



Holy Child Primary School
Central Drive, Creggan
Derry BT48 9QQ
Telephone: 028 7126 1263
Fax: 02871374581



HOLY CHILD NURSERY UNIT

Handbook



Dear Parents,

Welcome to Holy Child Nursery and Primary School, we are so happy you have chosen us to begin your child's educational journey. As a parent I know how hard it will be to leave your child in our hands and there will definitely be more tears from the adults on the first day than from the children. But please believe me when I say that all our staff will work tirelessly to develop your child academically, socially and spiritually and will uphold our motto 'Every child, Every chance, Every day'.

Whilst doing this the staff will ensure your child is enjoying his/herself in Nursery. In the last few years we have worked extremely hard to develop not only the resources in Nursery and Foundation but also the quality of our play which is critical to your child's development.

I hope like many previous parents that you will find our Nursery a warm and welcoming place for your child and at any stage if you have any concerns please speak to your child's class teacher, Mrs Concannon Head of Early Years or myself. Please do not let 'little worries become big concerns'.
Thank you,

Mrs Nicola Cullen
Principal



THANK YOU!

Thank you for taking time to read this handbook and for the privilege of being your child's first educator. You will always be welcome in our Nursery Unit and we look forward to involving you in your child's education, both formally and informally.

The Nursery issues a monthly bulletin informing you of news and events, please read this carefully as it contains very important information and dates. Also look out for information on our parent notice boards in the Nursery Unit.

I know the children will enjoy their year in the Nursery. We will provide them with a happy and stimulating first step into their educational future.

If at any time you wish to contact me about anything regardless of how small an issue it is, I am available from 8.30 every morning and after school from 1.30 each afternoon.

Thank you,

Mrs Concannon
Vice Principal



Prayer to my Guardian Angel

Angel of God, my guardian dear,
To whom God's love commits me here,
Ever this day be at my side
To light and guard,
To rule and guide. Amen.

Parental Involvement

One of our aims is to work closely with parents involving them in the education of their child. To this end, the staff encourage parents to become actively involved in the following ways:

- Reinforce school themes as suggested in the monthly newsletter.
- Talk to him/her and listen to what he/she says.
- Read stories and poems to your child. Sing nursery rhymes and short songs with him/her.
- Find something to praise in whatever he/she creates – it may look like a mess to you but to your child it is a “masterpiece”!
- Always be at school on time to collect your child ... they hate to be kept waiting.
- Please encourage and foster a love of books.
- Carry out some of the suggested activities with your child as outlined in the monthly newsletter.
- Spend a few minutes each day with your child playing alongside him/her as they play with their toys.
- Participate in some of the Parent’s Programmes on-going throughout the year.
- Sharing your talents/skills with the children in the classroom by becoming involved in the school day.
- Assisting on school trips.

Home Lending Library

We consider books to be of great importance and because of this we operate a “Home Lending Service”. Each week your child will visit Grogan Library with their class and will have story time, rhyme time and choose a book to take home. We would encourage all parents to spend time reading the book to your child.

Play

Our main aim in Nursery is to ensure that progression in your child’s development will take place. The resources have been carefully selected to assist development in all areas - physically, emotionally, socially and intellectually.

Our outdoor area is designed to provide opportunities for physical development and an awareness of growing and living things in the world around us.

With the help of the teacher and nursery assistant each child will be encouraged and supported in forming relationships with other children based on mutual respect and consideration. As they grow in confidence they will become more self-controlled and independent.

Settling In

The “settling in” period is a very important time in the Nursery Unit for your child. As it is vital that we establish a positive and secure relationship with each individual child, children are admitted gradually over a period of three to four weeks.

Once staff decide that your child is happy and secure within the school environment your child’s time will be gradually extended until he/she is attending for the full day.

We do understand that this may be inconvenient but I am sure you will realise that we have the interests of your child at heart and we very much appreciate your support during this time.

