



City of Edinburgh Council Early Learning and Childcare Handbook



Session 2024-25

Working together to ensure that all our
children have the best start in life.

“We want to ensure all our children have the best start in life. They are all Edinburgh’s children and we want them to be happy, well cared for and have the highest quality opportunities to have fun, play and learn.”

Table of contents

How to contact us	Page 2
Introduction- message from Donna Murray	Page 3
Supporting Quality	Pages 4- 9
Guidance & Resources to support ELC	Pages 10-12
SSSC: Information & Resources	Pages 13-15
UNCRC 2024-25	Pages 16-18
Accessing support EP & ASL	Pages 19-25
Links to Supporting Family Learning	Page 24
Early Years CLPL	Pages 26-28
ELC Settings Contact Details	Pages 29-41
Operational Information including NAMs	Pages 44-47

How to contact us

In addition to this Handbook, we have a dedicated Teams platform where all of our guidance and resources are stored for settings to access. We also communicate through our regular Early Years newsletters, keeping settings constantly informed about the latest information and guidance, both from local sources and on a national level.

We are dedicated to providing you with the necessary tools to thrive and ensure the highest quality Early Learning and Childcare for all Edinburgh’s children.

If you need to contact the Early Years Team for support, please email directly to:

EarlyYears@edinburgh.gov.uk your email will be passed to an officer who will then contact you directly.

Welcome to the Annual Early Years Handbook

This comprehensive guide has been designed to provide essential information, guidance, and support for the exciting journey through session 2024-25. Our aim is to equip you with the information that will support you to provide our children with a safe, stimulating, and nurturing environment where children can explore, learn, and grow.

Here are a few development areas you can look forward to hearing about this session:

Improvement Projects

Improvement Activity	This is how we will do it
Attendance in early years settings.	Work with parents and carers to highlight the benefits of children accessing their full funded entitlement to Early Learning and Childcare
Parental engagement and involvement	Develop a parental engagement and involvement delivery plan.
Reducing Health and Wellbeing inequalities	Work together with health professionals to address inequalities related to speech and language and social development.
Developing our workforce	Introduce creative approaches to leadership development for our senior staff.
Quality of provision (Exemplary ELC and Flagship FK)	Create 4 workstreams to take forward improvement work in the quality of children's experience, environments, leadership and staffing in our settings.

As we embark on this new session, let's remember the incredible impact we can have on the lives of our children and their families. Each smile, each word of encouragement, and the experiences we provide can contribute to positive outcomes for all. Your work lays the foundation for lifelong learning and has a lasting impact on the lives of our children and their families.

Thank you for your commitment to excellence in early learning and childcare.

Donna Murray

Head of Education (Early Years, Parents and Operations)

Supporting Quality – The Golden Thread

At the core of the Early Learning and Childcare expansion is a deep commitment to providing high-quality provision and enriching experiences for our children. As we continue to advance and broaden the scope of funded ELC, our unwavering priority remains focused on maintaining high Quality as the guiding principle, benefiting all children in Edinburgh.

The vision for Early Years in Edinburgh focuses on our children:

To ensure all our children have the best start in life. Their voices are heard, they are happy, well cared for and have quality opportunities to have fun, play and learn.

(UNCRC Article 6)

At every level, we use self-evaluation to effectively identify areas for improvement and prioritise them accordingly. Within all Early Learning and Childcare settings, reporting on the standard and quality of provision has been a longstanding core activity. Annually, we carefully review and report on our self-evaluation findings, establishing priorities for improvement, all of which are documented in the SQIP (Standard and Quality Improvement Plan).

In order to uphold quality assurance in line with the National Standard introduced in August 2021, our main tools are the HGIOELC (How Good Is Our Early Learning and Childcare) and the Care Inspectorate Quality Framework.

We remain focused on ensuring that Edinburgh's children receive the high-quality early learning and childcare they are entitled to. Quality remains at the heart of our delivery is the central focus of our ongoing improvement plans. Over recent years, all ELC settings have displayed remarkable flexibility, creativity, and adaptability in overcoming challenges, and these qualities will continue to support our future planning.

Our commitment to Equality, Equity, and Inclusion is evident in our improvement plans. Furthermore, we are determined to continuously improve and develop our learning environments (Interactions, Experiences, and Spaces) and pedagogy. These priorities together demonstrate our commitment to providing an inclusive, equitable, and innovative Early Learning and Childcare experience for all children

*“To give our youngest the best we must strive to be at our best. And to do this it is important for us as a workforce to look after ourselves and each other. Kindness and self-care are vital.”
(Realising the Ambition P42.)*



Edinburgh Learns for Life

The City of Edinburgh Council has developed a long-term strategy, *Edinburgh Learns for Life*, to shape the vision for Education in order to improve the life chances for all, from babies to adulthood. The work and planning we do in Early Years supports this goal. Throughout the strategy the word school refers to all establishments delivering education.

Vision

A fairer, healthier, greener future for everyone, where learning for life happens at home, in school, in the wider community and in the workplace.

Mission

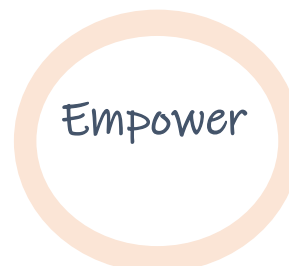
To create a world class learning city where everyone's skills, knowledge, creativity and relationships with people and places are equally valued. To create an environment of collaboration that inspires connections, improves wellbeing and reduces poverty.



We will provide inclusive, equitable, valuable learning opportunities for everyone.



We will use a place-based approach to build collaborative and sustainable learning communities and networks.



We will co-create the environments where learners can lead and shape their own learning.

The *Edinburgh Learns for Life Strategy* will support long-term planning to improve life chances for all. The pandemic has sharpened our focus on how, when and where we deliver education. This strategy will shape the vision for education for the whole city. Education will be seen as the development of skills, knowledge, competencies and attitudes from early years through to adult education. It will equip our citizens for employment, training, further/higher education and family learning. It is education which happens in school and in the community. It is learning for life.

Edinburgh Learns Early Learning and Childcare- Play and Learning Framework

The aim of this document is to support leaders and their teams to deliver consistent high quality Early Learning and childcare by developing a shared framework for play and learning. This document brings together National and Local practice documents and guidance to capture key features of effective practice. This will support leaders and teams within ELC settings to develop and articulate a shared understanding of their roles and responsibilities to ensure high quality, consistent provision for all children.

[To access the document use this link to the EY Teams page](#)

SEIC – What does beautiful feel like?



SOUTH EAST IMPROVEMENT COLLABORATIVE
Working together, empowering all, improving outcomes

“What does beautiful feel like – Quality for our youngest children”

“Research has shown that high quality early years provision promotes children’s development and learning and, in the longer term, enhances their educational and life chances (Sylva 2014)” Realising the Ambition, 2020

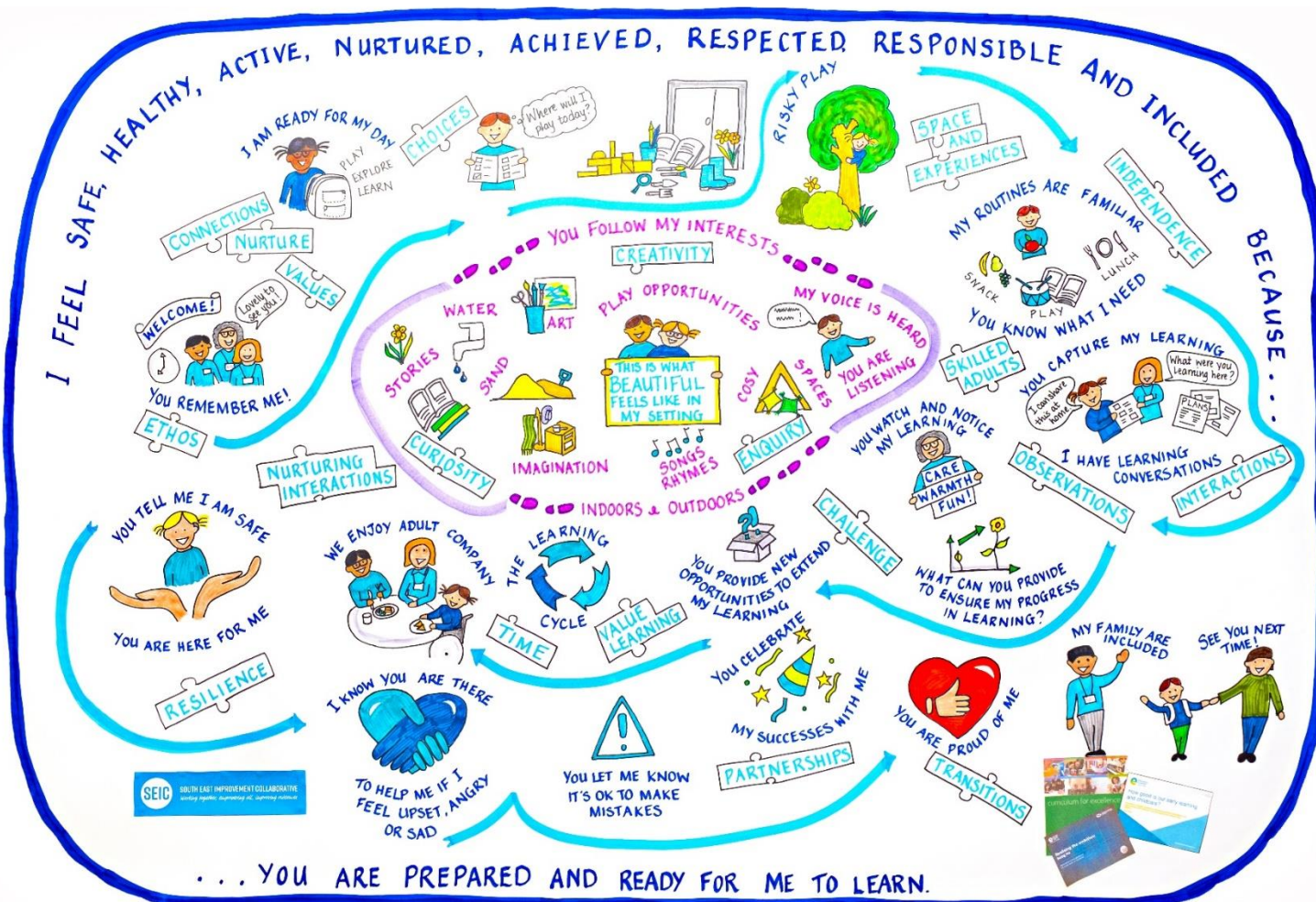
In order to support the delivery of quality early years experiences and to develop a consistent approach, the SEIC Early Years group have developed a sketch note illustrating what beautiful should feel like for a child. We consciously used the term “beautiful” within this image as it reflects how quality feels; what quality looks like and how it is experienced by a child. The word beautiful can be understood and reflected on by a child, a practitioner and families in a meaningful and purposeful way.

