



Lisnagelvin Nursery School

Prospectus 2021 / 2022



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LISNAGELVIN NURSERY SCHOOL

48 RICHILL PARK

LONDONDERRY BT47 5QZ

Telephone Number: **(028) 7134 2764**

E-mail: **lisnagelvin_nursery_school@eani.org.uk**

Website: **www.lisnagelvinnursery.com**

CONTROLLED NURSERY SCHOOL

Boys and Girls aged 3 - 4 years

Chairperson of Board of Governors:

Dr John Doherty

Principal:

Mrs P Taggart



Number on Nursery Roll (1 st September 2020)	78
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Number of applications received (2020)	134
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Expected number on Nursery Roll (1 st September 2021)	78
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Teaching Staff (1st September 2021)

Teaching Principal:	Mrs P Taggart
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Teacher:	Miss L Devine
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Nursery Assistants:	Mrs H Galbraith
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Mrs P Taylor



Ancillary Staff

Senior Clerical Officer:	Mrs R Andrews
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Caretakers:	Mr N Falconer
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Dining Attendant:	Miss L O'Toole
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Cleaner:	Miss K Nicholl
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BOARD OF GOVERNORS

Chairperson

Dr John Doherty

Vice-Chairperson

Mrs Joy Tennis

Nominated by D.E.N.I.

Dr John Doherty

Ms Karen McGahon

Nominated by Education Authority Western Region

Mrs Doreen Laird

Mrs Joy Tennis

Mr Simon Loughery

Parent Representatives

Miss Helena Kearney

Dr Claire Montgomery

Teacher Representative

Miss Louise Devine

Principal/Secretary to the Board of Governors

Mrs Patricia Taggart

GENERAL INFORMATION

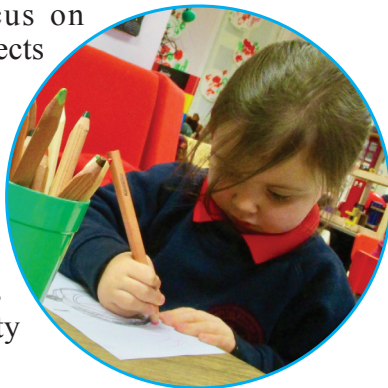
Lisnagelvin Nursery School is a purpose built nursery set in its own spacious, landscaped private grounds in Richill Park, Londonderry, adjacent to Lisnagelvin Primary School. We are an Educational Pre-School setting, which offers 26 full-time and 52 part-time places.

Working collaboratively, we aim to create a welcoming, safe, caring and stimulating environment for play and learning, where everyone feels valued, included and respected.

Our staff are highly qualified, experienced, positive role models who provide high quality interaction and engagement with children.

Liaising closely with parents we focus on developing children's potential in all aspects of their learning and development.

We value and encourage active involvement with the school's local and wider community, welcoming visitors, parents and people from the locality into our school, as well as extending the school's links and networks within the community and beyond.



The school was last inspected in March 2017 the Department of Education found that:

“the quality of care and welfare is impacting positively on the children’s learning and the staff have created a very welcoming and stimulating environment. The new team of staff have a shared vision to provide the highest standard of care and education for every child”

We fully intend to maintain and improve our high standards and levels of service.

OUR AIMS

Nursery education is value driven and child centred. We strive to create a Nursery which feels like an extension of a supportive family home.

At Lisnagelvin Nursery we aim to:

- Provide a welcoming, caring, stimulating and secure environment where everyone feels valued, included and respected
- Offer a broad and balanced curriculum as defined by the NI Curricular Guidance for Pre-School Education
- Engage our children in the highest quality teaching and learning through well planned, challenging and progressive play indoors and outdoors
- Promote and develop positive attitudes and dispositions for learning
- Provide opportunities where children can observe, explore, question and wonder
- Promote a healthy lifestyle by providing healthy food, plenty of physical activity and a sound foundation for well-being
- Encourage each child to be independent and to develop a sense of responsibility and respect for themselves, others and their environment.
- Work together with parents as partners to improve learning and care
- Develop an effective partnership between the school and its community by welcoming parents and people from the local community into the nursery and by planning educational visits in our local area
- Continually improve and extend our practice to ensure our children receive an early year's education relevant to their needs

"The focus should be on enabling children to learn at their own pace, to have breadth of learning experiences and gain a positive image of themselves as resilient learners able to cope with uncertainty and to learn through trial and error."

