Thank you for your email could I please request a copy of the unadulterated minutes before I respond to the contents of this email?

**Managing Director Childcare & Operations
ICP Education**

Our Mission is to deliver exceptional education and outstanding childcare to our children and families, through our commitment to valuing and developing staff and providing engaging and inclusive environments for all. We will deliver this mission through Our Core Values – Integrity, excellence, team work, dedication, and equality.

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Bright Stars Nursery Group | 10007990 | Company No. 10007990

**Managing Director of Childcare and Operations West
Bright Stars Nursery Group**

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Bright Stars Nursery Group | 10007990 | Company No. 10007990

From:
Sent: 15 August 2022 15:11
To:
Cc:
Subject: Documents Required

Dear

At our meeting last Thursday we discussed several documents/ pieces of information that we require from you. These are listed below:

1. All historic and current risk assessments
2. Personnel Blank/All About Me form this will include risk assessment and evidence of strategies put in place over time and how these have been evaluated to inform next steps for individualised support. As you have cited
3. Evidence that a revised statement to families has been sent out clearly stating that East Lothian Council has not withdrawn funding for children with ASN.
- 4.

I am mindful that you are also dealing with other issues most specifically at Church Street so would be grateful if this paperwork could be returned to me by Monday 22 August. Until we receive this we will be unable to make a final decision about renewing our contract with you therefore it's unlikely that any decision will be communicated until later next week.

Please let me know if you require any further information from us.

Kind regards

Head of Education

**East Lothian Council
John Muir House
Haddington EH41 3HA.**

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