This sketch note is written using the child’s voice and encapsulates the essential elements which come together to create a high quality early learning and childcare experience. It is a representation of a child’s daily lived experience, organic and non-linear, as they journey through their day. The sketch note illustrates this as they arrive at their early learning and childcare setting and meanders throughout depicting quality interactions, spaces and experiences. We have included the wellbeing indicators, references to Realising the Ambition and Curriculum for Excellence as part of the image to ensure these key elements are kept central.

This sketch note has been designed to support and develop quality practice across our local authorities and to support in the understanding of our profession as early learning and childcare practitioners. It is designed to provide an overarching umbrella of quality where all other guidance will sit under. Within the SEIC, we aim for a consistent and collaborative approach to quality and our sketch note reflects this.

The practice guidance aims to support anyone who works with and for babies and young children across the SEIC. It has been designed to support practitioners in their important role to deliver high quality early learning and childcare and can be used in a variety of ways: -

- As an ongoing self-evaluation tool using the key jigsaw words as audit tools to promote reflection, discussion and questioning within your staff team.
- As a tool to support parents understanding of the experiences their children will have within an Early Learning and Childcare setting.
- As a discussion tool with parents, children and other stakeholders to reflect and review the quality of experience for the child.
- As a training and self-reflection tool for staff to review their needs as they work towards their annual appraisal.
- As a visual reminder of the elements of quality.



Support and Challenge

As part of the expansion of ELC the [National Standard](#) has been introduced which settings must meet to be eligible to provide funded ELC for our children.

Criteria 1-3 from the national standard links to the new quality framework from the Care Inspectorate:

The National Standard for Early Learning and Childcare	Care Inspectorate Key Question Measurement	Care Inspectorate Quality Indicators Current Focus for Inspection
Criteria 1 The appointed Early Learning and Childcare Setting will have a high Quality Workforce.	Care Inspectorate evaluations are "good" or better on the key questions "how good is our staff team?" and "how good is our leadership?"	4.1 Staff skills, knowledge and values 4.3 Staff deployment* (excluding childminders who do not employ staff) 3.1 Quality assurance and improvement are led well
Criteria 2 The appointed Early Learning and Childcare Setting will demonstrate an ability to support outcomes for children in relation to all aspects of their development.	Care Inspectorate evaluations are "good" or better on the key questions "how good is our care, play and learning?"	1.1 Nurturing care and support 1.3 Play and learning
Criteria 3 The appointed early Learning and Childcare Setting will have the right physical infrastructure, both indoors and outdoors to improve outcomes for children	Care Inspectorate evaluations are "good" or better on the key questions "how good is our setting?"	2.1 Quality of the setting for care, play and learning

All Early Learning and Childcare (ELC) settings offering funded hours must have received evaluations of "good" or above for the 4 Key Questions in their most recent care inspection. To support our quality assurance of services, we use national tools such as HGIOELC, the Quality Framework from the Care Inspectorate, Realising the Ambition, and HSCS. In the upcoming session, we are expecting the launch of a new joint framework, to replace HGIOELC and the CI Quality Framework.

The Early Years team and the Quality Improvement Team will provide both support and challenge. This support will follow a proportionate model, focusing on settings that have undergone significant changes or are not meeting the National Standard. Equally important, we will maintain connections with settings that meet or exceed the national standard to foster a culture of continuous improvement.

A robust cycle of self-evaluation is essential for continuous improvement, and this is set out within the National Standard. Annually all settings will be asked to submit a Standards and Quality Report and an Improvement Plan for the year ahead.

Criteria 4 – Self – Evaluation and Improvement

Sub-criteria 4.1 – The setting uses relevant national self-evaluation frameworks to self-evaluate and systematically identify strengths and areas for improvement.

Our discussions will centre on 3 questions self-evaluation questions:

- **How are you doing?**
- **How do you know?**
- **What are you going to do now?**

Leading the Strategy Meetings

ELC Leading the Strategy events provide a platform for the central Early Years Team to support robust self-evaluation for continuous improvement. There is also an opportunity for Senior Leaders' collaboration, enabling them to exchange ideas and share practice across the sector at a local level.

This year, we have scheduled three events in November, February, and April. Provisional dates below, details regarding each event will be confirmed and communicated through the Early Years weekly newsletter.

Attendance of at least one member from the leadership team in your ELC setting is imperative for all three meetings to ensure maximum benefit and engagement.

Provisional dates are:

Meeting 1- Wednesday 6th November

Meeting 2- Wednesday 5th February

Meeting 3- Wednesday 30th April



Guidance and Resources to Support ELC

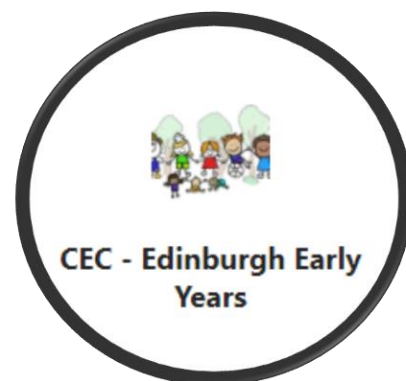
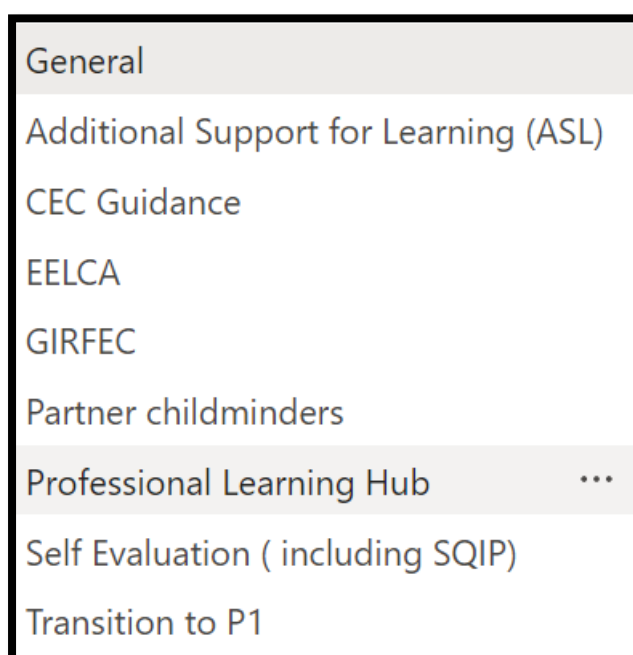
CEC Resources:

There is a wide range of support materials and guidance to support high quality Early Learning and Childcare available on the:

[Edinburgh Early Years TEAMS Page](#)

Please ensure that you have access to this page.

Within the Team there are 9 Channels:



The Early Years booklet is the only file that will be pinned to the *General* channel.

The ASL service will upload their content directly to the *ASL channel*. If you cannot find what you are looking for there, please check the *GIRFEC* and *Professional Learning Hub* channels before contacting your QIEO or ELCCM.

All local guidance is stored in the *CEC Guidance* Channel under the appropriate theme.

The *Professional Learning Hub* has been created to store all narrated PPTs, recordings and materials.

Up to date GIRFEC paperwork is stored within the *GIRFEC* channel.

The SQIP paperwork will be uploaded annually to the *Self-Evaluation* channel. Here you will also find toolkits to support your self-evaluation cycle throughout the year.

If you do not have access to the Team please contact: EarlyYears@edinburgh.gov.uk

Links to National Guidance and Resources to Support ELC

[How good is our early learning and childcare?:](#)

HGIOELC framework offers specific illustrations of practice in ELC to support self-evaluation and continuous improvement.

[National Induction Resource; Scottish Government](#)

A reviewed and updated induction pack has been launched for people working in Early Learning and Childcare

[Realising the Ambition: Being me](#) : This new document builds on the original principles and philosophy of Pre-Birth to 3 and Building the Ambition. The new guidance retains the relevant content from the previous guidance which it replaces, extending and strengthening it in line with current research and evidence about how children develop and learn.

[Education Scotland National Improvement Hub: A summary of resources to support ELC](#)

This page provides a summary of key information, policy, resources and exemplification relating to early learning and childcare.

[Care Inspectorate- New Quality framework](#)

This framework was finalised February 2022. The CI are now using this framework to support inspections. More information can be found on the CI ELC Improvement Hub, link below.

[Care Inspectorate: ELC Improvement Programme](#)

The Scottish Government has funded this programme to support ELC settings not currently meeting the National Standard, there is a targeted approach and a universal approach. On the Hub there are resources that will support all settings to reach or maintain the grades required to meet the national standard in the form of 'Bitesize' videos.

[Health and Social Care Standards:](#)

The Health and Social Care Standards set out what we should expect when using health, social care or social work services in Scotland. The Standards are built upon five principles; dignity and respect, compassion, be included, responsive care and support and wellbeing.

[Getting it Right for Every Child \(GIRFEC\)](#)

Getting it right for every child (GIRFEC) supports families by making sure children and young people can receive the right help, at the right time, from the right people

[Curriculum for Excellence](#)

What is Curriculum for Excellence?

[Funding follows the Child and the National Standard for ELC Providers: Principles and Practice](#)

This document sets out the approach, and the national standard which all providers wishing to deliver the funded entitlement will have to meet.

[My Childminding Experience-Care Inspectorate](#)

[Your Childminding Journey: A Learning and Development Resource-Care Inspectorate](#)

[My World Outdoors](#)

[My Creative Journey](#)

[Setting the Table: Nutritional Guidance and Food Standards](#)

[Food Matters-nurturing happy healthy children](#)

[Space to Grow](#)

[Gender Equal Play](#)

[Loose Parts Toolkit- second edition](#)

[Education Endowment Foundation: Early Years Toolkit](#)

[National Guidance for Child Protection in Scotland 2021](#)

[Children in Scotland: Improving Children and Young People's Understanding of their Wellbeing](#)



Who we are:

The Scottish Social Services Council (SSSC) is the regulator for the social work, social care and children and young people workforce in Scotland. Our work means the people of Scotland can count on social services being provided by a trusted, skilled, confident and valued workforce.

We protect the public by registering social service workers, setting standards for their practice, conduct, training and education and by supporting their professional development.

Registration has changed from 3 June 2024:

1. Register Changes

Your new register part will be Children and Young People Workforce

The SSSC will have moved you to the new register part, so you do not need to take any further action on this.

