

Colinton Primary School



Nursery Handbook

2025-2026



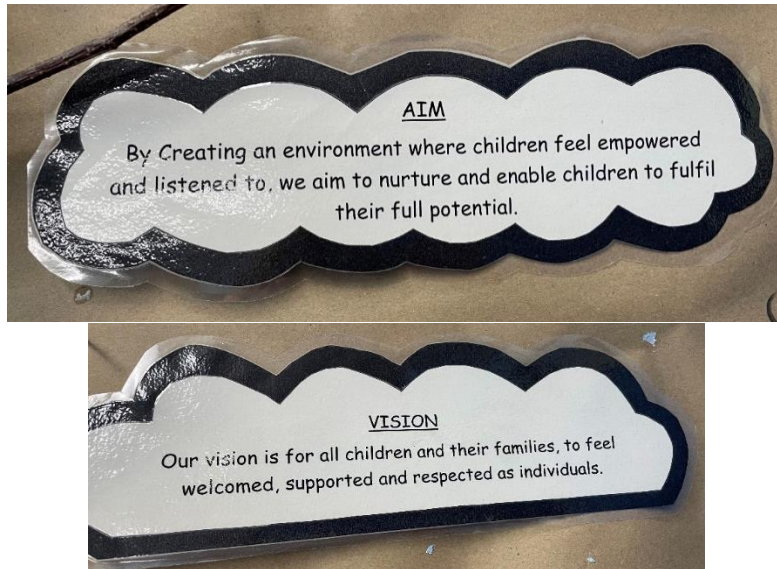
Welcome to Colinton Primary Nursery Class. We hope you find this handbook a useful resource for your child starting and continuing their journey with us at Colinton.

Although this handbook has been compiled in consultation with past and present children and families, we are also keen to hear of further suggestions to include that you might have found helpful. If you have any suggestions, please feel free to speak to the nursery staff.

About Our Nursery

Colinton Nursery Class is based within Colinton Primary School located in Edinburgh, close to both Redford and Dreghorn Barracks.

The nursery Class regularly take part in school assemblies, events and have access to the gym hall, Room to Play and the Room to Grow Garden. We also have a fantastic local community featuring Tesco's, Local playparks, Redford Woods and River and large playing field in front of the school grounds, which we often enjoy.



The Nursery Team

Our fantastic team is made up of a group of individuals who have a range of skills and talents and are qualified within the field of early childhood and education. Although the team individually hold unique abilities and passions, they are all dedicated to the same goal to make nursery the best place to be, focusing on play, nurture, and equality to best support each child in their learning journey.

Within our team we have,

Head Teacher- Mrs Yvonne Moore

Early Years Officer- Mrs Katie Brown

Our Early Years Practitioners are-

Mrs Gillian Gregson

Mrs Vikki McGuire

Mrs Louise Carlisle

Miss Ceire McCathie

Our Early Years Assistants are-

Mrs Izabela Dzikowska

Ms Stephaine Wallace

Our Early Years Domestic is-

Mrs Hannah Kitchen

We also work closely with a range of professionals based throughout the school including,

Additional Support for Learning Teacher- Mrs Kyley Hood

Primary 1 Early Level Practitioner- Miss Lisa Smith

School and Nursery Administrator- Mrs Marie Spowart

Service Support Officer- Mr Neil Wilson

Nursery Hours and Attendance

Colinton nursery Class is registered as a 20-placement term time setting. We offer spaces for children 3-5 years old.

Sessions are:

Monday -Thursday 8.30am-3pm

Friday 8.30am-12.30pm

Children receive FREE snack and a hot lunch Monday- Thursday. On Friday there will be a range of packed lunches available.

We operate a soft finish, and parents/ carers must collect children **by 3pm**. If you are going to be late, please inform school reception on **0131 441 1946**. If you are late, a member of staff will meet you at the school reception with your child.

School and Nursery safety and security

Children are dropped off and collected each day from the small garden gate. This is predominantly due to a VERY small cloakroom. We do however understand new children and some other children may find it difficult to settle and require support from their parents and this is fine. We just ask children who can come in through the gate on their own with the staff do so. This will encourage independence and self-reliance skills.

