

Coming to Castle Hill Class (Terrific 2s) ...

Families in receipt of some benefits or with the support of a partner agency such as Health Visiting, may qualify for a place in Castle Hill Class (Terrific Twos Service). Children will be offered a place in the term following their second birthday.

...and Calton Hill Class (3- 5 year olds)

Children may be registered for a nursery place in Calton Hill Class from their second birthday. They will be offered a nursery place in the term following their third birthday.

More information and application forms are available from the Main School Office, the Early Years Team or at http://www.edinburgh.gov.uk/info/20014/schools_and_learning



Castle Hill and Calton Hill Class Hours

Full time places Monday to Thursday 9am - 3.30pm and Fridays 9am-1pm.

Part time morning places Monday to Thursday 9am - 12noon and Fridays 9am - 1pm

If your child is going to be absent from nursery please let us know before 9am. At the end of the session please be on time. If you are unavoidably delayed please contact us as soon as possible. The school office can be contacted on 0131 556 3347.



The first few days

Coming to the Early Learning and Childcare classes is a big step for you and your child. The settling in period varies for every child and staff will work with you and plan a gradual settling in programme. The first day is a short visit of about one hour and you should stay with your child. This is an opportunity for you to find out a lot more about our nursery and meet the staff, including your child's keyworker.

It is also important that you are confident that your child will be happy and have the best possible experiences of early education, so don't hesitate to talk to staff and ask any questions you may have.

When you drop your child off

Please use the parents' room to change your child's shoes and store their outdoor clothes and bag with change of clothes on their peg. Help them to self-register and sign their name to say they have arrived in their nursery room.

You must complete the form to say who will collect the. If it is someone new make sure the Early Years Team are aware and have enough information to make a safe handover. If we are in any doubt we will ask the person collecting to wait until we have contacted you.

Collecting your child

When you register your child we ask you to leave details of anyone who may collect your child from nursery. You can add or remove names from this list at any time. Anyone dropping off or collecting a child from nursery must be over 16 years of age.

Without your consent we cannot let a child leave with anyone other than their parent.

Safety and Security

Your child's safety is of paramount importance. We adhere to the guidelines and policies laid down by the City of Edinburgh Council and the Care Inspectorate for Scotland. ***Please close gates and doors in the school grounds and Nursery Building to keep all children safe.***

Buggies

Must be left in the buggy store. Ask a member of staff for the key, but please remember to return it.

Healthy Eating

At Royal Mile we encourage all our children to eat a healthy and well balanced diet. Children are offered a healthy snack in the morning and afternoon.

Please be sure to let us know if your child has a special diet or allergies.

Children clean their teeth each day as part of the Scottish Executive's tooth brushing programme.

Lunches

All fulltime children are provided with a lunch at no cost from the kitchens at the City Chambers. The menu is displayed on the noticeboards in nursery. You may also choose to send a packed lunch in a bag marked with your child's name. We are unable to heat food in the nursery.

Snacks

Children receive a morning and afternoon snack alongside a choice of milk or water. A contribution to the cost if this is to be paid termly via PARENTPAY - you will be sent a unique registration letter to complete this.

What to wear

Your child will take part in lots of different activities, both indoors and out so please ensure that they are dressed appropriately. Clothes should be easy to move in and have fasteners and buttons your child can handle themselves. We will be encouraging your child to be more independent. Please beware that clothes will get dirty and we will be out and about in all weathers. So children will need suitable clothes everyday.

Parents and Carers are asked to provide a pair of indoor shoes for everyday use but NOT slippers or sandals please. We find black gym shoes are best.

A change of clothes, and if appropriate nappies, wipes and nappy sacks, should be left in a bag on your child's peg or in their locker for us to change children after any accidents. ***Please put your CHILD'S NAME clearly in ALL their clothing.***

Visits and Outings

The local environment is an excellent source of learning experiences that include visits to the library, museums, local shops and posting letters or just watching the seasons change. You will be asked to complete an EE2 form each session to cover your child going on local outings. Please check our notice board for details of our visits and sign up to help!



How is my child doing?

If you want to talk to a member of the Early Years Team about your child's progress or any other concerns you might have please do not hesitate to ask for a meeting. Your child's keyworker will regularly involve you in their planning for your child's learning and ask you to share with us anything that is important to you and your child. They will share their work in your child's online 'Learning Journal'. A login for you to use on your tablet, computer and smartphone will be sent to you. You can use an ipad in the nursery too, just ask.

You will also be offered two parent consultations with your child's teacher per year and at the end of each year a progress report will be sent home.

Onwards to Primary One!

Pupils whose 5th birthday falls between 1st March and 28th February of the following year are eligible for admission to Primary 1 on the first day of the autumn term. In November adverts appear in the local press and schools advising you to contact your local school and enrol your child. If you live outside our catchment area but would like your child to attend here you should follow the instructions to make a placing request in the letter. If you have any questions about this please contact our school administrator on 0131 5563347. During the final term of their preschool year there are also many events and activities designed to prepare your child for Primary 1.

Finally...

The Care Inspectorate visit us regularly and we work to their National Care Standards. A copy of our most recent inspection report is available on the Care Inspectorate web site.

Child Protection Guidelines are followed by all staff when there are concerns about a child's welfare. If you have any concerns please speak to a member of staff. There are a range of leaflets on Edinburgh Council's website,

www.edinburgh.gov.uk

We work in partnership with parents and carers. Good communication between our Early Years Team and your family helps us to provide the best early years learning experience possible for you and your child.

Please check out our website www.royalmile.edin.sch.uk, where you will find the Nursery Blog and newsletters which are also displayed on noticeboards or speak to a member of the Early Years Team for more details.

Comments and Complaints

*If you wish to make any comments or complaints, please contact **Nicky Jessop, Head Teacher**, on **0131 556 3347** in the first instance or **Children and Families Team at City of Edinburgh Council, Waverley Court**, 0131 200 2000.*



Welcome to Royal Mile Primary School

Early Learning and Childcare

Our Vision

To provide innovative, high quality learning experiences for all and to promote mutual respect and positive partnerships within a welcoming environment. We want our nursery to be "a braw place to be".

Our Values

The Five Bees - All children in the early years are encouraged to look out for these helpful creatures and model their behaviour on them.



Our Aims

Successful Learners ~ who celebrate all the wonderful things we do.

Confident Individuals ~ who are kind and can relate to others.

Effective Contributors ~ who can communicate and work together but are also independent.

Responsible Citizens ~ with an understanding of Scotland and of different beliefs and cultures.