You are no longer registered by your level of role. Instead, your level of role will be recorded on your My SSSC online account

Action - You need to check that all your details on your SSSC online account are correct from 3 June 2024. This includes your role and your place of work. It is your responsibility to make updates if required.

If you have any questions about your registration, speak to your line manager.

2. Changing jobs or roles?

If you are changing your level of role, or starting a new social care job, you no longer need to apply to register again.

Action - You can update these details on your SSSC online account.

Speak to your line manager if you need any guidance on this.

3. New Annual Declaration

Instead of renewing your registration every five years, registration is now continuous.

Action - You need to make an annual declaration to remain registered. The SSSC will notify you of when you need to do this, so keep a look out for emails or correspondence from them.

Action - It's important to read correspondence from SSSC and act on it.

Your annual declaration allows you to confirm your details are correct and to confirm you have completed your CLPL, which is your career long professional learning.

4. Further questions?

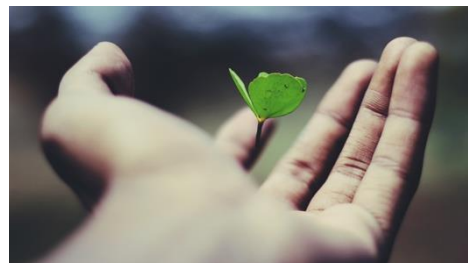
Speak to your line manager

Check SSSC website www.sssc.uk.com

Contact SSSC on 0345 60 30 891

SSSC resources for ELC

The SSSC has lots of resources to support your continuous professional learning (CPL) in the context of your role, experience and work environment.



23 Things ELC [Leadership](#)

Good leadership is vital to the delivery of effective early years services and practice. At the SSSC, we believe in leadership at all levels, regardless of whether you have a title of leader or manager.

To help your leadership development early years practitioners, leaders and managers could work through [23 Things ELC Leadership](#).



Each of the 23 ELC Things is unique and will give you an insight into different aspects of leadership. You can use the resource as part of your ongoing CPL. It is free and open to everyone working in an early learning and childcare settings.

Each Thing invites you to engage in learning about leadership and provides a step-by-step approach to help you:



- explore different features and characteristics of leadership
- reflect on different aspects of your own leadership, learning and practice
- achieve the (optional) [Open Badge](#) linked to each Thing.

It's very easy to get started – all you need is access to a smartphone, tablet, PC or Mac and an email address. We hope your learning experience will encourage you to reflect further on your leadership capabilities and strengths and identify areas for development

Step into Leadership

[Step into Leadership](#) will help you find the leadership information and resources relevant to your role in social services. Each person's pathway will be unique, as they develop leadership knowledge, skills and capability appropriate to their role, level of responsibility, leadership aspirations and learning needs.



Early learning and school age childcare

The SSSC [Learning Zone](#) includes [CPL modules](#) and a streamlined [CPL directory for early learning and childcare](#).

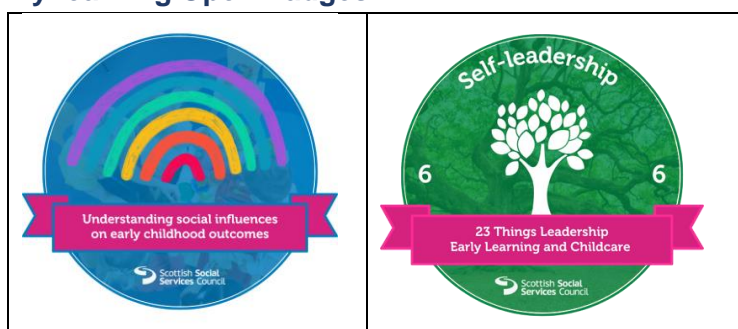
The free online modules provide focused learning on key topics for ELC professionals including:

- Understanding the social factors which may impact children's outcomes in early years
- Supporting parents to engage in their child's development
- Supporting the development and progression of children's early language and literacy
- Building confidence in identifying and responding to additional support needs.



The CPL directory for early learning and childcare is a single point of access signposting to high quality CPL opportunities addressing relevant policy, practice guidance and reflective learning offered by a range of different organisations across the country.

MyLearning Open Badges

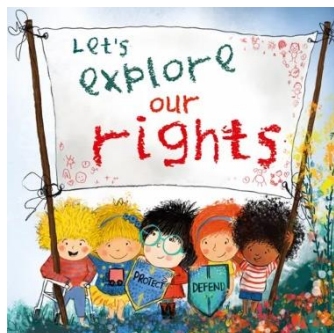


You can gain [MyLearning Open Badges](#) for most SSSC learning resources. These badges are digital records of achievements, recognising knowledge, skills, qualities and interests across informal and formal learning. You manage MyLearning Open Badges online, can group them together depending on the skills or qualities they evidence and share them in places that matter to you, for example with employers.

UNCRC 2024-25 Children's Rights in Scotland

We know that positive outcomes for children and families are realised in settings which uphold the rights of the child. Realising the Ambition p99

What now? Next Steps...



After thirty years of the United Nations Convention on the Rights of the Child (UNCRC) being ratified, it was finally brought directly into law in Scotland on 16th July 2024.

This is a historic moment for children, and a wholly positive opportunity for those of us working in Early Learning and Childcare and beyond. Rights are already embedded within the Health & Social Care Standards and Realising the Ambition. As **'duty holders'**, it is important that we use this change to the fullest and further improve provision, protection, participation, and the promotion of children's rights in our settings, at home and within the wider community.

Much of our best practice is already in line with a rights-based approaches, and we can use the commencement of the Act to further develop our practice and improve children's experiences and outcomes. GIRFEC and The SHANARRI Wellbeing Wheel were developed to support and enable Children's Rights.

This year you should create opportunities to promote and further develop a shared understanding of children's rights amongst all adults, parents and carers beyond just those early years' stakeholders in Edinburgh. We will signpost and continue to share resources which will provide tools and suggestions for your setting. Whether you are a practitioner just starting to use the language of Children's Rights, or if you are an experienced Children's Rights champion looking to communicate your good practice across the sector, we'll work together to transform words into actions. (see links below)

Essential to our practice and pedagogy in 2024 and beyond will be ensuring 'rights-based' approaches and experiences which support and develop our children's learning, development, participation, equality, equity, inclusion, creativity, health and wellbeing.

The four fundamental values of Children's Rights are already central to our work with children.

1. Equitable and equal opportunity for all children. (Non-discrimination)
2. Listening to children and guiding them to take part in decisions. (Taking children's views into account)
3. Caring for children and looking out for their wellbeing. (Life and development)
4. Putting the child at the centre when we plan. (Best interests of the child)

Three main goals of education...

Article 28 – Right to an education. This must respect children's dignity

Article 29 – Education must develop every child's personality, talents and abilities to the full

Article 31 – Relax, play, and take part in a wide range of cultural and creative experiences.

Some starting points for reflection:

Revisit and consider *How are Children's Rights embedded within your settings Vision, Values and Aims and policies, procedures, practice, and pedagogy?*

How do we enable children's authentic opportunities for participation in our ELC settings and beyond? (Article 12).

Consider, 'What are we already doing well?', 'What do we need to do next?'

...from the moment of birth, the child should be viewed as competent, a fully participating citizen who possesses rights. The child has rights rather than needs and the role of the practitioners is to ensure that these rights flourish.
C Rinaldi,
Realising the Ambition p106

CEC resources to support your practice:

[Rights Based Approach in Early Years \(padlet.com\)](https://padlet.com)

[CEC- Learning Through Rights in Early Years: Weaving the UNCRC through Policy, Provision and Practice](#)

[CEC- Learning Through Rights in the Early Years: Reflection and Self-Evaluation Tool](#)

Resources Beyond CEC:

[Carers' and parents' guide to children's rights in early years – The City of Edinburgh Council](#) contains many resources

[UNCRC Overview Public - YouTube](#)

[Seeds for Change – Developing Global Citizens through Play at Early Level – Highland One World](#)

[Reflective Practice Template \(starcatchers.org.uk\)](https://starcatchers.org.uk) Capturing children's voice/engagement signals

[Let's explore our rights - The Children and Young People's Commissioner Scotland \(cypcs.org.uk\)](https://cypcs.org.uk)

[Enabling the meaningful participation of children and young people globally: The Lundy Model \(qub.ac.uk\)](https://qub.ac.uk)

[Professional learning – Scotdec](#)



Accessing Psychological Services: Information for PVI settings

Accessing The Educational Psychology Service: Information for Funded Providers

Who we are:

City of Edinburgh Educational Psychology Service is organised into four locality teams:

Principal Psychologist - Martin Gemmell

Depute Principal Psychologists:

North West - Heather Gorton

South West – Aicha Reid

North East – Kirsty Catterall

South East – Karen Foster

We are based at: Level 1.3, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG

Telephone: 0131 469 2800

What we do:

The Educational Psychology Service is part of Children, Education and Justice Services. We work directly with children and their families, schools and multi-agency partners to improve educational achievements and mental health and wellbeing outcomes for the children and young people of the City of Edinburgh. In this way we contribute to improvements that the City of Edinburgh has prioritised for all our children. We also focus the help we give on those children with additional support needs, or who are looked after by our authority and other children whose education is adversely affected by poverty.

Our ethos is to support the presumption of mainstream education, the promotion of the voice of the child and the principles of inclusion and equality for all the children and young people of Edinburgh. We apply psychology as we work collaboratively to generate solutions to the challenges children and young people face. We use our knowledge of child development, our understanding of the process of change with individuals and organisations and our experience of appropriate methods of teaching and learning in our direct work with children, young people and their families. We also provide consultation, advice, policy development, training and research for colleagues. This work is carried out within nursery or school systems and at local authority and national levels.

Contacting The Educational Psychology Service

In each locality team, there is an educational psychologist (EP) with a funded provider remit. These coordinator EPs will offer initial advice and consultation.

The best way to make contact with your co-ordinator is by telephone or email. They will respond to any query you make and will keep a log of any phone/email consultations with your Centre and the agreed outcomes.

A list of which group of nurseries each funded provider coordinator educational psychologist will link with is included with this leaflet. If you're unsure our business support staff can help you when you call the main number.

If you feel a child has additional support needs, it is important to alert your coordinator as early as possible. They will ensure that you have parental consent for the consultation. You may find it helpful to use our 'Information for parents Leaflet' when talking to a parent about contacting our Service (you should have a copy or you can contact us to request one). If it is agreed that there is a need for our involvement an educational psychologist from the team will be asked to contact you to arrange attendance at a Child Planning Meeting (CPM). Where possible this will be done on the basis of the child's home address. Attendance at the CPM will provide an opportunity for the EP to meet the child's parent/s and agree next steps.

