



Roseburn Primary School

Parent Information Overview

Starting Roseburn Nursery

Session 2024-25



Updated November 2024



Welcome

We recognise that you as parents are the most important educators of your children. We look forward to working in partnership with you and hope that, as the experts on your own children, you will share your specialist knowledge with us.

We hope that your child's experience will be an incredibly positive and happy one at Roseburn. This booklet outlines some essential information for parents to help you prepare for that important 'first day' at Roseburn Nursery class, and 'beyond'.

We will provide updated information throughout the year on our school website and in HT Weekly SWAYS, as appropriate.

Our School Vision

[Our vision](#) at Roseburn is to develop well-rounded, confident, and responsible individuals who achieve success.

We will do this by providing a welcoming, happy, safe, and supportive learning environment in which everyone has equal opportunities and develops an enthusiasm for learning.

We very much value and appreciate the positive support of our parents, and the wider community, and strive for an open and welcoming environment where we can work in partnership for the benefit of our learners.

School Staff Contacts:

| | |
|------------------------|-----------------------|
| Head Teacher | Mrs Natalie Borrowman |
| Principal Teacher | Miss Jacqui Gardner |
| Principal Teacher (EY) | Mrs Kelly Thirgood |
| Business Manager | Mrs Nicki Swanston |
| School Administrator | Mrs Kirsty Peters |
| Early Years Officer | Ms Moira Whitelaw |

More detailed information about our school can be found in our [School Hand Book](#) and on our [school website](#).

If you need to contact the nursery, please phone tel: 0131 337 6096 or email admin@roseburn.edin.sch.uk and our School Administrator will transfer you through to the nursery team, who will be pleased to help or advise on any questions you may have.



Nursery Hours:

Monday to Thursday: Doors open for drop off between 8.30am – 9.00am

Doors open for pick up between 2.40pm – 3.05pm

Friday: Doors open for drop off between 8.30am – 9.00am

Doors open for pick up between 11.50am – 12.14pm

Please ensure that children are collected promptly as staff have other responsibilities out with these times. Also, please note, legally, no one under 16 years old can collect children from nursery.

Try to ensure your child arrives at nursery before 09:00. If you arrive any later than this, please pop into the school office, in the main school building, to register your child before taking them to the nursery.

If you are running late for collection, please call the school office to notify us.

If someone else will be collecting your child from nursery, please let us know to expect them in advance. This can either be via phone call/ email to the office or by letting a member of staff know at drop off.

Parking

It can get very busy around our setting at the start and end of the day. Please avoid double parking or parking on the yellow zig zag lines.

Trim Trail

You will notice that we have our wonderful trim trail play structure in the main playground outside of the nursery. Children will be offered opportunities to play on this structure at times throughout the week. However, we politely ask that you do not allow your child to play on this after collection, as the playground is still a learning zone for our older pupils.



Welcome Visits

When joining our nursery as part of the August, January or April intakes, children and families will be invited to visit our setting for a 'Stay & Play'. This will take place in the term before your child is due to start. The children will have the opportunity to spend some time in our playroom and garden, meet the nursery adults, and play with some of the toys and resources we have available. Families will have the opportunity to look around the setting, meet and chat to our nursery team and to meet other parents.

Key Worker

Upon joining our nursery, your child will be allocated one of our Early Years Practitioners (EYP) as a key worker. The EYP will make a connection with your child, and you as a family, to support the settling in process and beyond. This enables each of our children to feel secure and have at least one trusted adult within our nursery. It is this member of staff who will meet with you to give you updates on your child's learning and development throughout their time with us.

Settling In – What to Expect

Children learn best when they feel secure and so we ask families to spend some time in the nursery at first, to help them to settle in.

On the first day, an adult will be asked to stay in the nursery with your child for an hour. This could be a parent, grandparent or other family member as relevant to your family context – please just let our staff know who will be staying. The purpose of this is to allow your child to feel confident in exploring our nursery, knowing that you are nearby.

On the second day, you will be asked to leave your child in the nursery for up to one hour. During this time, you are welcome to wait in our staffroom or to leave and return at the agreed collection time.

After the second day, we will suggest the duration of each following session based on how your child is settling. We will review the plan with you daily, until your child is accessing their full nursery entitlement of 30 hours. Our approach to settling in is tailored to each individual child and is responsive to their needs.

