



Dear Parent(s)

We thank you for your interest in our school and for your consideration in entrusting your child's education to our school.

It is with pleasure that we present our Admissions Pack. Please take time to read it thoroughly and if you wish to progress with the application process please fill out and return the relevant forms that you will receive together with this pack.

If you have any questions please do not hesitate to contact us at office@regius.edin.sch.uk.

I look forward to receiving your child's completed application and formally welcoming your family to our Regius School community.



With kind regards,

Rachel Meldrum

Rachel Meldrum

Head Teacher, Regius School

Regius School

"Christian Education to Transform a Generation"

69a Whitehill Street, Newcraighall, Edinburgh, EH21 8QZ

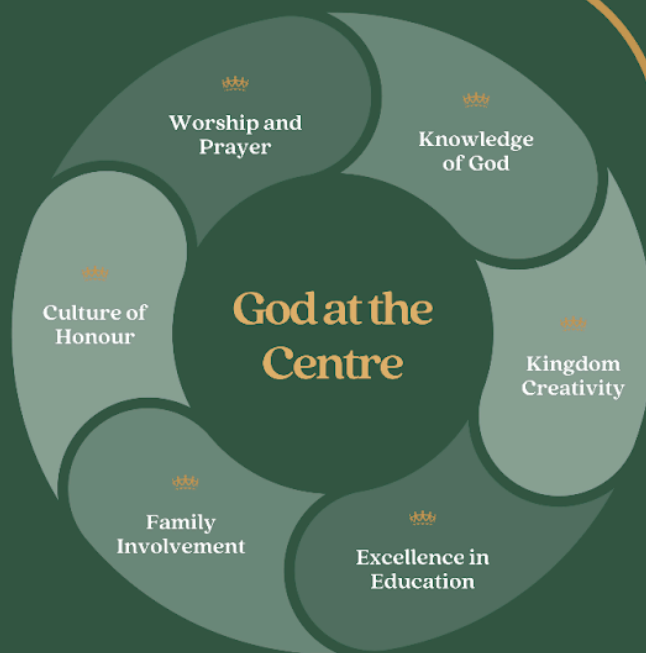
Tel: 07932 801780 | E-mail: office@regius.edin.sch.uk | www.regius.edin.sch.uk

A charitable company limited by guarantee, registered in Scotland, no. 151423 Scottish Charity SC022723



Christian Education

to Transform a Generation



Worship and Prayer

The presence of God is celebrated through creative worship and prayer throughout the school day.

Kingdom Creativity

God-given creativity is nurtured and celebrated. Creativity can be found in every curricular area and there are regular opportunities for it to be expressed.

Family Involvement

Family is honoured and seen as God's heart for nurturing, teaching and bringing up children. Families are encouraged to be an active part of the Regius Community and a support to each other.

Knowledge of God

Children and staff seek to know and love God, they study His word and experience the working of the Holy Spirit.

Excellence in Education

Following the Scottish Curriculum for Excellence, children are appropriately challenged and supported in their learning to achieve their full potential. Staff are qualified, trained and continually developing professionally.

Culture of Honour

Children and staff respect one another and feel seen, known, valued and heard. Godly behaviour is understood to come from 'bearing fruit by abiding in the vine'.



Admissions Policy

General

Children will be considered for admission from P1 to S2, 4-14 years.

The normal route for admission is by an initial email or phone call, followed by a visit to the school for the parent(s) to discuss with staff the suitability of Regius School for their child(ren). The parent(s) are also usually given a tour of the school during school hours to see the learning environment and school culture.

P1 pupils can have a shorter school day for the first quarter term, attending from 8.45am until lunchtime if desired by parents(s) but only until the September holiday weekend. Thereafter, children will be expected full-time. Parents should be aware, afternoons are when we timetable activities such as Art, Music, PE and Dance. We will not be able to accommodate 'catch-up' for these missed activities.

Children being admitted will have an initial assessment period of four weeks to allow orientation to the school. This also gives the teaching staff time to assess the academic levels and behaviour of the child and to ensure that we can effectively meet their needs.

No academic requirements are needed for admission to Regius School, only the parents' acceptance of our vision, objectives and curriculum procedures.

If the school is oversubscribed, children will be accepted on the basis of the first to apply and complete all necessary documentation. Children with siblings in the school will, generally, take priority but again they will need to apply before others are accepted.

We can accept children with additional support needs, provided that we have the necessary supports and resources available to meet the needs of the child. This would be decided through discussion with the parent(s) and, if appropriate, a trial period at the school.

This admission pack contains a letter to parents, term dates, a uniform list and list of items required.