You can also contact your coordinator about an issue arising in your centre without naming a particular child. General advice about the next steps can be offered. Your coordinator will also be happy to discuss any training or development work that you might be interested in and they can advise you on the process for requesting this.

How we'll work together

We work in partnership and are committed to the principles and practices of Getting it Right for Every Child (useful web link <http://www.edinburgh.gov.uk/childplanning>) will inform our discussion and planning with you.

In our initial discussion with you we are likely to ask the following questions. You may find it helpful to think about these and gather some information before contacting us:

- *Your contact details*
- *Has the parent agreed that you can speak to us?*
- *Child's name/DOB/Family contact details*
- *Health Visitor/GP surgery details*
- *Have you spoken to the health visitor (key link for under 5's, may have information from 27/30 month review to share)?*
- *Child's Strengths*
- *Your concerns about the child*
- *Any assessment information you've gathered (e.g. use of Up, up and away, GIRFEC resources, developmental and curricular progress)*
- *Strategies and supports currently in place*
- *Desired outcomes or next steps*

ASL Service Early Years Team

This leaflet can be accessed on the Early Years Teams page

The Early Years Team

The Early Years Team offers targeted support from specialist Early Years staff.

Support is offered to families and staff in establishments to enable them to meet the needs of children from birth to Primary one.

We work collaboratively with a wider team of partners including Allied Health Professionals, CAMHS Early Years, Health Visitors, Educational Psychologists, Early Years QIEOs, Social Workers and Edinburgh Together.

ASL Service Mission Statement

To strengthen the capacity of schools, early years providers and partner services, to anticipate and meet learners' needs and to support families playing a key role in the education and wellbeing of their children and young people with additional support needs.

Contact Us

Additional Support for Learning Service
East Neighbourhood Centre
Business Centre 1.03
101 Niddrie Mains Road
Edinburgh

• EDINBURGH •
YOUR COUNCIL - YOUR SERVICES

ASL Service Early Years Team

Information for Professionals and Families

• EDINBURGH •
YOUR COUNCIL - YOUR SERVICES

Who we are

The team comprises:

- Depute Head teacher
- Early Years Coordinator
- Teachers, inclusion teachers including EAL
- Support staff, including EAL Bilingual Support Assistants
- Partner Provider Link
- Allied Health Professional Links (Speech and Language Therapy and Occupational Therapy).

Supporting Establishments

We work in:

- City of Edinburgh School Nursery classes
- City of Edinburgh Nursery Schools
- Early Years Centres
- Partner Provider Nurseries
- Primary one of mainstream primary schools

The Early Years Team work within a multi-disciplinary model and use the SCERTS Framework to:

- Observe
- Assess
- Plan
- Advise
- Model
- Support
- Evaluate and review

Support for each child is needs led and not diagnosis dependent.

Support for Families

Most families will be offered support in the home.

This may include:

- Advice and support in using visuals
- Advice and support implementing routines
- Signposting to other relevant services and agencies

Training

A key role of the Early Years Team is to deliver inclusive practice training to staff in education establishments and to families. A member of the Early Years Team can provide more information in relation to this.

Educational Psychologist Coordinator and Funded Provider Links

Southeast Group

Karen Foster Tel: 07857 609 630

E-mail: Karen.Foster@ea.edin.sch.uk

1. Arcadia
2. Blossom Tree-Gilmerton
3. Busy bees Nursery-Port Hamilton
4. Brunstfield Community Nursery
5. Chapter One (Kirk Brae)
6. Casa Montessori
7. Care bears
8. Early Days
9. Edinburgh Steiner-Kindergarten
10. Forbes Children's Nursery-Bruntsfield
11. Forbes Children's Nursery-Greenhill
12. Forbes, Bruntsfield Place
13. Highland Fling Nursery
14. Kidzcare – Norwood House Nursery
15. Kidzcare – Grange Loan Pre-school
16. Little Learners
17. Little Monkeys - Kilmaurs
18. Oganan Dhun Eideann
19. Meadows Nursery
20. Morningside Children's Nursery
21. ONE-Outdoor Nursery Edinburgh
22. Newington Nursery
23. Pinocchio's Nursery - Gilmerton
24. Rainbow Kindergarten
25. Start Bright Nursery
26. Thrive – Corner House, The Grange
27. St Margaret's Nursery & Pre-school

Northeast Group

Kirsty Catterall Tel: 07857 609 682

E-mail: kirsty.mackay@ea.edin.sch.uk

1. Bonnington House
2. Bright Horizons - Annandale
3. Bright Horizons- Elsie Inglis
4. Brighton Nursery
5. Busy Bees-Newhaven
6. Cherry Trees Nursery
7. Cosy Cottage
8. Crewe Road Nursery
9. Doune Terrace Nursery
10. Edinburgh Nursery
11. Edinburgh Day Nursery-Asquith
12. Edzell Nursery Class
13. Forbes Nursery – Claremont
14. Headstart Leith
15. Kidzcare-Portobello
16. Leaps and Bounds-Barnton
17. Pilrig Children's Nursery
18. Northfield/Willowbrae playgroup
19. Busy Bees Edinburgh Forres Street
20. Busy Bees Edinburgh Dean Terrace
21. Rocking Horse
22. Summerside Kindergarten
23. Trinity Tots
24. Victoria Quay Nursery
25. Walker Street Nursery
26. Waterfront Nursery
27. Wee Macks Nursery

Northwest Group

Heather Gorton Tel: 07857 609 677

1. Arbor Green Nursery
2. Blackhall Nursery
3. Bright Horizons- Cramond
4. Bright Horizons- RBS Gogarburn
5. Busy Bees Edinburgh Park
6. Claylands Children's Nursery
7. Corstorphine Nursery
8. Flying Colours Nursery
9. Jigsaw Childcare
10. Kirkliston Orchard Nursery
11. Leaps and Bounds Kirkliston

E-mail: [heather.gorton @ea.edin.sch.uk](mailto:heather.gorton@ea.edin.sch.uk)

12. Little Flyers Nursery
13. Little Monkeys – Cramond
14. Melville Street Nursery
15. Montessori Nursery School
16. Nippers Nursery-Kirkliston
17. Nippers Nursery -Queensferry
18. North Edinburgh Child Care
19. Orchard Nursery-Edinburgh
20. Peek-A-Boo Nursery
21. Tom Thumb Nursery
22. Wee Gems Corstorphine
23. Wester Coates Nursery School

Southwest Group

Miranda Eodanable Tel: 07857 609 650

1. Bright Horizons - Morton Mains
2. Bright Sparks Nursery-Murrayfield
3. Busy Bees-Port Hamilton
4. Childsplay Nursery
5. City Nursery
6. Colinton Private Nursery
7. Thrive Corner House – South Gillsland Road
8. Thrive Teviot House Nursery – Spylaw Road
9. Cranley Nursery – Buckstone
10. Cranley Nursery – Craiglockhart
11. Cranley Nursery-Lanark Road
12. Currie Children's Nursery
13. Dreghorn Pre-school Group

E-mail: miranda.eodanable@ea.edin.sch.uk

14. Blossom Tree- Fairmilehead
15. Greenbank Pre-school
16. Holy Corner Community Playgroup
17. Jigsaw Nursery
18. Little Monkeys-Craiglockhart
19. Murrayfield
20. Pinocchio's – Heriot Watt University
21. Smilechildcare
22. Smilechildcare -Under 3s

Please contact us if you have any questions or need any further information.



Involving Psychological Services with a Child and their Family

Pathway one:

Up Up and Away-pathway 1

CEC-can seek consultation support from link EP on environmental adjustments etc.

PPN-can seek this support from EP locality partnership nursery coordinator (see detail in EY booklet)



Pathway two

Up Up and Away-pathway 2

GIRFEC-start to gather information together using initial assessment of need. Create a 'within establishment plan', may decide to call CPM after doing this

CEC -Can seek 'un-named' consultation support from link EP. Can also make a request for bespoke training in a particular area eg. Supporting distressed behaviours

PPN- can seek this support from EP locality partnership nursery coordinator (see detail in EY booklet)



Pathway three: Direct Involvement from Psychological Services

CEC- Gain parental consent for direct involvement of EP. Agree with EP a mutually convenient time for CPM. EP will introduce themselves to the family and agree their role and involvement from there. A case file will be opened with psychological services.

PPN-Get parental consent to request direct EP involvement. Contact locality partnership nursery coordinator (make sure you have information ready in advance-name, address, dob and preferred catchment primary for P1). They will discuss needs with you, establish whether direct EP support will be helpful and if so will allocate an EP to work with the child and family. This is usually done based on home address. We find it makes most sense for local EP to work with families as they can support transition into primary school. **If possible it is better to do this before rather than after a CPM as EP involvement usually begins with attendance at a CPM-**



Pathway three: Ongoing support from Psychological Services

CEC & PPN-EP will agree follow up and actions from the CPM. Ongoing work will commence from this point. This may include:

- Observation/further assessment in EY setting and with the family
- Liaison with other involved professionals
- Signposting to other supports and services
- Advice on strategies and supports



Child remaining at nursery for new session:

EP support will be ongoing for as long as needed as agreed between the EP and the team around the child



Transition: Child moving into P1:

EP can advise and support with next steps. This may include:

- Liaison with future primary school and support in planning transition
- Advice and support on whether a pathway 4 application should be made (NB deadline for applications is usually December before P1 starts so early planning is essential)

Links to Support Family Learning

What is family learning?

Family learning encourages family members to learn together as a family, with a focus on intergenerational learning. Family learning activities can also be specifically designed to enable parents to learn how to support their children's learning.

- Realising the Ambition

Programmes, Activities and Groups for parents and carers:

- Download locality booklets from www.edinburgh.gov.uk/pacs or signpost parents and carers to www.joininedinburgh.org
- Parents club – www.parentclub.scot
- Family Support Organisations signpost to Edinburgh Voluntary Organisations' Council (EVOC) website www.evocredbook.org.uk
- FREE parenting helpline, email and web-chat service: for anyone caring for or concerned about a child – open until 9pm Monday to Friday. 08000 28 22 33 parentlinescotland@children1st.org.uk
- Parenting website: access FREE parent resources, support networks and parent help lines on a range of topics. www.parentingacrossscotland.org

For further information and signposting within your locality.

Please contact your Lifelong Learning Development Officer for Parent and Carer Support.

