

bienvenue

French

Welcome

English

स्वागत

Hindi

fáilte

Irish/Gaelic

Willkommen

German



歡迎

Chinese

ברוכים הבאים

Hebrew

خوش آمدید

Urdu

bienvenidos

Spanish

Information

স্বাগতম

Bengali

benvenuti

Italian

ਜੀ ਆਇਆਂ ਤੂੰ

Punjabi

Newington Nursery

Mission Statement

'Learning and thriving together in our community'

At Newington Nursery we are committed to providing:

- An environment where all children feel safe, nurtured and included.
- A stimulating national curriculum; Providing breadth and variety of learning through play.
- Support and challenge, to help each child achieve their full potential and become confident and successful learners.
- A shared community where parents feel welcomed and involved.
- A committed team of friendly, experienced and qualified Early Years Practitioners.

The nursery has a website that you can view at www.newingtonnursery.co.uk where you can read previous families remarks about the group and you are also able to view inspection reports on the group at www.careinspectorate.com following the links to inspection reports, and then choosing "Day Care of Children" and service name "Newington Nursery" and use our postcode "EH9 1TQ", to reach our reports.

Welcome From Newington Nursery Staff Team

The nursery is in the voluntary sector and is managed by the parent management board; volunteer parents voted into post by the parents using the centre at any particular time. You can take part in this management and find out who these people are by looking out for details on the notice board.

The staff work closely as a team and are willing to meet with you to discuss any matter at any reasonable time and arranged on your request.



Mrs Sajjad (Naghmana) is our nursery manager who joined us in Feb 2022. Mrs. Sajjad has been working in early years sector since 2010 and have worked in different nurseries both in private and public sector in



Mrs McMillan (Clair) is one of our Practitioners. She started working with children in nursery in 2015 as a volunteer and joined the staff team in 2016. She is qualified with an SVQ3 in Social Services, Children & Young People



Ms Oliver (Kym) is one of our Practitioners. She has been working with children in nursery since and is qualified with an SVQ3 in Childcare and Education.

Mrs Thompson(Liz) is one of our Practitioners. She has been working with children in nursery since 2021 and is qualified with an SVQ3 in Childcare and Education.



Mrs McDougall (Helen) is one of our Practitioners. She has been working with children in nursery since 2006 and is qualified with an SVQ3 in Childcare, Learning & Development.



Mrs Walker (Isi) is one of our Practitioners. She started working with children in nursery in 2019-2022 and prior to that was a staff member of Mayfield Salisbury playgroup before it closed. She is now



Ms Ivic (Catherine) is one of our Practitioners. She has recently joined us and is a qualified teacher.



Mrs. Villena (Maria) is one of our Practitioners. She has recently joined us and is a qualified nursery staff.



Mrs Boyle (LeeAnne) is our Childcare Administrator. She has been in this role from 2019 but has been involved over many years as a parent of children whose early learning was in the nursery, and also undertook roles on the Board.

Settling your child

In order to help children settle into nursery happily the staff liaise with you closely as we recognise that a parent knows their child best. **We have adopted a routine, which has proved successful, but is very flexible and can be adapted to individual needs**, taking into consideration that there may be other children starting at the nursery at the same time.

It is best if you can stay with your child for at least the first day because even if they have been away from you before, we are still strangers to them and the playroom is new territory for them. Please remember that when you do leave them for the first time that it will only be for a very short time. If your child shows confidence in their situation this may develop straight away to being left for nearly a whole morning. However if there is any doubt on the part of the child or you as their parent, the process can be much slower, leaving the child a longer time each day until staying the full time. Once this process is started it is best for your child to go home when you return so that they do not associate being in nursery with having you present at this early stage. They will also go home with happy memories of their time spent playing and will look forward to their return the next time before tiredness takes over.

When staying with your child at the beginning, introduce them to the different areas of the nursery by joining with them in their play. However, once they become comfortable with it, sit in a place where they can see you and let them investigate by themselves, thus building up their confidence.