NI Curricular Guidance for Pre-School Education



OUTDOOR PLAY FACILITIES

Much careful thought and planning has gone into the provision of imaginative and extensive outdoor play facilities.

Included in the garden are nature trails, a garden pond, wild flower areas, herb beds, an orchard, a bug hotel, a quiet space, a maze and natural habitats for birds and butterflies.

The garden represents a considerable investment for the school and provides a stimulating and exciting learning environment which reflects nature and the changing seasons.

During outdoor play children have opportunities to enjoy the fresh air, experience fun physical activities and connect with their senses in a safe and natural environment.



LINKS WITH PARENTS

The Principal and staff value parents as their child's first and best educator. As a staff we will try to ensure that you are made to feel welcome and that you can talk to us at any time regarding your child.

Links with Parents are established in the Summer term prior to starting nursery when Parents are invited to an information evening followed by an open session with their child.

Parents are welcomed into the Nursery classes during the settling in period.

Links are maintained throughout the year through a system of parent meetings, stay and play sessions, Jo Jingles and a curriculum evening. We also welcome parent volunteers to help with the garden, snack time, story sacks or to accompany us on school visits.

NURSERY WEBSITE

You can keep up to date with all our news on our school website www.lisnagelvinnursery.com.



SEESAW *Seesaw*

We use an app called Seesaw to communicate with parents. We share regular updates regarding the nursery as well as photographs, activities and learning experiences during your child's time in nursery.

NEWSLETTERS

Each month we post our newsletter detailing information such as curriculum topics, visits, rhymes and how to help reinforce your child's learning.

SCHOOL HOURS

Morning Pupils	8.45 am – 11.15 am
Afternoon Pupils	12.15 pm – 2.45 pm
Full-time Pupils	8.45 am – 1.15 pm

CHILDREN WITH ADDITIONAL NEEDS

All children, including children with additional needs, are entitled to a broad and balanced curriculum matched to their needs, abilities and aptitude. A child has additional needs, if he/she has a difficulty that calls for additional education provision to be made for him/her to access the pre-school curriculum.

Additional needs may include:

A physical difficulty or physical condition such as cerebral palsy / down syndrome.

A communication difficulty.

A problem with sight or hearing.

An emotional or behavioural issue.



BEFORE STARTING SCHOOL

If you think your child may have a problem, however slight, do not delay asking for professional advice. This is the first step to getting specialist help and early intervention to support you and your child. Your health visitor will be able to advise you if you have any concerns.

Further information about the Education Authority's provision for special education and the procedures for assessing and making statements of special education needs may be obtained from the special education section of the Board's headquarters.

If outside agencies such as Educational Psychologists, Speech and Language Therapists, Social Workers etc are involved with your child it is essential that you share this information with us as early as possible. This ensures a smoother transition into nursery for your child.

PASTORAL CARE

It is the Policy of Lisnagelvin Nursery School that every child and adult within the school will be valued as individuals, will be nurtured in their learning, growth and social/emotional development and will feel safe and secure within a healthy, safe and structured environment.

Our Pastoral Care Aims

- To display a warm, caring, supportive and nurturing ethos for all children and adults within the nursery.
- To enhance the children's self-esteem, self-confidence, assertiveness, communication skills and personal safety.
- To ensure that staff and volunteers are well informed about Child Protection procedures and all other relevant Pastoral Care Policies.
- To ensure that staff and volunteers are aware of their duty to care and their responsibility to report.
- To provide open channels of effective and appropriate communication between children, teachers, parents and other adults working with children.
- To promote co-operation with statutory agencies in the multi-agency response to Child Protection.
- To ensure the professional development needs of all the staff are met.



Means by which these aims will be put into effect:

- By providing an environment within the school and classroom in which every child and adult is valued as a member of the community.
- By identifying the staff as people to whom children can turn to share concerns and discuss problems.
- By promoting staff awareness of types and indicators of child abuse and neglect, the appropriate response to the child, knowledge of procedures for reporting concerns and their statutory responsibility.
- By allowing a variety of opportunities for class and group discussion of

thoughts and feelings in an atmosphere of trust, acceptance and tolerance, eg use of the Respecting Difference Programme.