North West: Sue.cameron@edinburgh.gov.uk

North East: Jillian.hart@edinburgh.gov.uk

South East: Helena.reid@ea.edin.sch.uk

South West: Helen.purves@ea.edin.sch.uk



Early Years CLPL

To ensure that quality is at the heart of our Early Learning and Childcare provision in Edinburgh we are building a core professional learning structure based on:

- **Leadership**
- **Curriculum and Pedagogy**

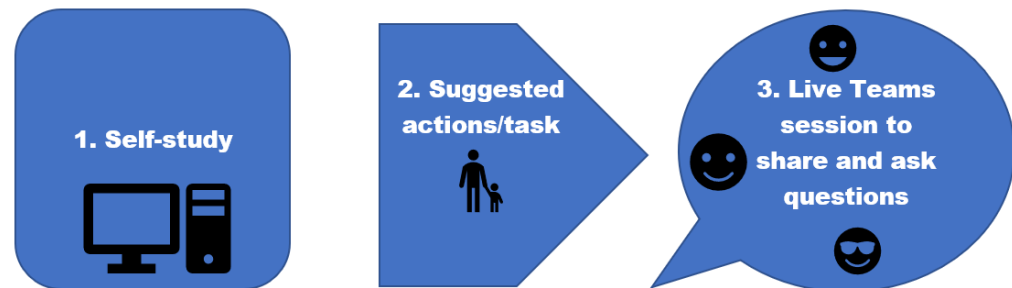
Through robust self-evaluation processes and PRD with all staff, we identify areas for improvement. CLPL is part of our improvement journey, both as individuals and as an ELC community. Requirements for CLPL will differ across our workforce and so our intention is to build a structure that will support professional learning for all.

International research tells us that the key to high quality research is a workforce who regularly engage in professional learning and have the opportunity to discuss and share their learning with colleagues.

The European Commission's 2014 report, *Proposal for key principles of a Quality Framework for Early Childhood Education and Care*, tells us that all practitioners should have a shared understanding of **the image of the child, childhood and pedagogy**; this understanding can then inform quality and improvement.

We also know that for CLPL to be effective, "ideas need to be revisited and clarified and tried out again" (Timperley, 2011:17).

Using this knowledge, we have designed our offer to create as many opportunities for deep learning as possible.



Essential Learning

For local authority settings there are Essential Learning Matrices in place for each of the roles within Early Learning and Childcare settings, these can be accessed on [the Orb, link here](#).

Overview of current CLPL available-

Hyperlinks will take you directly to the resources. If the resource is on EY Teams, hyperlinks will work for guests (i.e. those without a CEC email address) as long as their browser is open and they are already logged into Team

Leadership			Curriculum & Pedagogy		
Title: Information	Audience	Date/Delivery	Title: Information	Audience	Date/Delivery
Leading the Strategy: Opportunity to come together to share national and local guidance and key messages and collaborate within your locality. Aspiring Head of Centres: For aspiring leaders with a focus on leadership and management linking to HGIOELC Quality Framework. Leading with Confidence in the Early Years: Narrated Presentations: <ul style="list-style-type: none"> High Quality Leadership in ELC Leading effective Self-Evaluation EYO-Leading with confidence 	Senior Leaders of all ELC settings Local Authority SEYOs who have completed their BA or Level 9 PDA Senior leaders in ELC Early Years Officers	6/11/2024 5/02/2025 30/04/2025 (Dates TBC) Available on EY Teams Page: Link here Link here Link here	ELC Refreshed Guidance- Narrated Powerpoints: <ul style="list-style-type: none"> Curriculum Experiences, Observations Observations and responsive planning Observations-progress over time Intentional planning Curriculum Capturing & Monitoring Children's progress 	Senior Leaders ELC Practitioners	Available on EY Teams page link here Available on EY Teams page link here Available on the EY Teams page link here Available on the EY Teams page
Parental Engagement: Learning Together -Edinburgh Learns Partnership working - Parental engagement, parental involvement, family learning and learning at home. Self study sway, suggested task and live teams sessions	Cross sector working across early years, special, primary and secondary. Aimed at middle leaders and leaders. EYO, EYP, EYA and trainees	Dates TBC	Communication and Literacy with Children: Bitesize presentations to support practitioner engagement with guidance Numeracy and Maths: Guidance for Maths and Numeracy - Professional Learning	All ELC staff All ELC Staff	Available on the EY Teams page link here Available on the EY Teams page

Peep networks: Regular network meetings to support and develop practice	Peep trained practitioners	Dates TBC	Outdoor Learning: Bitesize clips to support outdoor practice available within <i>Outdoor Play documents</i> file on Teams	All ELC Staff	Link here
			Creative Skills: Free sessions delivered by Starcatcher designed to support confidence in creativity in practice. Details TBC	All ELC Staff	Dates TBC, details via EY newsletter
			Supporting Pedagogy: Edinburgh's Early Years Podcast covering a range of themes including RtA, Digital, Literacy & Comm	All ELC Staff	Link Here

Inclusion Support

Title : Information	Audience	Links- click to access
Up, Up and Away	All ELC Staff	Training narrated PPT available on Teams - Link Here
GIRFEC	All ELC staff with leadership role - ASN	Recorded training available- Link Here
Getting It Right For Every Child [GIRFEC]	Available for CEC staff only	My Learning Hub
Supporting Children with Additional Support Needs	All ELC staff with leadership role - ASN	Package of sessions delivered session 21-22, presentations and documents available on Teams- Link Here [legal framework, pathways to supports etc.]
Equalities: 1. Equality and Diversity 2. Achieving Equality and Diversity 3. What is Equality and Diversity, Why It Matters 4. Understanding Unconscious bias	Available for CEC staff only	My Learning Hub

National ELC CLPL and Resources

Education Scotland: A summary of Early Learning and Childcare (ELC) resources	All ELC Staff	Link Here National Improvement Hub: Summary of ELC Resources
Care Inspectorate: Supporting quality improvement in ELC programme	All ELC Staff	Link Here- Care Inspectorate Hub: Summary of Bitesize sessions and sharing practice resources

ELC Settings Contact Details

ELC SETTINGS (Local Authority)	Address	Tel No	Locality	Learning Community
Balgreen Nursery School	175 Balgreen Road, EH11 3AT	0131 337 1454	SW	Tynecastle HS
Calderglen Early Learning and Childcare	220 Wester Hailes Road, EH11 4NG	0131 453 5754	SW	Wester Hailes EC
Cowgate Under Fives Nursery School	172 High Street, 7 Assembly Close, EH1 1QX	0131 225 7251	SE	James Gillespie's HS
Craigentinny Early Years Centre	4A Loganlea Drive, EH7 6LR	0131 661 8593	NE	Leith Academy
Craigmillar Early Years Centre	6 Craigmillar Castle Gardens, EH16 4BR	0131 661 3126	NE	Castlebrae CHS
Drummond Community High School Creche	41 Bellevue Place, EH7 4BS	0131 556 7028	NE	Drummond CHS
Fort Early Years Centre	North Fort Street, EH6 4HF	0131 554 4077	NW	Trinity Academy
Fox Covert Early Years Centre	c/o Fox Covert Primary School, Clerwood Terrace, EH12 8PG	0131 339 8625	NW	Craigmount HS
Gilmerton Early Years Centre	66 Gilmerton Dykes Street, EH17 8PL	0131 664 1202	SE	Liberton HS
Granton Early Years Centre	10 Wardie Road, EH5 1LY	0131 552 4808	NW	Broughton HS
Greendykes Early Years Centre	205 Craigmillar Castle Avenue, EH16 4DZ	0131 661 3109	NE	Castlebrae CHS
Greengables Nursery School	8A Niddrie House Gardens, EH16 4UR	0131 669 9083	NE	Castlebrae CHS
Hailesland Early Years Centre		0131 442 2163	SW	Wester Hailes EC
Hope Cottage Nursery School	Cowans Close, East Crosscauseway, EH8 9HF	0131 667 5795	SE	James Gillespie's HS
Kirkliston Primary Early Learning and Childcare	3 Kirklands Park Street, Kirkliston, EH29 9EY	0131 333 2336	NW	Queensferry CHS
Leith Academy Community Nursery	20 Academy Park, EH6 8JQ	0131 554 1309	NE	Leith Academy
Liberton Nursery School	Mount Vernon Road, EH16 6JQ	0131 667 4208	SE	Liberton HS
Moffat Early Years Campus	30 Wauchope Terrace, EH16 4NU	0131 661 1401	NE	Castlebrae CHS

Pennywell Early Learning and Childcare	12B McMillan Square, EH4 4AB	0131 332 3855	NW	Craigroyston CHS
Queensferry Early Learning and Childcare	Burgess Road, South Queensferry, EH30 9NX	0131 331 3594	NW	Queensferry CHS
Sighthill Early Years Centre	12 Calder Gardens, EH11 4JD	0131 442 2018	SW	Wester Hailes EC
St Leonards Nursery School	6 West Adam Street, EH8 9SY	0131 667 4674	SE	James Gillespie's HS
Stanwell Nursery School	Junction Place, EH6 5JA	0131 554 1309	NE	Leith Academy
Stenhouse Early Years Centre	43 Ford's Road, EH11 3HS	0131 443 1207	SW	Tynecastle HS
The Spinney Lane Nursery School	13A The Spinney, EH17 7LD	0131 664 9102	SE	Liberton HS
Tollcross Early Years Campus	117 Fountainbridge, EH3 9QG	0131 229 6667	SE	James Gillespie's HS
Tynecastle Nursery School	McLeod Street, EH11 2NL	0131 337 5461	SW	Tynecastle HS
Viewforth Early Years Centre	18 Viewforth Terrace, EH10 4LH	0131 229 6667	SE	James Gillespie's HS
FOREST KINDERGARTEN (Local Authority)				
Forest Kindergarten - Bonaly	Bonaly Scout Centre, 71 Bonaly Road, EH13 0PB	07546 512 650	SW	Firrhill HS
Forest Kindergarten – Cammo Estate	Cammo Estate, 61A Cammo Road, EH4 8AP	07704 021 251	NW	Craigmount HS
Forest Kindergarten – Corstorphine Hill	80A Clermiston Road, EH12 6UR	07704 021 251	NW	Craigmount HS
Forest Kindergarten – Hawkhill Woods	Craigmillar Castle Park, Hawkhill Woods, 2A Greendykes Road, EH16 4DP	07546 512650	NE	Castlebrae CHS
Forest Kindergarten – Lauriston Castle	2a Cramond Road South, EH4 6AD	07704 021251	NW	Craigroyston CHS
Forest Kindergarten – Newbattle Abbey College	Newbattle Abbey College, Newbattle Road, Dalkeith, EH22 3LL	07546 512650	SE	Gracemount HS
Forest Kindergarten – South Queensferry	The VAT Run, Hopetoun Road, South Queensferry, EH30 9SQ	07704 021251	NW	Queensferry CHS
NURSERY CLASSES IN PRIMARY SCHOOLS (Local Authority)				
Abbeyhill Nursery Class	Abbey Street, EH7 5SJ	0131 661 3054	NE	Drummond CHS
Bonaly Nursery Class	57 Bonaly Road, EH13 0FJ	0131 441 7211	SW	Firrhill HS
Braidburn Nursery Class	107 Oxbgangs Road North, EH14 1ED	0131 312 2320	SW	Firrhill HS
Broomhouse Nursery Class	Saughton Road, EH11 3RQ	0131 443 3783	NW	Forrester HS