The cooperation between you and the staff will hopefully result in a swift and happy settling in period for every child who comes to the nursery but any problems that you have may be discussed at any time.

Fees

The nursery has a phased intake of children to ensure everyone settles well and each child is given a particular start date, but please note your nursery fees cover the whole year, irrespective of this, since each place has been allocated and held for you. Days when your child may be absent due to illness or holidays, or days when the nursery may have to close unexpectedly due to unforeseen factors are also not deductible and we therefore require and will invoice for the fees in total without any adjustments.

Funding available from the Local Authority can be claimed from the start of the term after your child's third birthday. Funding payments are governed by specific criteria stipulated by the Council. This will allow you to have a place where the fees charged for upto 1140 by this nursery can be met by the Council payment, **PROVIDED YOU ADHERE TO THE REQUIRED CRITERIA SET OUT BY THE COUNCIL and this centre.** The number of days at 6hr 15 mins that the nursery provides totals 1140hrs.

Self funded place

For children who are eligible for funding but choose to use it at an alternative facility the fees you will be charged are the same as that funding level, which is set by the Early Years Dept and is at present £5.42 per hour. This means that to cover 1140 hours of provision £6178.80 per year is paid to us, as your funding to meet fees for a full five session place (part week places pro rata). This is paid in instalments three times per year based on terms.

You will receive an invoice for fees, and these will be issued 3 times over the year near the start of each term, approximately in Sept/Oct; Jan/Feb and Mar/Apr to help you budget. **Please pay preferably by bank transfer to the account detailed on the invoice, or seek alternative instructions about payment should you not be able to use that method.** The fees may also be paid with Nursery Vouchers that you receive through your employer. The nursery has accounts set up at present with several schemes, which are noted on your invoice, and it is at the discretion of the Board whether to consider requests to pay by voucher if wishing to use any other company. If you do have any queries or problems regarding paying your fees please contact the Childcare Administrator or the Treasurer and if there is financial difficulty demonstrated, some assistance may be available at the discretion of the Board. It may be possible to pay fees in instalments, after discussion with the Treasurer. Please do not raise the topic of fees with the staff, as this is not part of their duties.

Please contact LeeAnne Boyle, the Childcare Administrator for guidance as soon as you consider any changes to your child's attendance or want to change your claim at all. She is occasionally in nursery at the end of the morning or alternatively can be contacted on the group email admin@newingtonnursery.co.uk or newingtonnurseryeh9@gmail.com

If you wish to withdraw your child from the nursery, you should give 4 weeks term time notice. If you fail to do this you may have to pay fees up to that period if another child cannot fill the place immediately.

There is a non-payment of fees policy in place, which can be viewed in the policy folder

THE FUNDING SYSTEM

BACKGROUND

The Council's nursery schools and classes record their children's information on the NAMS/SEEMIS system, which is used by many authorities throughout Scotland, not only by their own centres, but also by their partner nurseries. This means that all information is recorded on the same system, enabling duplicate applications to be easily identified. It also offers greater checks and balances in respect of the payment of funds.

This group, being a partner nursery is currently using the Nursery Application Management System (NAMS) part of the system. Each child is allocated a personal identification number based on their birth certificate, which is why we needed to verify these on enrolment. Should you have used the Council preferred birth certificate ID at this centre and a passport at an alternative choice facility there may have been a conflict on the system for us to sort out, so that may have meant more dialogue in order to register your child on the system through this nursery. The NAMS system also automatically calculates the Early Learning & Childcare funding payments, which will only be released when an authorisation code has been confirmed and entered into the system by us. Once your child is linked to Newington Nursery and noted that you wish to claim funding the process is as follows -

NAMS SYSTEM

We receive our funding from the council in three instalments throughout the academic year.

This system entry is also your child's details online that are passed on to your child's primary school or any other centre you may choose to move to, so the details have to be accurate.

It is therefore vital that you keep the Childcare Administrator apprised of any change to your address or any other contact details as well as any changes to the claim you wish us to make on your behalf at any time. You also need to confirm in writing which primary or alternative centre you move them to, to enable their details to be released to the correct place.