We encourage you to leave your child in our care, with the understanding that if they are upset at the point of separation, we will contact you soon after to reassure you that they have settled. If your child continues to be upset, we will contact you and ask you to return to the nursery.



Roseburn Primary School

Our Nursery Team



Mrs Natalie Borrowman
Head Teacher



Mrs Kelly Thirgood
Principal Teacher (EY)



Ms Moira Whitelaw
Early Years Officer



Miss Chelsie Black
Early Years Practitioner



Miss Emma Brown
Early Years Practitioner



Mrs Heather Bingham
Early Years Practitioner



Ms Fiona McNally
Early Years Practitioner



Mrs Namita Pathak
Early Years Assistant



Miss Tiffany Ng
Domestic Assistant



The Nursery Day

You and your child are warmly welcomed into the nursery every day. The front door is opened at 08:30 by a member of staff with whom you can share any important news or updates. Please support your child initially by helping them to put their belongings on their peg and, as time passes, encourage them to develop independence in this task.



Your child will have access to wide variety of learning opportunities and resources every day. These include books, stories, mark making tools, drawing and writing, sand and water, puzzles, block play, arts and crafts, role play, singing and dancing, snack preparation, nature, bikes and scooters, loose parts, mud kitchen, planting and growing, and physical activities.





Snack

At Roseburn we promote healthy eating as guided by 'Setting the Table'. The children have morning and afternoon snack, which is provided. If your child has any food allergies or dietary requirements, please make a member of staff aware. The children will be provided with water or milk during snack times and can access this at any other time during the nursery day.

Lunches

Nursery children are entitled to a free school lunch. Lunches follow a four-weekly rotation, with Mondays always being a vegetarian option for everyone. A menu will be shared with you at the start of each new rotation, or you can obtain information from the school office.

We encourage all of our learners to sit around a table together to eat lunch. They are provided with crockery and cutlery and are encouraged to serve themselves. Once they have finished eating, they are supported to scrape clean and wash their plates.

End of the Day

When collecting your child at the end of the day, please arrive at the same front door. At this point, you will be welcome to come into the playroom to collect your child and have a brief chat with staff about their day.



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Naming Belongings

All items of clothing should be clearly marked with your child's name. If belongings have been lost, please check our lost property box. Please be aware that we encourage all of our learners to engage in play that can sometimes be messy or dirty. We recommend sending your child to us in clothes that are suitable for such activities.

Each day your child should bring:



A small backpack with a change of clothing for any toileting or water play accidents. Please check their bag daily to replenish items. Please do not bring any toys from home, as these can get lost or damaged in nursery. Please do not provide snacks in your child's bag, as we must ensure all children's safety regarding food allergies. If your child is not yet toilet trained, please provide pull ups and wipes.

Library Books

Your child will have the opportunity to borrow a library book on a weekly basis. Your child's keyworker will be able to provide more details on the specific day and routines.

Snuggle Buddies

Your child will have the opportunity to bring home a soft toy 'Snuggle Buddy' and book to share together, on a regular basis. Your child's keyworker will be able to provide more details.

Birthdays

When your child celebrates their birthday, they will be asked to choose a friend to help bake the birthday cake which will be shared at a group gather time. In the interest of healthy eating/allergies please do not send in any food items or toys for distribution. Should you and your child wish to give invitations to other children, please do this out with nursery.

Wet/ Cold Weather Days

At nursery the children have access to the outdoors freely throughout the day and in all weather conditions. Please provide wellies, waterproofs, and warm clothing.

Hot/ Summer Days

In warmer weather please apply suncream to your child before they come to nursery. Please provide a sun hat for your child. You will also be asked to complete a sun cream permission slip and associated form to allow staff to reapply sun cream, as necessary, throughout the day.



Roseburn Primary School

Home Nursery Communication

Much of our communication is by email, either via ParentPay or Learning Journals. Please ensure that you have completed the relevant forms and lookout for the activation emails to ensure you are receiving messages through both of these platforms. At times, we will send home paper copies of specific forms or other items. Please check your child's bag daily for letters. We also use our whiteboard, placed outside the nursery front door, for any daily updates.

Sharing your child's learning

Parents' consultations take place with your child's keyworker across the year. Dates will be shared with you in advance, and you will be asked to sign up for an appointment to suit you. At this consultation, you will be invited to discuss your child's learning and development. This takes place in the nursery during nursery hours.