Broughton Primary Early Learning and Childcare	Broughton Road, EH7 4LD	0131 556 7028	NE	Drummond CHS
Brunstane Nursery Class	Magdalene Drive, EH15 3BE	0131 669 4498	NE	Portobello HS
Buckstone Nursery Class	Buckstone Loan, EH10 6UY	0131 445 4545	SE	Boroughmuir HS
Bun-sgoil Taobh na Pàirce	139b Bonnington Rd EH6 5NQ	0131 553 5856	SE	James Gillespie's HS
Canaan Lane Primary Early Learning and Childcare	35b Canaan Lane, EH10 4SG	0131 529 2191	SE	Boroughmuir HS
Canal View Nursery Class	4 Hailesland Place, EH14 2SL	0131442 3894	SW	Wester Hailes EC
Carrick Knowe Nursery Class	Lampacre Road, EH12 7HU	0131 334 4505	NW	Forrester HS
Castleview Nursery Class	2D Greendykes Road, EH16 4DP	0131 661 6429	NE	Castlebrae CHS
Clermiston Nursery Class	Parkgrove Place, EH4 7NP	0131 336 3361	NW	The Royal High
Clovenstone Nursery Class	54 Clovenstone Park, EH14 3EY	0131 453 4242	SW	Wester Hailes EC
Colinton Nursery Class	Redford Place, EH13 0AL	0131 441 1946	SW	Firrhill HS
Corstorphine Nursery Class	Corstorphine High Street, EH12 7SY	0131 334 3865	NW	Craigmount HS
Craiglockhart Nursery Class	Ashley Terrace, EH11 1RG	0131 337 1407	SW	Tynecastle HS
Craigour Nursery Class	Moredun Park Road, EH17 7HL	0131 664 7594	SE	Liberton HS
Craigroyston Nursery Class	Muirhouse Place West, EH4 4PX	0131 343 6465	NW	Craigroyston CHS
Cramond Nursery Class	Cramond Crescent, EH4 6PG	0131 312 6450	NW	The Royal High
Currie Nursery Class	59 Curriehill Road, Currie, EH14 5PU	0131 449 3359	SW	Currie CHS
Dalmeny Nursery Class	Carlowrie Crescent, Dalmeny, EH30 9TZ	0131 331 1447	NW	Queensferry CHS
Dalry Nursery Class	Dalry Road, EH11 2JB	0131 337 6086	SE	Tynecastle HS
Davidson's Mains Nursery Class	Corbiehill Road, EH4 5DZ	0131 336 1184	NW	The Royal High
Dean Park Nursery Class	31 Marchbank Gardens, Balerno, EH14 7ET	0131 449 4529	SW	Balerno CHS
Duddingston Nursery Class	Duddingston Road, EH15 1SW	0131 669 5092	NE	Portobello HS
East Craigs Nursery Class	79 Craigmount Brae, EH12 8XF	0131 339 7115	NW	Craigmount HS
Echline Nursery Class	Bo'ness Road, South Queensferry, EH30 9XJ	0131 331 3397	NW	Queensferry CHS
Ferryhill Nursery Class	Groathill Road North, EH4 2SQ	0131 538 7382	NW	Broughton HS
Flora Stevenson Nursery Class	Comely Bank, EH4 1BG	0131 332 1604	NW	Broughton HS

Forthview Nursery Class	West Pilton Place, EH4 4DF	0131 332 2468	NW	Craigroyston CHS
Frogston Primary Early Learning and Childcare	29 Achnacarry Street, EH17 8AB	0131 529 3738	SE	Gracemount HS
Gracemount Nursery Class	Lasswade Road, EH16 6UA	0131 664 2331	SE	Gracemount HS
Granton Primary Early Learning and Childcare	19 Wardieburn Street, EH5 1EB	0131 552 3987	NW	Broughton HS
Gylemuir Nursery Class	Wester Broom Place, EH12 7RT	0131 334 7138	NW	Forrester HS
Hermitage Park Nursery Class	Hermitage Park, EH6 8HD	0131 554 2952	NE	Leith Academy CHS
Hillwood Nursery Class	Station Road, Ratho Station, EH28 8PT	0131 333 1210	NW	Craigmount HS
Holy Cross Nursery Class	Craighall Road, EH6 4RE	0131 552 1972	SE	St Thomas of Aquin's HS
James Gillespie's Nursery Class	Whitehouse Loan, EH9 1BD	0131 447 1014	SE	James Gillespie's HS
Juniper Green Nursery Class	20 Baberton Mains Wynd, EH14 3EE	0131 442 2121	SW	Currie CHS
Leith Nursery Class	St Andrew's Place, EH6 7EG	0131 554 4844	NE	Leith Academy CHS
Leith Walk Nursery Class	Brunswick Road, EH7 5NG	0131 556 3873	NE	Drummond CHS
Liberton Nursery Class	229 Gilmerton Road, EH16 5UD	0131 664 2337	SE	Liberton HS
Longstone Nursery Class	Redhall Grove, EH14 2DU	0131 443 4743	SW	Firrhill HS
Lorne Nursery Class	Lorne Street, EH6 8QS	0131 554 2308	NE	Leith Academy CHS
Murrayburn Nursery Class	Sighthill Loan, EH11 4NP	0131 453 5339	NW	Forrester HS
Nether Currie Primary Early Learning and Childcare	23 Thomson Crescent, Currie, EH14 5JR	0131 449 3140	SW	Currie CHS
Newcraighall Nursery Class	Whitehill Street, EH21 8QZ	0131 669 3598	NE	Castlebrae CHS
Oaklands Nursery Class	750 Ferry Road, EH4 4PQ	0131 315 8100	NW	Craigroyston CHS
Oxgangs Nursery Class	60 Oxgangs Road North, EH13 9DS	0131 441 3649	SW	Firrhill HS
Parsons Green Nursery Class	Meadowfield Drive, EH8 7LU	0131 661 4459	NE	Portobello HS
Pentland Nursery Class	Oxgangs Green, EH13 9JF	0131 445 1510	SW	Firrhill HS
Pirniehall Nursery Class	West Pilton Crescent, EH4 4EP	0131 332 5256	NW	Craigroyston CHS
Prestonfield Nursery Class	Peffermill Road, EH16 5LJ	0131 667 1336	SE	Liberton HS

Ratho Primary Early Learning and Childcare	6 School Wynd, Rath, EH28 TT	0131 333 1293	SW	Balerno CHS
Roseburn Nursery Class	Roseburn Street, EH12 5PL	0131 337 6096	NW	Craigmount HS
Royal Mile Nursery Class	Canongate, EH8 8BZ	0131 556 3347	SE	James Gillespie's HS
Sighthill Nursery Class	1 Calder Park, EH11 4NF	0131 453 2464	SW	Wester Hailes EC
St Catherine's Nursery Class	Gracemount Drive, EH16 6RN	0131 664 4257	NE	Holy Rood HS
St Cuthbert's Nursery Class	Hutchison Crossway, EH14 1RP	0131 443 2621	NW	St Augustine's HS
St David's Nursery Class	West Pilton Crescent, EH4 4EP	0131 332 3500	NW	St Augustine's HS
St John Vianney Nursery Class	16 Glenvarloch Crescent, EH16 6AP	0131 664 1742	NE	Holy Rood HS
St John's Nursery Class	10 Duddingston Road, EH15 1NF	0131 669 1363	NE	Holy Rood HS
St Joseph's Nursery Class	Saughton Road, EH11 3RQ	0131 443 4591	NW	St Augustine's HS
St Mark's Nursery Class	63 Firrhill Crescent, EH13 9EE	0131 441 2948	SE	St Thomas of Aquin's HS
St Mary's (Leith) Nursery Class	Links Gardens, EH6 7JG	0131 554 7291	NE	Holy Rood HS
St Ninian's Nursery Class	Restalrig Road South, EH7 6JA	0131 661 3431	NE	Holy Rood HS
St Peter's Nursery Class	10 Falcon Road, EH10 4AH	0131 447 5742	SE	St Thomas of Aquin's HS
Stenhouse Nursery Class	4 Saughton Mains Street, EH11 3HH	0131 443 1255	SW	Tynecastle HS
Stockbridge Nursery Class	Hamilton Place, EH3 5BA	0131 332 6109	NW	Broughton HS
The Royal High Nursery Class	Northfield Broadway, EH8 7RX	0131 669 3200	NE	Portobello HS
Towerbank Nursery Class	Figgate Bank, EH15 1HX	0131 669 1551	NE	Portobello HS
Victoria Primary Early Learning and Childcare	1 Windrush Drive, EH6 4TN	0131 476 7306	NW	Trinity Academy
Wardie Nursery Class	Granton Road, EH5 3NJ	0131 552 3896	NW	Trinity Academy

Partner Provision (Private, Voluntary & Independent)				
Arbor Green Nursery	22 Aboretum Avenue, EH4 1HP	0131 343 2345	NW	Broughton HS
Arcadia at Kings Buildings	Max Born Crescent, EH9 3BF	0131 650 7007	SE	Liberton HS
Blackhall Nursery	Ravelston Park Pavilion, Craigcrook Road, EH4 3RU	0131 332 8296	NW	The Royal High
Blossom Tree Children's Nursery - Fairmilehead	2 Oxfangs Road, EH10 7AU	0131 445 1566	SW	Firrhill HS
Blossom Tree Children's Nursery – Gilmerton	2 Newcroft Street, EH17 8RE	0131 664 4944	SE	Liberton HS
Bonnington House Nursery	159 Newhaven Road, EH6 4AQ	0131 554 4140	NW	Trinity Academy
Bright Horizons - Annandale	37 Annandale St Lane, EH7 4LS	0131 557 5567	NE	Drummond CHS
Bright Horizons – Cramond	26 Whitehouse Road, EH4 6PH	0131 336 3222	NW	The Royal High
Bright Horizons - Elsie Inglis	1 Waverley Park, Spring Gardens, EH8 8EW	0131 661 8551	NE	Drummond CHS
Bright Horizons – Gogarburn	RBS Gogarburn, PO Box 1000, EH12 1HQ	0131 626 4200	NW	Craigmount HS
Bright Horizons - Morton Mains	Morton Mains Farmhouse, 37 Winton Loan, EH10 7AW	0131 445 4450	SW	Firrhill HS
Bright Sparks Blackhall Nursery	65 Telford Road, EH4 2AX	0131 315 3214	NW	The Royal High
Bright Sparks Nursery	58 Saughton Crescent, EH12 5SP	0131 313 1280	SW	Tynecastle HS
Brighton Nursery	9c Bellfield Lane, EH15 2BL	0131 308 8589	NE	Portobello
Bruntsfield Community Nursery	12 Montpelier, EH10 4NA	0131 228 1526	SE	Boroughmuir HS
Busy Bees - Edinburgh Park Nursery	1 Lochside Place, EH12 9DF	0131 339 1245	NW	Craigmount HS
Busy Bees - Newhaven Nursery	Next Generation Centre, Newhaven Place, EH6 4LX	0131 467 4647	NW	Trinity Academy
Busy Bees @ Dean Terrace (formally New Town Nursery)	12 Dean Terrace, EH4 1ND	0131 332 5920	NW	Broughton HS