Please do this by email to admin@newingtonnursery.co.uk or newingtonnurseryeh9@gmail.com, in addition to informing staff to update the details in nursery.

You MAY receive a letter from the Council, noting the number of hours etc that has been claimed by a centre that you are claiming funding through as further verification.

Remember, remember!

- ❑ **Nursery begins at 8.15am and finishes at 2.30 pm (9am-12.20pm for part time children)**. Please be prompt when collecting your child. The staff use the short time at the end of the day to organise for the next day so please take the children home whenever the session is finished even if they would like to play longer!
- ❑ Under NO circumstances will the children be allowed to go with anyone other than their parent/carer or other named person. On the first occasion of a totally new person collecting your child it is best to tell the staff yourself. This all helps ensure the safe return home of your children.
- ❑ Please try to discourage your child from bringing personal possessions, as they may be forgotten, lost or create jealousy. However we can accommodate for comfort objects and encourage any brought to be safe. We also have some themes used to motivate play and discussions, and in connection with these, items brought by the child are welcomed for the other children to see at shared time. It might be an idea not to bring any really treasured items.
- ❑ Arrival at nursery every morning follows a set pattern of the child putting up his/her name on the board. Even if the child does not recognise their name and needs your help, it is important to carry out the task. Please encourage your child to take their coats off and put them on your child's peg, change their shoes for indoor play and wash their hands.
- ❑ **Remember to check your Email Inbox regularly for nursery information** – check that you can accept emails from admin@newingtonnursery.co.uk or newingtonnurseryeh9@gmail.com and that they don't end up in your Junk box. You can also get in contact with us by sending an email to that address at any time **but text or phone to the nursery mobile if it is about that day**. **Take note of the nursery mobile NOW** (see later in booklet)
- ❑ Keep watch on our notice board. This along with the whiteboard is sometimes our only way of informing you of something.
- ❑ **If your child is ill or will be absent please text preferably or ring the Nursery mobile number by 9a.m.**
- ❑ Remember the nursery premises are completely NO SMOKING
- ❑ There is metered parking on West Mayfield and up South Gray Street.
- ❑ If you are not the prime carer while your child attends this nursery please ensure that the person who will be dealing with him/her in this situation reads this information booklet as well as yourself.

Nursery Policies

The nursery operates using various policies as our guidelines. Please ask if you wish to read them – please also ask for advice if you are unsure about any of them.

Curriculum for Excellence

How many times do you ask your child 'What did you do at nursery today?' and the reply you get is 'just played!'

Early Learning & Childcare is learning, exploring and having fun while playing. Your child will be encouraged to do all these things with friends and on their own, choosing from a wide range of experiences and activities.

Staff create opportunities for play and learning to help your child's all-round development. They talk sensitively to children. By getting to know your child well, staff work with parents and carers to lay the foundations for learning.

Throughout Scotland, children from 3–18 will experience learning through Curriculum for Excellence. In Edinburgh, all centres implement this curriculum. The purpose of this curriculum is to ensure that all children should become:

Successful Learners

with:

- enthusiasm and motivation for learning
- determination to reach high standards of achievement
- openness to new thinking and ideas

Confident Individuals

with:

- self-respect
- a sense of physical, mental and emotional well-being
- secure values and beliefs
- ambition

Responsible Citizens

with:

- respect for others
- commitment to participate responsibly in political, economic, social and cultural life

Effective Contributors

with:

- an enterprising attitude
- resilience
- self-reliance

Children start learning from birth and have already learned an immense amount before they start nursery. Much of what your child learns will happen through play and their interaction with other children and adults.

The curriculum should provide the support, structure and direction to children's learning so that they develop in all of the four areas. Your child will benefit from the experience of being in the nursery and it will help him/her get ready for starting primary school where the curriculum will continue to be implemented.

Curricular Areas

Your child will experience a wide range of learning opportunities and experiences in eight curricular areas and these are outlined below.