Notice of the Removal of a Child

If a child is removed from Regius School prior to the end of P7, a full term's written notice is required to be received in school at, or before, the end of the previous term. Alternatively, four months fees are to be paid in lieu of adequate notice.

School Policies

All school policies can be viewed in school on demand.

Application Forms

Please return the required completed forms to the school as soon as possible.



Admission Privacy Notice

What is the purpose of this document?

Regius School is a registered charity, a charitable company limited by guarantee, registered in Scotland with charity number SC022723 and whose registered office is at:

69a Whitehill Street, Newcraighall, Edinburgh, Midlothian EH21 8QZ.

Regius School (the “School”) is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for admission for your child(ren). It makes you aware of how and why your personal data will be used, namely for the purposes of the admission exercise, and how long it will usually be retained. It provides you with certain information that must be provided under the General Data Protection Regulation (GDPR 25 May 2018).

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept, only as long as necessary, for the purposes we have told you about.
- Kept securely.

The kind of information we hold about you

In connection with your application for admission, we will collect, store and use the following categories of personal information about you:

- For parents or guardians: the information you have provided on our admission form, including name, title, address, telephone numbers, personal email address.
- For prospective pupils: date of birth, gender, education history.
- For both parents/guardians and prospective pupils, any information you provide to us during an interview.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs.
- Information about you/your child’s health, including any medical condition, health and sickness records.
- Information about any special educational/behavioural needs.

How is your personal information collected?

We collect personal information about prospective pupils from the following sources:

- You, the prospective parent(s)/pupil(s).
- Your child's current school/nursery, if applicable, from whom we collect the following categories of data: educational attainment; any conduct or other relevant behavioural issues with your current school; reports; well-being chronologies.

How will we use information about you?

We will use the personal information we collect about you to:

- Assess the prospective pupils suitability for attendance at the School.
- Communicate with the parents or guardians about the admission process.
- Keep records related to our admission processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to admit the prospective pupil, since it would be beneficial to the School to admit appropriate applicants.

We also need to process your personal information to decide whether to enter into a parental contract with you.

Having received your admission form, we will then process that information to decide whether you meet the requirements to be considered for admission to the School. If you do, we will notify you. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you admission to the School. If we decide to offer you admission to the School, we will then contact your child's current school/pre-school nursery to request information relating to your current educational attainment, any conduct or other relevant behavioural issues before confirming your admission.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of educational attainment), we may not be able to process your application successfully.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about you/your child's disability status to consider whether we need/are able to provide appropriate adjustments during the admission's process.
- We will use information about your race or national ethnic origin, religious, philosophical or moral beliefs, to ensure meaningful equal opportunity monitoring and reporting.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the Headteacher.

We have procedures in place to deal with any suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will retain your personal information for a period of one year after we have communicated to you our decision about whether to offer admission to the prospective pupil. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against applicants on prohibited grounds and that we have conducted the admissions exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

Under certain circumstances, by law, you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected. After admission, if your child remains in the School we will write to you annually to update your information.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data or request that we transfer a copy of your personal information to another party, please contact the Head Teacher in writing.

Right to withdraw consent

When you completed the admission form, you provided consent to us processing your personal information for the purposes of the admission exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the Head Teacher. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

Data Protection Officer/Data Privacy Manager/Head Teacher

We have appointed a data protection officer (DPO)/data privacy manager/Head Teacher to oversee compliance with the privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Head Teacher. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.



Parental Responsibility - Explanatory Notes

The Children (Scotland) Act 1995 gives a parent, in order that the parent can fulfil his or her parental responsibilities in relation to a child, the right to control, direct or guide the child's upbringing in a manner appropriate to the stage of the child's development.

(For this purpose, a child is anyone under the age of 16 years).

A child's natural mother has parental rights in respect of the child unless a court decree otherwise provides. A child's natural father only has parental rights in respect of the child if the father is married to the child's natural mother at the time of the child's conception, or subsequently, unless the father and mother have by deed, in terms of Section 4 of the Children (Scotland) Act 1995, agreed that the father shall have parental rights in respect of the child.

It is important for the School to know, in the case of each pupil at the School:-

- (a) who has the parental rights, in terms of the Children (Scotland) Act 1995, in respect of that pupil whilst that pupil is under the age of 16 years;
- (b) with whom the School should deal in respect of those rights; and
- (c) whom the School should contact should any problem or emergency occur in respect of the pupil.

It is also important that any change in who has (or can exercise) parental rights in respect of a pupil under the age of 16 years at the School is immediately brought to the School's attention, by notice to the Head Teacher/School Manager of the School.