Busy Bees @ Forres Street (formally New Town Nursery Too)	4 Forres Street, EH3 6BJ	0131 226 5692	NW	Broughton HS
Busy Bees- Port Hamilton	69 Morrison Street, EH3 8BD	013 228 1221	SE	James Gillespie's HS
Busy Bees at Edinburgh Broughton	129 Broughton Road, EH7 4JH	0131 557 5675	NE	Drummond CHS
Carebears – Lasswade	126 Lasswade Road, EH16 6QY	0131 281 2644	SE	Liberton HS
Carebears Children's Nursery	55 Liberton Gardens, EH16 6JT	0131 672 1911	SE	Liberton CHS
Casa Montessori	75 Viewforth, EH10 4LL	0131 466 4413	SE	James Gillespie's HS
Chapter One Nursery (Kirk Brae)	50 Kirk Brae, EH16 6HT	0131 664 3031	SE	Liberton HS
Cherrytrees Nursery	1c Duddingston Park, EH15 1JN	0131 669 0405	NE	Portobello
Childsplay Children's Nursery	8 Falcon Road, EH10 4AH	0131 447 0077	SE	Boroughmuir HS
Colinton Private Nursery	22 Dreghorn Loan, EH13 0DE	0131 477 7330	SW	Firrhill HS
Compass Playgroup	1 Main Street, EH14 5RU	0131 449 4530	SW	Balerno CHS
Cosy Cottage Nursery	59 Northfield Broadway, EH8 7RX	0131 285 6855	NE	Portobello HS
Cranley Nursery – Buckstone	226 Braid Road, EH10 6NZ	0131 445 2227	SW	Firrhill HS
Cranley Nursery - Lanark Road	438 Lanark Road, EH13 0NT	0131 441 2200	SW	Currie CHS
Crewe Road Nursery	122 Crewe Road South, EH4 2NY	0131 332 8392	NW	Broughton HS
Currie Children's Day Nursery	79 Riccarton Mains Road, EH14 5NB	07852 463 004	SW	Currie CHS
Dreghorn Pre-School Group	25/27 Dreghorn Gardens, EH13 9NW	0131 441 5974	SW	Firrhill HS
Early Days Nursery - Doune Terrace Nursery	9c Doune Terrace, EH3 6DY	0131 225 3805	NW	Broughton HS
Early Days Nursery – Manor Place	32 Manor Place, EH3 7EB	0131 226 6184	NW	Broughton HS
Early Days Nursery – Melville Street Nursery	57 Melville Street, EH3 7HL	0131 226 6184	NW	Broughton HS

Early Days Nursery – Walker Street Nursery	17 Walker Street, EH3 7NE	0131 220 2699		
Edinburgh College - Waterfront Nursery	350 West Granton Road, EH5 1QU	0131 297 8800	NW	Craigroyston CHS
Edinburgh Steiner School Kindergarten	60 Spylaw Road, EH10 5BR	0131 337 3410	SE	Boroughmuir HS
Edzell Nursery Ltd	St James Church, 57B Inverleith Row, EH3 5PX	07909 672 377	NW	Trinity Academy
ESMS Junior School Nursery	Ravelston Dykes, EH4 3NT	0131 347 4777	NW	
Flying Colours Nursery Barnton	534 Queensferry Road, EH4 6EE	0131 574 2679	NW	The Royal High
Forbes Children’s Nursery (Bruntsfield Place)	46 Bruntsfield Place, EH10 4HQ	0131 229 1970	SE	Boroughmuir HS
Forbes Children’s Nursery (Claremont Park)	12 Claremont Park, EH6 7PJ	0131 553 5068	NE	Leith Academy
Forbes Children’s Nursery (Forbes Rd)	5 Forbes Road, EH10 4EF	0131 229 5511	SE	Boroughmuir HS
Forbes Children's Nursery (Greenhill)	7 Bruntsfield Terrace, EH10 4EX	0131 228 4513	SE	Boroughmuir HS
Greenbank Pre-school	Greenbank Parish Church, Braidburn Terrace, EH10 6ES	0131 447 8068	SE	Boroughmuir HS
Headstart Nursery (Leith)	16 Queen Charlotte Street, EH6 6AT	0131 555 0700	NE	Leith Academy
Highland Fling Nursery	11 East Brighton Crescent, EH15 1LR	0131 468 3456	NE	Portobello HS
Holy Corner Community Playgroup	Christ Church Hall, Morningside Road, EH10 4DD	07519 123 815	SE	Boroughmuir HS
Jigsaw Childcare	40 Turnhouse Road, EH12 8LX	0131 339 5557	NW	Craigmount HS
Jigsaw Nurseries	5 Main Street, Balerno, EH14 7EQ	0131 449 4516	SW	Balerno CHS

Kidzcare @ Grange Loan	133 Grange Loan, EH9 2HB	0131 668 2792	SE	James Gillespie's HS
Kidzcare @ Norwood House	9 Kilgraston Road, EH9 2DX	0131 668 2792	SE	James Gillespie's HS
Kidzcare @ Portobello	2 Windsor Place, Portobello, EH15 2AA	0131 669 5040	NE	Portobello HS
Kirkliston Orchard Nursery	24 Newliston Road, Kirknewton, EH29 9EA	0131 333 4621	NW	Queensferry CHS
Leaps and Bounds Day Care Kirkliston	15 Main Street, Kirkliston, EH29 9AE	0131 333 2679	NW	Queensferry CHS
Leaps and Bounds Day Care Nursery	56A Drum Brae North, EH4 8AZ	0131 339 1490	NW	The Royal High
Leith St Andrew's Playgroup	410-412 Easter Road, EH6 8HT	07578 772 771	NE	Leith Academy
Little Flyers @ Ingliston	4a Ingliston Road, EH28 8AU	0131 335 3679	NW	Queensferry CHS
Little Learners Nursery	98 Lasswade Road, EH16 6SU	0131 664 3434	SE	Gracemount HS
Little Monkeys @ Craiglockhart	1 Craiglockhart Terrace, EH14 1AJ	0131 443 8701	SW	Tynecastle HS
Little Monkeys Cramond House	Cramond House, Kirk Cramond, EH4 6HZ	0131 336 3089	NW	The Royal High
Little Monkeys Nursery (Kilmaurs)	28 Kilmaurs Road, EH16 5DP	0131 667 5544	SE	James Gillespie's HS
Meadows Nursery	5 Millerfield Place, EH9 1LW	0131 667 5316	SE	James Gillespie's HS
Morningside Children's Nursery Ltd	1 Nile Grove, EH10 4RE	0131 629 2770	SE	Boroughmuir HS
Newington Nursery	Mayfield Salisbury Parish Church Hall, 18 West Mayfield, EH9 1TQ	07847 504 002	SE	James Gillespie's HS
Nippers Nursery	Verdun Villa, 18/19 Main Street, Dalmeny, EH30 9TU	0131 319 1778	NW	Queensferry CHS
Nippers Nursery @ Kirkliston	The Glebe, Kirkliston, EH29 9AS	0131 333 3348	NW	Queensferry CHS
North Edinburgh Childcare	18b Ferry Road Avenue, EH4 4BL	0131 332 8001	NW	Craigroyston CHS

North Edinburgh Childcare - Victoria Quay Nursery	Scottish Government, Victoria Quay, EH6 6QQ	0131 244 0784	NW	Trinity Academy
Northfield/Willowbrae Playgroup	Northfield/Willowbrae Community Centre, 10 Northfield Road, EH8 7PP	0131 661 5723	NE	Portobello HS
Oganan Dhun Eideann	139b Bonnington Road, EH6 5NG	07939 160 067	SE	James Gillespie's HS
ONE at Mother Goose Nursery	50 Howden Hall Road, EH16 6PJ	0131 620 4380	SE	Gracemount HS
Orchard Nursery	29 Inverleith Row, EH3 5QH	0131 552 5000	NW	Trinity Academy
Pilrig Children's Nursery	102 Pilrig Street, EH6 5AY	0131 629 2500	NE	Drummond CHS
Pinocchios @ Heriot Watt	Gate One, Riccarton Campus, EH14 4AS	0131 451 5236	SW	Balerno CHS
Pinocchio's Children's Nursery - Gilmerton	6 Ferniehill Road, EH17 7AB	0131 664 3276	SE	Liberton HS
Rainbow Kindergarten	72 Gilmour Place, EH3 9NX	0131 228 1668	SE	James Gillespie's HS
Rocking Horse Nursery	60A Duddingston Road, EH15 1SG	0131 669 0819	NE	Portobello HS
Smilechildcare - Pre-School	17 Calder Grove, EH11 7LZ	0131 476 7800	SW	Wester Hailes Education Centre
Smilechildcare Under 3's	4c Hailesland Place, EH14 2SL	0131 476 7800 ext.11	SW	Wester Hailes Education Centre
St Margaret's Nursery & Preschool	10 Craigmillar Park, EH16 5NE	0131 667 0778	SE	James Gillespie's
Start Bright Nursery	449 Gilmerton Road, EH17 7JG	0131 629 4948	SE	Liberton HS
Summerside Kindergarten Limited	1 Summerside Street, EH6 4NT	0131 554 6560	NW	Trinity Academy
The City Nursery	47-48 Greenbank Drive, EH10 5SA	0131 446 0088	SW	Firrhill HS
The Corstorphine Nursery	24 Featherhall Avenue, EH12 7UN	0131 334 8787	NW	Craigmount HS