- By monitoring children's welfare, physical, emotional, social, intellectual and behavioural development.
- By providing parents with a Child Protection Policy explaining the school's Child Protection Policy procedures.
- Parents will be supported and encouraged to contribute positively to their child's education and welfare and staff will be available should

parents wish to discuss any issues. The school places a strong emphasis on good, open communication between parents and staff



- By establishing regular contact with other appropriate agencies in order to promote co-operation to protect children.
- A high standard of behaviour will be expected and staff will be fair, firm, consistent and compassionate in their approach to classroom discipline.

• By providing parents with our Positive Behaviour Policy explaining how we create an ethos where children have respect for themselves, for others, for their property and the environment. Parents are invited to provide comments or suggestions.

- Good working relationships based on mutual respect will be fostered and regular staff meetings within the school allow staff the opportunity to contribute effectively to creating and maintaining a safe, secure environment for both staff and children. The school staff work together as a team, valuing and supporting each other.
- This will be achieved by ensuring that the following policies are put into practice: -



- Child Protection and Safeguarding Policy

- Intimate Care Policy
- Positive Behaviour Policy
- Anti-bullying Policy
- Use of Reasonable Force/Safe Handling Policy
- Educational visits Policy
- E-safety and Internet Use Policy
- Settling in Policy
- Transition Policy
- Teaching and Learning Policy
- Emotional Well-being of Staff
- First aid and Administration of Medicines
- Managing Attendance Policy
- Health and Safety Policy
- Additional Needs Policy



- There is appropriate consultation when Pastoral Care policies are reviewed.
- Pastoral Care policies are available for parents to read in the front hall and on request from the Principal.



ADMISSION ARRANGEMENTS

Parents considering sending their children to our nursery are usually invited to our open afternoon in November to see the school and to talk to the staff.

This year, due to the health and safety restrictions of Covid-19, parents are invited to view an iMovie in the 'Parents Area' section of our website entitled 'Welcome to Lisnagelvin Nursery School 2021'.

The Digital Admission arrangements as set out on the Education Authority website will be used.

Application forms are online from Thursday 7th January 2021 at 12 NOON. The closing date for applications is Friday 29th January 2021 at **12 NOON**.

After your child has been offered a place you will be invited to participate in an induction programme. This usually consists of:

- (i) A Parents Information Evening
- (ii) An 'Open Session' in May/June where parents and children can visit the school

This provides an opportunity to become familiar with the nursery prior to starting in September.

The current policy is to admit children in small groups during the month of September. This ensures a smooth and happy transition from home to school. Parents will be encouraged to work with staff until the children have settled in.

ADMISSIONS CRITERIA - STATUTORY CRITERIA

Children who are not normally resident in Northern Ireland will not be considered for places until all children who live in Northern Ireland have been considered.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it.

Parents please note that Lisnagelvin Nursery School offer both full-time and part-time places. If you wish to be considered for a place in either of these sessions you must select both full-time and part-time on your application in order of preference. As there is a huge demand for full-time pre-school places it would be advisable to consider selecting a part-time place at our nursery somewhere on your list of preferences.

Please note children will be admitted in accordance with the preference for Lisnagelvin Nursery School as detailed on the application form i.e. those whose form indicates this Nursery School as first preference provider will be selected before those whose form indicates this Nursery School as a second or subsequent preference provider; second preferences will be selected before third, fourth or subsequent preferences, etc.

The Board of Governors have determined that, in the event of there being more applicants than places available the following criteria will be applied, in the order set down, to select children for the available places:

Statutory Criteria

- 1 Children from socially disadvantaged circumstances born between 2 July 2017 and 1 July 2018.**
- 2 Children born between 2 July 2017 and 1 July 2018.**

Note: “Children from ‘socially disadvantaged circumstances’ means a child whose parent is in receipt of (i) Income Support, or (ii) Income-based Jobseeker’s Allowance, or (iii) an award of Income Support which has been converted into an Employment and Support Allowance and the level of benefit remains the same, or (iv) Universal Credit. When parents apply for places for their child on this basis they must provide Benefit Verification to confirm that they are in receipt of a qualifying payment. This should be provided to the pre-school of first preference and the application procedure for pre-school will outline how this can be submitted.