- Expressive Arts
- Health and Wellbeing
- Language and Literacy
- Mathematics and Numeracy
- Science
- Social Studies
- Religious and Moral Education
- Technology

When talking about the curriculum offered in the nursery it is important to reiterate that we value all the knowledge that your children bring with them. They have already learned a great deal about the world around them before coming to us. We use this knowledge to build on your child's learning in the nursery. Staff will be glad to talk to you about what your child is learning in the nursery, both informally and formally. We recognise the value of working with you to contribute to all that you are already doing to give your child the best possible start in life.

We value parents as the child's first educator and **we encourage you to play a full and active role in your child's education** whilst at Newington Nursery. Through our shared responsibility, we can make decisions together that ensure your child is given the best possible start in life.

It is well recognised that the best way for children to learn is through the medium of play. In the nursery we support each child's development by following a process-orientated, play-based curriculum. Put simply, this means that we provide a wide variety of play experiences based on each child's interests. All of these experiences are to facilitate and support certain aspects of the child's development. Learning occurs as the child experiences things for themselves.

It is not the final outcome of the experience that matters as much as how the child arrives there. For example, it is not really important whether or not a painting is what an adult considers to be an 'accurate' representation. Rather, it is important that the child is developing pre-writing skills through representation on the page and refining their hand-eye-co-ordination and fine motor skills. When the children learn in this participatory way, it is not only an enjoyable experience for them but also a lasting one - the discoveries and understanding that they develop will stay with them throughout their schooling, providing a sound foundation on which to build their learning.

A child's progress cannot be measured on results alone, but rather on the skills and knowledge they are developing and refining throughout the year.

Further information on Curriculum for Excellence can be found on the website links

<https://education.gov.scot/scottish-education-system/Early%20learning%20and%20childcare>

and

<https://education.gov.scot/parentzone/learning-in-scotland/About%20the%203-18%20curriculum>

Assessment for Learning

In Newington Nursery, Personal Learning Planning is online in their Learning Journal, on a secure software system that many nurseries including Council nursery schools and classes all now use

Personal Learning Planning What is it?

- It is a profile of your child's learning and achievements at home and at nursery
- It brings parents and nursery together to support your child's development and progress
- It provides an opportunity to celebrate and record your child's achievements in all areas of their life
- It supports your child's transition from stage to stage

The process of personal learning planning naturally creates a record of progress. Our children can discuss their learning and progress with adults and peers. This helps them to identify strengths and next steps in their learning. Because it is essentially child-centred, personal learning planning helps staff to become increasingly aware of the achievements and needs of all the children.

Personal Learning Planning What can I do to help?

- Value and praise your child's achievements
- Take time to look at the Online Learning Journal with your child
- Attend meetings to discuss and share your child's progress

Staff will regularly photograph and observe your child, with this information being entered into their Online Learning Journal, which your child and you have regular access to, **once given secure access information.**

Staff will be glad to talk to you about what your child is learning in the centre, both informally and formally. We recognise the value of working with you to contribute to all that you are already doing to give your child the best possible start in life. **In addition to organised consultation appointments twice a year** you can discuss the Online Learning Journal or your child's development at any time with the staff, if you ask to make an appointment to do so.

Please do take a little time to share the Online Learning Journal with your child – it is a precious memento to treasure and supports the transition of your child to school. Please don't look at it as a chore – look at it as a very positive link between home and nursery following on to school. You can also take a pdf file of the whole journal when it is time for your child to leave so that you can have it as a memento & since it will be deleted from online and your access at some point. Ask staff how to do this if you wish to do it and cannot.

Participation in a Community Nursery

Our community nursery is a charity run by the parents for the benefit of all the children. Any voluntary organisation is dependent upon its members having commitment to it and being prepared to give some time voluntarily for the benefit of all members. Your nursery is a charity run by you the parents for the benefit of all your children and sharing the work within the group is a way of enabling as many people as possible to share in the decisions while taking on as much as they feel able to.