Please do not worry if your child takes a long time to settle in. Each child is unique and reacts differently to their first experience of school.



Appropriate Clothing

On your child’s first day in Nursery could you please send in:

- * A complete change of clothes – vest, pants, socks, jumper, t-shirt, trouser/skirt.
- * 3 boxes of tissues and 2 packets of wipes.

Nursery uniform Wearing a uniform not only gives your child a sense of growing up but also of belonging to their group. In the Nursery the children wear navy trousers/skirt, a yellow polo shirt and Holy Child Nursery sweatshirt. Please make sure that your child is suitably dressed for school - avoid belts, braces, etc. Rubber soled shoes/runners with velcro tapes/zip fasteners ... no laces please.

We encourage all children to be independent at toilet time, so please remember this when you dress your child in the morning.

Outdoor play is an important part of our curriculum during colder weather we ask that your child wears a coat every day. Please put your child’s name on all belongings, e.g. coat, hat, and especially sweatshirt as this helps to avoid confusion.

In case of an ‘accident’ a change of clothes is needed for all children and can be hung on your child’s peg.

Arrival and Collection

The Nursery is open from 8:30 a.m. and there is a staggered starting time for the children from 8:30 a.m. to 9:00 a.m. The school day finishes at 1:15 p.m. with a staggered finish time from 1:15 p.m. to 1:30 p.m.

In the morning your child must be brought right into the nursery - do not leave him/her at the gate or door.

Your child must be left and collected from Nursery by a responsible adult, legally no child should be brought to school or collected by anyone under the age of sixteen. We will ask you to give details, most importantly, telephone/mobile numbers of three responsible people who leaving and collecting your child.

If there are any changes to these details, please inform a member of staff or the office. Make sure we always have an emergency address/telephone number in case your child is ill at school.

If this number should change it is important to let us know.



Moving into Primary One

Parents who intend to enrol their child for Holy Child Primary School should fill in an online application form in January. The school will organise workshops to help you do this near the time.

For those children who will be going on into our main school we will be running an extended Nursery Day from January when the children can stay until 2.15 for 3 days per week. We will also be running our transition programme in April and May. In this programme the children will work with their Primary 1 teacher one day per week. This is a great opportunity for the children to familiarise themselves with the Primary School and the staff who will be working with them the following year. Both these programmes mean that the children are able to stay for the full day by the end of the first week in September.



Attendance

Regular attendance is particularly important during the early years when your child's development is at its optimum level. However, if your child is unable to come to school due to illness or any other reason, then please contact the school on 028 71261263 before 9.30 a.m.

If your child takes ill during the school day, or has an accident, we will get in touch with you, either by telephone or by our school texting service to your mobile (please keep us informed of your current mobile number so that we can use this service).

Please inform the school secretary of any changes to telephone numbers/addresses.

Please notify your child's teacher of any medical condition, or any speech/eyesight/hearing problems. Personal medical information will be treated in the strictest confidence.

External Agencies

We have regular contact with many experts - speech therapists, dentist, school nurse, child psychologists.

Please contact us if you have any particular concerns about with your child. Sometimes if your child has a problem we may feel that it is necessary to seek expert help - but only after consultation with the parent.

The sooner problems are dealt with, the better for your child.

Breakfast, Snack and Dinner

Parents are asked to make a voluntary contribution of £2.50 per week. This contribution will pay for breakfast, snacks, treats, Christmas presents, Easter eggs, trips, Jo Jingles sessions and gymnastic sessions.

From the start of November, we will be opening our breakfast club with children being offered toast and cereal from 8.30 till 9.00. For snack the children will be offered water, milk, fruit with yoghurt or pancakes.

Eventually all children will have a dinner at midday this can be a school dinner or you can send in a pack lunch. Dinner money should be paid on Monday mornings.

If your child is eligible for free school meals, please complete the form in your pack and bring it into the school office where the office staff will help process this.

NB Holy Child Nursery and Primary School is a nut-free zone including nut products please check lunch carefully.