The Murrayfield Nursery	52 Saughton Crescent, EH12 5SP	0131 346 4459	SW	Tynecastle HS
Thrive Childcare and Education - Corner House - The Grange	13 Minto Street, EH9 1RG	0131 668 3300	SE	James Gillespie's
Thrive Childcare and Education - Corner House Nurseries – Gillsland	2 South Gillsland Road, EH10 5DE	0131 447 4050	SE	Boroughmuir HS
Thrive Teviot House Nursery (Spylaw)	2 Spylaw Road, EH10 5BN	0131 229 1500	SE	Boroughmuir HS
Tom Thumb Nursery & Playgroup	The Vennel Hall, Smithsland, South Queensferry, EH30 9HU	0131 331 4273	NW	Queensferry CHS
Trinity Tots Nursery	9 Granton Road, EH5 3QJ	0131 551 3020	NW	Trinity Academy
Wee Gems Corstorphine Ltd	6a Featherhall Avenue, EH12 7TQ	0131 334 2960	NW	Craigmount HS
Wee Mack's Nursery	71 Constitution Street, EH6 7AF	0131 378 6650	NE	Leith Academy
Wester Coates Nursery School	13 Wester Coates Terrace, Edinburgh, EH12 5LR	0131 346 7398	SW	Tynecastle HS
Willow Den at Spartans	Ainslie Park, 94 Pilton Drive, EH5 2HF	07983 526 953	NW	Craigroyston CHS
Childminders	Email	Tel No.	Locality	Learning Community
Amanda Adrian – Milestone Childminding	amanda.adrian75@yahoo.com	Not available	NE	N/A
Angela Cassidy	Angie.cassidy.cm@gmail.com	Not available	SW	N/A
Angela McKellican – Proven Childcare	Angelamckellican@hotmail.co.uk	Not available	NW	N/A
Briana Brammer – Bright Bees Childminding	brightbeeschildminding@hotmail.com	Not available	NW	N/A
Carline McHugh	cimchugh@yahoo.co.uk	Not available	SW	N/A

Cherry Rogers – Cherrytree Childmind Services	cherryrogers@LIVE.CO.UK	Not available	SW	N/A
Debbie Ann Rutherford – Honey Bunny Childcare	honeybunnychildcareltd@gmail.com	Not available	SW	N/A
Deborah Dickson	debbie_dickson@hotmail.co.uk	Not available	NE	N/A
Dorothy & Paul Jarret	dorothy.jarrett@hotmail.co.uk	Not available	NW	N/A
Elaine Wallace – Pink & Blue SQ	elainefwallace1@aol.co.uk	Not available	NW	N/A
Elizabeth Steele – Lizzie’s Day Care	liz.myles@hotmail.co.uk	Not available	SW	N/A
Erin Forsythe – Mommy Childminder	eforsythe79@gmail.com	Not available	NW	N/A
Ewa Kazanowska	ewakazanowska87@gmail.com	Not available	SE	N/A
Fiona Priestly – Fiona’s Childcare Services	ewakazanowska87@gmail.com	Not available	NW	N/A
Gillian Lane	Rybraelittlemol@	Not available	NW	N/A
Hamima D’Souli	Malak_amira2006@live.com	Not available	NW	N/A
Heather and Gary Gray	hgray1965@gmail.com	Not available	NE	N/A
Laura Buckley – ABS Childminding	abcchildminding@hotmail.com	Not available	NW	N/A
Laura Innes	scott.laura@yahoo.co.uk	Not available	NW	N/A
Lisa Ross	lisaross@btinternet.com	Not available	SW	N/A
Maria Campbell Child Care	mariacampbell32@btinternet.com	Not available	NW	N/A
Nancy Morris	nancymorris2006@yahoo.co.uk	Not available	NE	N/A
Nikki Reynolds	nikreynolds@hotmail.co.uk	Not available	SW	N/A
Rachael Penpraze	rpenpraze@hotmail.com	Not available	NW	N/A
Roisin Kibble Childminding	Roisin.kibble@hotmail.com	Not available	NW	N/A
Rowanberry Mini Kindy	rowanberrymk@gmail.com	Not available	NW	N/A
Shannon Lindsay	slindsay15@hotmail.com	Not available	NE	N/A
Simonetta Gonuh – Danette Childminding	sgonuh@yahoo.co.uk	Not available	NE	N/A
Stacey Munro – Stacey’s Daycare	staceymunro@hotmail.co.uk	Not available	SW	N/A

Susan Bailey – Forest Foxes Outdoor Play	Susan.bailey345@gmail.com	Not available	SW	N/A
Sylvia Borowiak	sylviaborowiak@gmail.com	Not available	SE	N/A
Sylvia Nash Childcare	sylvianash@hotmail.com	Not available	SW	N/A

Operational Information for City of Edinburgh Council ELC Settings

NURSERY PLACES - INTAKE OF CHILDREN

The phasing in of children into their nursery places in the autumn term should be completed by **Friday 30th August 2024**. Please note any shortfall in the full funded hours as a result of a phased start should be made available to the child in agreement with their parent/carer. If your nursery is unable to fulfil this timescale, please contact the early years team asap.

EARLY LEARNING and CHILDCARE ADMISSIONS POLICY

Please familiarise yourself with this document, it is available on the Orb.

ELIGIBILITY DATES FOR A PRE-SCHOOL PLACE

Pre-school year – Children born between 1/3/20 and 28/2/21 will be accessing their pre-school year and should start nursery at the beginning of the autumn term in August.

Ante pre-school year – please refer to table below to find out when child's entitlement begins:-

Date of Birth			Eligible from
1 March 2021	–	31 August 2021	August 2024 (Autumn Term)
1 September 2021	–	31 December 2021	January 2025 (Spring Term)
1 January 2022	–	29 February 2022	April 2025 (Summer Term)

Remember – children born in March & April 2022 are NOT eligible until August 2025.

DELAYED ENTRY TO PRIMARY SCHOOL FOR SESSION 2023/2024

Children born between 14/8/19 and 29/2/20 who have been granted a delayed entry to primary school should start nursery at the beginning of the autumn term in August. **Please ensure that an additional funded year has been granted BEFORE ANY OFFER OF A PLACE IS MADE TO A CHILD BORN BETWEEN THESE DATES.** You can check this with the Early Years team.

LETTERS WITH OFFERS OF NURSERY PLACES SHOULD BE SENT OUT AS FOLLOWS:
SUBJECT TO CHANGE

Intake term	During the week of
Spring Term – January 2025	Monday 7 th October – Friday 11 th October 2024
Summer Term – April 2025	Monday 3 rd February – Friday 7 th February 2025
Autumn Term – August 2025	Monday 31 st March – Friday 4 th April 2025

Terrific 2s – Early Learning and Childcare for Terrific 2 year olds

A number of local authority centres offer funded places for children aged 2 years whose families meet the criteria set by the Government. Please note that this criteria has changed – please see criteria below. From August 2020, children who meet the eligible 2 year old criteria will be eligible for a funded place from the week following their 2nd birthday.

Families should be directed to the Council website for information.

http://www.edinburgh.gov.uk/info/20071/nurseries_and_childcare

You may qualify if you get one or more of these benefits

- Income Support
- income-based Jobseeker's Allowance
- income-based Employment Support Allowance, Incapacity Benefit or Severe Disablement Allowance
- State Pension Credit
- Child Tax Credits, but not Working Tax Credit with annual household income below £18,725
- Child Tax Credits and Working Tax Credit with an annual household income of £8,717 or less
- support under part VI of the Immigration and Asylum Act 1999
- Universal Credit with a monthly household earned income of £726 per month or below (Based on equivalent of £7920 per year) Note: disability allowance is not included as income

or if your child is

- looked after or is considered to be at risk of becoming looked after
- under a kinship care order
- is living with a parent-appointed guardian
- care experienced or has a parent who is care experienced
- in temporary accommodation/homeless

or if the family has

- graduated from the Family Nurse Partnership (FNP)

NAMS

As you are aware, the NAMS system is used by our partner provider centres to calculate early learning and childcare funding for their children. **It is crucial that all NAMS records are kept up to date, especially in respect of hours attended within your setting.**

If you get the following message when processing an application – *‘accepting this record will create a split placement’* - this will probably be because a child is already attending another nursery. You **MUST** check whether or not the child will remain at the other nursery or if they will be leaving **BEFORE** you accept the record - otherwise it will create an incorrect split placement. Please also remember that private nurseries should **NOT** be added as 2nd or 3rd choices – parents/carers should be advised to contact them directly.

SEEMIS Early Years System update

No further updates on the new SEEMIS Early Years System no ‘Go Live’ date set.

Admissions Policy

Please note we are in the process of updating admissions criteria but please continue to follow [Early Learning and childcare admissions policy – The City of Edinburgh Council](#) until instructed otherwise.

SCOTTISH GOVERNMENT CENSUS – (SCOTxED)

It is a requirement that all centres accurately complete the annual census which will be emailed to centres by the Government. The information collected from the census is used to determine the levels of funding allocated to CEC for the provision of early learning and childcare.

Any enquiries about the census should be directed to Sanjeev Paul on 469 3200.

CARE INSPECTORATE CERTIFICATE OF REGISTRATION

Please check that the details on your registration certificate are up to date with the correct manager’s name and the maximum number of children at each session. If changes need to be made, The Care Inspectorate will need to be notified asap of any variations. If **ANY** variation is required, **please discuss first** with your Early Years Manager/QIEO.

CAPACITIES AUDIT

Information from the NAMS and Click and Go systems will be downloaded by the early years team at the end of September 2024, January 2025 and May 2025. This will be used to assess the demand for nursery places across the city as a whole and the staffing requirements specific to your nursery school or class for the academic year 2025/26. Please ensure that the data for your establishment is up to date at these times. **Please ask if you need assistance with this process.**

Early Years Operational Calendar 2024-25

September 2024	October 2024	November/December 2024	January 2025
<ul style="list-style-type: none"> 30th August - All children should have started in nursery 30th September – central download of information from NAMS and Click + Go for capacity audit. Make sure both systems are up to date. 	<ul style="list-style-type: none"> Monday 7th October – Friday 11th October 2024 - Send out letters to offer places for spring term intake 	<ul style="list-style-type: none"> Publicity campaign regarding nursery and primary enrolment. Notify parents/carers of enrolment processes Delayed entry to Primary school information distributed. 	<ul style="list-style-type: none"> 31st January – central download of information from NAMS and Click + Go for capacity audit. Make sure both systems are up to date.
February 2025	March 2025	May 2025	June 2025
<ul style="list-style-type: none"> Monday 3rd February – Friday 7th February 2025 - Send out letters to offer places for summer term intake End of February – last submission date for Deferral applications 	<ul style="list-style-type: none"> 1st March – last submission date for Early Admission to PS requests. Monday 31st March – Friday 4th April 2025 - Send out letters to offer places for August 2025 	<ul style="list-style-type: none"> 31st May – central download of information from NAMS and Click + Go for capacity audit. Make sure both systems are up to date. 	<ul style="list-style-type: none"> Thursday 26th June 2025 - End of Term.