The nursery cannot exist without its superb loyal staff or its employers who are the parents; particularly those who volunteer to go on the Board. The Board takes decisions about the management of the group and **we vitally need your support and willingness to take a post to be able to form a Board EVERY year by taking a turn.** All parents/carers are also needed to join together and share other tasks. **ACTIVE PARTICIPATION IS AN INTEGRAL PART OF OUR NURSERY.**

This participation can be made in many different ways and can fit around various personal circumstances of the parents involved in the group. Parents who work could attend evening meetings to make decisions about fundraising and be available to help at weekend fundraising events. Parents able to be in nursery on a morning can volunteer to share a skill or go on outings with the children or be available to take part in decision making.

Community nurseries, which are managed by the parents also benefit in many ways when parents or carers can offer to share their skills – perhaps playing an instrument or as a visitor relating about their jobs to the children.

Some other small ways you may be able to help:

1. Can you play the piano or any other musical instrument and give us an hour of your time?
2. Can you help accompany the children on outings or on a library visit? The more you can help, the more we can go out.
3. Do you have access to large sheet computer print out, of a size that would be suitable to use for painting? (It can be used on one side.) *We could use it!*
4. Do you have access to computer sticky address labels? *We could use them!*
5. Do you have any “connections” that could provide us with free paper or card, both large and small pieces?
6. Do you enjoy sewing? Make us some dressing-up clothes or mend any of the well-used fabric items.
7. Are you or your partner handy DIYerswe can always find tasks for you!
8. Will you show willing to wash some toys?
9. Do you enjoy gardening?

Any form of help you can give enables the nursery to provide a bright, inviting, safe environment for the children to play in and have fun developing to their full potential. Please let us know **TODAY!**

THIS NURSERY CAN ONLY EXIST WITH COMMITMENT FROM EVERYONE.

Our nursery has a system in which people know what is acceptable and there is a secure framework which is understood and in which we can all work together.

The framework for our community allows the group to function effectively, to lay a basis for acceptable behaviour within the group. Nursery, as any other organisation, has to have rules. Some of these are designed for the child's own safety; others are to do with the children's behaviour towards the group's property and towards one another. Obviously children cannot be allowed to hurt themselves or one another, nor to inflict wilful damage on the group's equipment. The children are also involved in the rule making process so that they can have ownership of them.

Children come to understand the need for self-discipline. Everyone is treated as an individual whilst encouragement is given to them to be aware and appreciate how their actions affect others.

When dealing with a situation involving a child in nursery we aim to:

1. **Be Consistent:** If it was wrong to do it yesterday, it is wrong to do it today.
2. **Be Fair:** Children, like adults, expect to see justice being done.
3. **Be Friendly:** Accept the child as he is and give help and praise to help him achieve a good self-image.
4. It must be possible to explain **why** a rule applies e.g. "It's dangerous".

The following guidance is to cover important matters, which preserve the safety and well-being of all users of the nursery.

- a. Running indoors is to be discouraged.
- b. A sensible number of children around an activity is to be maintained.
- c. Sharing is to be encouraged at all times.
- d. Nursery equipment must be respected and looked after.
- e. Hitting or other physical or verbal abuse towards children is to be dealt with immediately in the manner below by either the staff or parent helper.
- f. Children will be taken to one side and staff will explain gently, but firmly why any such behaviour is unacceptable as soon as it occurs.
- g. Smacking in nursery, whatever the circumstances, is not acceptable. Nor are any other forms of discipline, which involve fear, threats and humiliation. Children will not be physically restrained unless by not doing so would put the child in danger.

As a parent you are asked to respect these guidelines, whatever your own feelings on discipline within the home.

Contacting Nursery

The nursery phone is a mobile phone as there is no landline into the Church hall. Primarily it is for the staff to phone a parent, a doctor or an ambulance in the event of an emergency. You are able to **text or phone** this number for informing us of any absence or if you are unavoidably detained and cannot reach nursery in time to collect your child e.g. car breakdown or accident.