Parental Rights of a person in respect of a child are the rights:-

- to have a child live with that person or otherwise to regulate that child's residence;
- to control, direct or guide, in a manner appropriate to the stage of development of that child, that child's upbringing;
- if the child is not living with that person, to maintain personal relations and direct contact with that child on a regular basis; and
- to act as that child's legal representative.

The Act further provides that where two or more persons have a parental right in respect of a child, each of those persons may exercise that right without the consent of the other or others, unless any court decree or deed conferring the right or regulating its exercise otherwise provides.

In addition, the Act provides that a person who has parental rights in relation to a child shall not abdicate those rights to anyone else, but may arrange for some or all of those rights to be fulfilled or exercised on the person's behalf.

You can notify the School in writing, by a letter to the Head Teacher/Manager of the School, who may, in the event of any emergency, and if the person/persons having parental rights in respect of the Applicant cannot be contacted by the School, exercise those parental rights on behalf of such person/persons.



Helpful Hints

Contact Details

Regius School, 69a Whitehill Street, Newcraighall, Edinburgh, EH21 8QZ.

Mobile: 07932 801780

Email: office@regius.edin.sch.uk

The School Day

School starts at 8:45am and finishes at 3.15pm, except on Fridays when school finishes at 12.30pm. We open the doors at 8.45am each morning to receive children.

Cars are not allowed in the school car park for collection or when dropping off.

Please communicate absences or changes to collections to the school mobile 07932 801780 via text, WhatsApp or call.

Food

The children have snack in the morning. Please provide a drink (not in a glass container) and something small to eat, preferably healthy food.

For lunch, children require a packed lunch with a drink – we encourage the children to eat all that is provided as we recognise parents know best how much their children need. We cannot heat food but many children bring hot food flasks, particularly in cold weather.

Playtime and Outdoor Education

We are blessed to have countryside all around us and we go outside in all weathers so children need to have suitable clothing, waterproof and warm. Suncream (and a sunhat) are to be sent in during the summer term if required. Please provide antihistamines if your child requires them.

Birthdays

When a child has a birthday we try to make their birthday special. We all sing to the child on their special day and, generally, the child whose birthday it is brings in cakes, sweets or healthy treats for all the school children and staff. Please note, we are a nut-free school.



2024/25 - School Term - Fee Notice

Dear Parent,

We are looking forward to welcoming your child(ren) to Regius School for the upcoming school year.

The table below gives our Term Start and End dates.

2024/ 2025	Autumn Term	New Year Term	Summer Term
Term Starts	19 th August 2024	7 th January 2025	23 rd April 2025
Term Ends	18 th December 2024	4 th April 2025	26 th June 2025

Our school fees have been set at a level that allows as many families as possible to benefit from a Christian education, which we believe is God's will for the school.

School fees payable for the 2024/25 school year are:

2024/25	Fee per term	Total fee for 2024/25 school year	Monthly payment
One Child	£2016	£6048	£504
Two Children	£3448	£10344	£862
Three Children	£3984	£11952	£996

Schools fees are payable monthly over a twelve month period, with the first payment due on 5th of August 2024. In accordance with the Parental Contract, subsequent payments need to be made on or before 5th of each month, which allows us to manage our cash flow position. If preferred, school fees can be paid to the school in full prior to the start of the school year or termly prior to the start of each school term. If payments are made termly, they are to be paid on 5th August 2024, 5th December 2024 and 5th April 2025 so that the payments are spread evenly across the year.

As a reminder, if a parent or guardian wants to remove a child from Regius School, a full term's written notice is required to be received by the school at, or before, the end of the previous term. Further details are contained in the Parental Contract.

For parents of P7 children, the summer term ends on 26th June 2025 and the final fee payment is due shortly afterwards on 5th July 2025. If you would like to accelerate your payments, so that the final payment takes place in June 2025, prior to your child graduating and before the end of term, we can work out an 11 month payment schedule for you.

Our recommendation is to set up a standing order from your bank account, to pay the fees by the due date each month.

Our bank details are as follows:

Account Name: Regius School

Royal Bank of Scotland

Account Number: 16043612

Sort Code: 83-19-23

Any financial queries should be directed to our Finance Lead, Sharon Lee, at finance@regius.edin.sch.uk.

Yours sincerely,

Roger Wilcox

Roger Wilcox

Chairman and Finance Director, Regius School Board



2024/25 Uniform Information

Mandatory Uniform Items

Boys: White collared shirt with logo (long or short sleeved), bottle green jumper with logo, dark grey trousers or shorts, tie (available from the school), black school shoes.