Electronic Learning Journals

All of our staff share responsibility for observing, tracking and recording your child's development on their online Learning Journal. We encourage parents/ guardians to share achievements and experiences from home through learning journals, too.

Your child and their keyworker spend time once a week in nursery looking at the learning journal. We also encourage parents to look through the learning journals together with your child regularly at home. The school administrator will provide a link with sign up details. Please look out for an activation email shortly after completing the relevant paperwork.

Parental Permission Forms

At the beginning of the year, we will ask you to fill out some consent forms e.g., medical, excursions. These should arrive at your postal address a week or two before your child's start date. Please complete these mandatory forms and bring them along with you on the first day.

HT SWAY

We provide a weekly round-up of nursery news and photos in the HT SWAY. This is emailed out to all families on a Friday afternoon via ParentPay and gives you a flavour of what we have been engaging with throughout the week.



Roseburn Primary School

Absences

Scottish Government policy is to record all instances of absence, through illness or authorised / unauthorised holiday, or lateness. This record is held for statistical purposes and is published annually.

“Every Day Counts” is the basis of our policy at Roseburn. Children who are consistently late or accrue absences of less than 85% prompt the Head Teacher to offer support and monitoring to improve attendance.

Illness

The following website contains updated information on [infectious diseases](#).

If your child is absent through illness, please phone the school, ideally by 8.30am and before 9.00 am on the first day of the absence and share the reason for the absence. Our absence calls are automated. Our School Administrator will phone home to identify the reason if the absence is unexplained.

It is crucial that we have your most up to date emergency contact details, please let our School Administrator know of any changes in phone numbers or addresses. It can be very distressing for children if they are ill, and we are unable to contact parents.

Please note [City of Edinburgh Council policy](#) details instances of sickness or diarrhoea require a 48-hour absence from school.

Holidays

Please email admin at admin@roseburn.edin.sch.uk giving plenty of notice if you intend to take holidays during term time.

Leaving Early

If you need to take your child out of nursery for a dental or medical appointment during the nursery day, please email our school administrator.

Medication Form

If your child requires medication or inhalers in nursery time, please speak to a member of the nursery team and you will be provided with the appropriate medical form to complete. Any medication must be supplied in the dispensing container with the original pharmacy label attached stating the pupil's name, date of birth, name of medication, time/frequency, and route of administration.

Child Protection

We are concerned with all aspects of a child's wellbeing, and we work together with other agencies to ensure the protection of children. We follow guidelines and procedures in relation to child protection. These can be made available on request.



Outings

The nursery children have the opportunity throughout the school year to explore the local community such as Roseburn Park and local shops. We will follow Scottish Government, and Edinburgh Council guidance on updates to arrangements for outings. KIC forms will be sent out at the start of the session asking for medical details and emergency contact numbers.

We sometimes require volunteers to support the nursery on outings and during cultural celebrations. If you have any skills, e.g., work related, cooking/ baking or hobbies you would like to share with our nursery children, we would be delighted to invite you in at your convenience. Please speak with a member of staff to arrange this.

Parents' stay and play

Throughout the year parents/ carers can be a part of our stay and play sessions. These sessions last for an hour and allow you to experience your child's day in nursery. It also enables your child to take ownership of their learning and share with you a sense of pride in their nursery setting. There will be a sign-up sheet located in the nursery cloakroom with available dates.

HT Coffee and Cake

Once a month, all families are invited to join Mrs Borrowman, our head teacher, in the gym hall for coffee and cake. Sometimes these events are themed around current learning and others are more informal.








Roseburn Primary School

Contacting Nursery/ School

We are always happy to welcome you into the nursery. We try our best to speak to everyone informally every day and to share snippets of information with you about your child. We are also keen for you to pass on any information to us about your child that may be helpful to us in supporting them. If you have any concerns, please speak to a member of nursery staff initially or Mrs Borrowman (Head Teacher)/ Mrs Thirgood (PT) through the school admin.

Please note there is no direct phone line to the nursery, please contact admin using the details below to get a message to nursery staff.

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|---|--|
|  | 0131 337 6096 |
|  | admin@roseburn.edin.sch.uk |
|  | www.roseburnprimary.co.uk |
|  | @roseburnPS |
|  | ParentPay |