Everyone's safety is of the highest importance, and we appreciate your cooperation in supporting this by ensuring to lock and secure all through gates on your travels around the school grounds. We also ask that you refrain from being on your mobile phones while dropping off and picking up, so you can ensure that your full attention is on the safety of your child and others.

Illnesses and Absences

If your child is absent due to illness, please call school reception by 9am.

If we have not heard by this time, school staff will phone to determine reason for absence.

We follow our infectious Disease policy and exclusion periods apply.

Settling In

Each child is unique and will approach transition in their own way, which might differ from others. Some contributing factors that may affect your child's settling in are, recent changes, illnesses, previous experience of separation and childcare, age etc.

As a team we recognise everyone's experiences are different and we work with each child and their family to offer the best support.

We view transition as fluid and ever evolving, as such we take the child, and families lead regarding a pattern that best supports them. As a guide we aim to build up sessions generally over 3 days, these may look as follows:

Day 1- You and your child are invited to attend a **1-hour** induction session. During this time, you will have the opportunity to meet staff and become familiar with the nursery environment. If appropriate some parents / carers might be able to leave for a short period of time.

Day 2- We aim for your child to attend a short time on their own to help build their confidence. This can be from 1 hour to a full half day session.

Day 3- We aim to offer a full day session if appropriate. Please bear in mind that some children might find transition into nursery easier than others, but nursery staff will do all they can to best meet the needs of parents/ carers and children.

Arriving and Leaving

We always encourage children who can, to dress and undress themselves in an unhurried manner and therefore we appreciate your understanding and patience during this process.

Only Adults over 16 years are permitted to collect children and we ask that if someone different is collecting you must make nursery staff aware. Care plans should include details of any adults not permitted to collect.

We also have a self-check in with named stones so children can begin to develop their pre reading skills.

It is crucial that parents and carers picking up or dropping off DO NOT do so while using mobile phones. Not only might staff need to discuss a handover but we also need your full attention to ensure the safety of your own and other children.

Clothing and Footwear

We spend a lot of time outdoors in all weathers, playing in water and mud. This is often messy play as you can imagine. Please do not send children in clothing and footwear that is too precious. We have a supply of welly boots and waterproof trousers but if you have your own, please provide these. In wet and winter months it is a good idea to have your child ready for playing outside. As traditional Scottish winters tend to be cold, please ensure your child has gloves, scarves and hats when required. Equally in summer, please ensure you provide a sun hat and suncream with your child's name on it. Please note we must have permission to apply suncream which is detailed in Care Plans.

Outdoor Learning

We are currently using the Room to Grow (large outdoor space) every day of the week. It is useful to have outdoor clothing available to your child on their pegs. We have a small supply of waterproof trousers and welly's which children can borrow.

What Should I bring to Nursery?

It would be helpful to include the following:

- A full change of clothes, including socks and pants
- Nappies and wipes (if applicable)
- A water Bottle
- **Summer - named suncream and sun hat**
- **Winter - Wellies and Waterproofs (jacket essential)**

PLEASE ENSURE ALL ITEMS ARE LABELLED WITH NAMES AND CLASS.

Lunch and Snacks

In nursery we provide a morning and afternoon snack as well as a hot meal at lunch time. We follow the practice document 'Setting the table' to influence our food options to enable a healthy and tasty balanced diet.

Our snacks and lunches can be adjusted to meet dietary and religious requirements. If your child can not have a particular food, it is our policy that you must complete a dietary form to ensure snack and lunch can be adjusted by our catering department. If we do not receive these forms, we are unable to guarantee your child will not encounter allergens. Make sure to discuss this with the nursery staff.

Children DO NOT require a packed lunch from home, however in some circumstances a lunch from home can be supported, please speak to nursery staff if you feel this is applicable to your child.

Snack

We have milk and water, a piece of fruit and another item of food each morning and afternoon. These are 'rolling' which means children are welcome to come and go when they decide within the 1-hour slot. Staff will encourage children to eat and drink and will inform parents/ carers if we identify any concerns.