Boys PE Uniform: Polo shirt with logo, black athletic shorts or joggers, black trainers (preferably waterproof).

P1-4 Girls: Winterbottom's green tartan pinafore, white collared shirt (long or short sleeved), bottle green knee-high socks and black modesty shorts or bottle green tights, bottle green cardigan with logo, black school shoes.

P5-S2 Girls: Winterbottom's green tartan junior kilt, white collared shirt with logo (long or short sleeved), bottle green cardigan with logo, bottle green knee-high socks and black modesty shorts or bottle green tights, black school shoes.

Girls PE Uniform: Polo shirt with logo, black athletic shorts or joggers or sport leggings, black trainers (preferably waterproof).

IMAGE SCOTLAND - please use the following link to shop online for our main uniform items:

<https://regiusschool.imagescotland.com>

Items from Image Scotland can be delivered to the school free of charge or you can have them shipped directly to your home for a £4 shipping fee. Please note, delivery can take up to six weeks.

Items for Purchase from Image Scotland:

- Jackets with the school logo
- Cardigans with the school logo for girls
- V-neck jumpers with the school logo for boys
- White, long or short sleeved, shirts with the school logo (for P5-S2 girls and P1-S2 boys)
- PE polo shirts with the school logo for boys and girls
- Black athletic shorts (boys and girls), black joggers (boys and girls), black leggings (girls only)
- Boys trousers

Other Uniform Items for Girls

- Winterbottom's green tartan pinafore, for P1-4 girls:
<https://www.schooluniformshop.co.uk/product.php/2840/432/winterbottoms-junior-bib-pinafore-green-tartan>
- Winterbottom's green tartan junior kilt, for P5-P7 girls:
<https://www.schooluniformshop.co.uk/product.php/2139/431/winterbottoms-junior-kilt-green-tarta>
- Winterbottom's green tartan senior kilt, for S1-S2 girls (if they have outgrown the junior kilt):
<https://www.schooluniformshop.co.uk/product.php/2854/431/winterbottoms-senior-stitch-down-knife-pleat-skirt-green-tartan>

You are welcome to buy the other uniform items from suppliers of your choice, provided they align with the mandatory uniforms outlined above.

Suggestions of where to buy the other items are outlined below for ease.

- Bottle green tights:
<https://www.johnlewis.com/john-lewis-anyday-kids-cotton-rich-tights-pack-of-3/green/p109882777>
or
https://www.marksandspencer.com/3pk-cotton-rich-school-tights-3-14-yrs-/p/clp60617550?prevPage=srp#intid=pid_pg1pip9g4r1c1
- Bottle green socks:
<https://www.johnlewis.com/john-lewis-anyday-kids-knee-high-socks-pack-of-5/green/p3055141>
- Black modesty shorts:
<https://www.marksandspencer.com/2-pack-girls-cotton-with-stretch-shorts/p/clp60097352> or
<https://www.next.co.uk/style/st132639/990649#990649> or
<https://www.next.co.uk/style/su053230/247618#247618>
- White collared shirt (long or short sleeved), for P1-4 girls:
https://www.marksandspencer.com/3-pack-girls-regular-fit-easy-to-iron-blouses/p/clp60098370?color=WHITE#intid=carousel_FUNH_AT_PHOENIX-SIMILAR_END_PDP_16_5:8a86d2c4-ab44-4f58-aacf-bdced7edd2d5 or
https://www.marksandspencer.com/2-pack-girls-regular-fit-easy-to-iron-blouses/p/clp22225033?color=BLUE&prevPage=srp#intid=plpnav_pid_pg1pip2g4r1c1
- Black sport leggings for PE: <https://www.next.co.uk/style/st057573/795165#795165>
- Black PE trainers: <https://www.next.co.uk/style/st867877/m36515#m36515>
- Hair bands, bobbles, bows and scrunchies should be dark (bottle) green in colour.

Other Uniform Items for Boys

You are also welcome to buy these uniform items from suppliers of your choice, provided they align with the mandatory uniforms outlined above.

Suggestions of where to buy the other items are outlined below for ease.

- Dark grey socks:
<https://www.johnlewis.com/john-lewis-anyday-kids-cotton-rich-socks-pack-of-7/charcoal/p5323698>
or <https://www.next.co.uk/style/st080615/u30953#u30953>
- Dark grey shorts: <https://www.next.co.uk/g98349s6/988259#988259>
- Dark grey trousers: <https://www.next.co.uk/g98349s2/188741#188741>
- Black PE trainers: <https://www.next.co.uk/style/st867877/m36515#m36515>