If your child is ill or absent on any day it is necessary to inform the nursery. You can do this by texting preferably, or phoning the nursery mobile, or sending a message with another parent. It is also vital to know if there is an infectious disease as this may have repercussions on others' health including adult staff or parents. If your child is to be absent, either for family commitments or holiday can you please inform the staff in advance or on the day? **Nursery operates a policy that if any child misses a morning without explanation the staff will need to contact the family to see if there is any cause for concern, which takes up staff time, so we do ask that you are diligent in informing us first. This is based on guidance from the City of Edinburgh Council to ensure all children and families are safe.**

Do text but if phoning do let the phone ring quite a long time to allow for someone getting to it. Sometimes it goes to the answer service if the signal is bad but please try again --- DO NOT LEAVE A MESSAGE unless you absolutely have no alternative, as it may not be heard until the next day.

The nursery telephone number is 07847 504 002

The staff are always willing to chat with you about your child after the play session if you have any problems or are worried about any matter. We would just ask you to make an appointment if you wish to do this.

Please try to follow these guidelines. Thank you for your cooperation on these points.

Medical Information – this is very important – please adhere to this guidance!

Once your child starts nursery it is unfortunately a matter of fact that they will come into contact with many viruses as part of this stage of their lives. You might think that your child is just “out of sorts” on a nursery day and you do not see any definite symptoms that would be a reason not to send them. However you should be aware that they should not come unless they are in full health to cope with such an energetic morning. This is also for the wellbeing of others as there are viruses that are contagious before they have full noticeable symptoms e.g. Slapped cheek or Parvovirus. This does not have the noticeable symptom of the red cheeks until after the contagious stage but ideally pregnant mothers should not be exposed to this virus so it is important that if your child appears out of sorts that you keep them at home.

YOU SHOULD KEEP THEM AT HOME FOR A FULL 48 HOURS AFTER THEIR SYMPTOMS FROM ANY ILLNESS PASS particularly any tummy/gastric virus.

This is to allow them to be completely clear of the illness and prevent it being passed around the group, including the staff members. It is also for the wellbeing of your own child who may have a lowered resistance and pick up some other virus.

We acknowledge that it is difficult, especially if the child asks to go, but we need you to be extra sensitive about this matter for the sake of others. You could do something nice with them at home, allowing yourself the opportunity to check on their fitness to be able to cope with a tiring nursery morning thus reducing the possible call to come and fetch them because they are not coping.

In the case of infectious diseases e.g. chickenpox we require you to inform the staff as soon as it is diagnosed to enable us to inform other parents to be vigilant about their own child and consider health matters of some susceptible individuals.

On any occasions **when your child is absent** either through illness or family activities/holidays **you need to let us know**, as we operate a policy that if we do not hear from you, either by informing us beforehand; phoning the nursery mobile or sending a message with another parent, we would have to check everything is alright at the family home, which uses up staff time. This is based on guidance from City of Edinburgh Council.



Newington Nursery

This Centre is committed to working in partnership with parents. As well as constantly striving to build children's self-esteem and confidence, this centre places a high importance on the safety and protection of children. The centre has in place Guidelines that all staff must follow where there are any concerns about a child. Should any parent wish to see the Guidelines these are available in the policy folder and are available for you to view every day – you have signed on your enrolment form to say you have been given the opportunity to do so.

Additional Support Needs:

An additional support need comes from anything, which is a barrier to learning. The education authority has many legal duties towards children with additional support needs. Information about this is contained in a booklet called *In On The Act: Information For The General Public* which is published on the education authority website at

www.edinburgh.gov.uk/inontheact - or contact the additional support for learning team on telephone number 469 3444

Grievance Procedure: If, once your child starts at this nursery, you have any reason to feel unhappy about any matter, you should bring this to the notice of the Chairperson of the Parent Board at the time. It would then be dealt with by the Parent Board who would endeavour to solve any problem. If satisfaction were not received on your part in any serious matter, you would be asked to take your point to an independent arbiter. This is:

Care Inspectorate
3 C & D South
Victoria Quay
Edinburgh
EH6 6QQ
Tel: 0345 600 9527