Lunch

We offer a hot meal, provided from an offsite kitchen. We publish menus on our twitter page so make sure to look out for these. If you do not use twitter staff can provide a digital copy via email so, please just let them know. Lunch is also rolling and offers a smaller, calmer, and more enjoyable lunch experience.

Birthday Treats

If families wish to hand out birthday cake, we ask you do this at the end of day so individual families can make their own decisions. This ensures dietary requirements are upheld. Please note nursery provide a special day for your child on their birthday by baking and having party games so please do not feel sweet treats are necessary.

Toys and Personal belongings

We advise toys and personal belongings **DO NOT** come into nursery. However, we recognise that some children may need an object from home to help transition. If this is the case, items are welcome,

however staff will begin to return items to the toy box when children no longer need them. It can be upsetting for others and cause some conflict if toys and personal items become permanent objects in nursery or are accidentally damaged or lost. On arrival children will be encouraged to place any toys or items from home in our toy box which they will be able to see while in nursery and get back on their way home.

Better Relationships, Better Learning, and Better Behaviour

Within the City of Edinburgh Council, we have a consistent approach to managing and promoting positive relationships and behaviour.

Please see attached a copy of our policy,

https://cityofedinburgheducation-my.sharepoint.com/personal/9084363_ea_edin_sch_uk/Documents/Policy/Better%20relationships,%20better%20learning%20and%20better%20behaviour.docx

Learning through Play

We recognise the importance of play, and in Colinton we aim to provide a welcoming and nurturing setting where children can learn and develop through a wide range of play experiences and spaces. As well as using the Early level within the Curriculum for Excellence to guide our practice and support positive outcomes for children, we also use Realising the Ambition. We aim to create holistic and play rich interactions, experiences and spaces while keeping the child at the centre and planning and observing responsively to each child's needs and interests.

[What is Curriculum for Excellence? | Curriculum for Excellence | Policy drivers | Policy for Scottish education | Scottish education system | Education Scotland](#)



[Realising the ambition: Being Me - Play Scotland](#)



Getting it Right for Every Child

GIRFEC is the national approach in Scotland working to improve outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people. It supports them and their parent/ carers to work in partnership with the services that can help them.

Every child and young person now have a Named Person. This person is the main point of contact and support for your child and your family.

Named Person- Health Visitor

If you or your child need any extra support regarding wellbeing, your Named Person will work with you to plan and if helpful, bring a group of professionals together to offer support. This is known as a Child Planning Meeting (CPM).

This "Team" could be made up of family members and friends as well as workers who can offer support. The aim will be to sort out any problems or concerns before they get any bigger.

People working with your child will sometimes need to pass on information to other professional staff that might be involved in offering services or advice to plan the best possible support. Someone will check with you and ask for your agreement.

Wellbeing Buddies - Play Scotland

In nursery we use the wellbeing buddies to promote positive behaviour and relationships. We find this is an effective tool in teaching the rights of children.

The wellbeing buddies are from the national approach of GIRFEC and represent the 8 wellbeing indicators.

We use certificates and stickers to acknowledge when someone has effectively embodied the wellbeing buddies and weave these characteristics throughout our day.

<https://www.playscotland.org/resources/play-well-pack/>

English as an additional Language

Throughout our school, there are many pupils for whom English is not their first or home language. We use the EAL service to support children and families whose first language is not English.

The EAL service uses inclusive approaches to ensure all learners from minority ethnic backgrounds are supported to access the curriculum and to fully participate in nursery life. For more information, <https://aslserviceedinburgh.com>

Communication

At Colinton Nursery we use a range of resources to communicate with parents/ carers and family members.

1. We have e-learning journals which every child will have the opportunity to sign up to when they start nursery. This online system allows a two-way communication between nursery and home, where staff upload photos and observations of learning and experiences.
2. We communicate via group call where you will receive emails from the school account.
3. We encourage all parents and carers to feel free to speak to staff daily.

Contact Us

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