Sub Criteria

If there are more pupils satisfying the last criterion, which can be applied, then selection for the available places will be on the basis of:

Full Time Places

The following criteria will be applied to all full-time applications in the order listed below;

- (a) Children whose brother/sister attended **Lisnagelvin Nursery School** and who have selected Lisnagelvin Nursery School Full-time at 1st Preference. (To include half, step, adopted and fostered.)

Please state on application form names of siblings and year attended, please supply any relevant supporting documents. **Please note it is attendance at Lisnagelvin Nursery School.**



- (b) Children whose parent/guardian is currently a permanent employee of the school or a member of the school's Board of Governors and who have selected Lisnagelvin Nursery School Full-time at 1st Preference.
- (c) Children who are the first/only child of the family and who have selected Lisnagelvin Nursery School Full-time at 1st preference.
- (d) Other children.

In the event of over-subscription in the last sub-criterion applied then selection for all places remaining in this category will be on the basis of the initial letter of the surname as detailed on the birth certificate in the order set out below:

O J B N D P C L F Mc M V U E
T I S K A Mac W R Z G Y Q H X

The order was determined by a randomised selection of letters of the alphabet. In the event of surnames beginning with the same letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initial and letters of the first forename as detailed on the birth certificate will be used.

Part Time Places

The first 26 children selected for a part-time place will be allocated morning, the remaining 26 children selected will be allocated afternoon.

The following criteria will be applied to all part-time applications in the order listed below:

- (a) Children who have indicated a Part-time place in Lisnagelvin Nursery School as their 1st preference.
- (b) Children whose brother/sister attended **Lisnagelvin Nursery School** and who have selected Lisnagelvin Nursery School Part-time as 2nd preference. (To include half, step, adopted and fostered.)



Please state on application form names of siblings and year attended, please supply any relevant supporting documents. **Please note it is attendance at Lisnagelvin Nursery School.**

- (c) Children whose parent/guardian is currently a permanent employee of the school or a member of the school's Board of Governors and who have selected Lisnagelvin Nursery School Part-time at 2nd Preference.
- (d) Children who are the first/only child of the family and who have selected Lisnagelvin Nursery School Part-time at 2nd preference.
- (e) Children who have been unsuccessful in their 1st preference full-time application for a place in Lisnagelvin Nursery School and have indicated a Part-time place in Lisnagelvin Nursery School as their 2nd preference.
- (f) Other children.

In the event of over-subscription in the last sub-criterion applied then selection for all places remaining in this category will be on the basis of the initial letter of the surname as detailed on the birth certificate in the order set out below:

O J B N D P C L F Mc M V U E
T I S K A Mac W R Z G Y Q H X

The order was determined by a randomised selection of letters of the alphabet. In the event of surnames beginning with the same letter the subsequent letters of the surname will be used in alphabetical order.

In the event of two identical surnames the alphabetical order of the initial and letters of the first forename as detailed on the birth certificate will be used.

Non Statutory Criteria

- 3 In the event of the school being undersubscribed, places shall be offered to children in their penultimate pre-school year. Children born between 2 July 2018 and 1 July 2019 will be admitted in order of chronological age in descending order. (In the event of two or more identical dates of birth, selection will be made using the random alphabetical tie-breaker as listed above).

It is important that parent(s)/guardian(s) when submitting the application form provide all the relevant supporting information and written evidence that may be needed including the child's original long birth certificate. If a place is offered on the basis of incorrect or misleading information then the Board of Governors may withdraw the offer. All criteria will apply as at closing date on application form.

If parent(s)/guardian(s) have any difficulty in completing the form then they should consult the Principal of the school.

Duty to Verify

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form.

If the requested evidence is not provided to the Board of Governors by the deadline given this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any way, the offer of a place will be withdrawn.

WAITING LIST POLICY

The same criteria will be used for applications after 1 September 2021 for full-time and part-time admissions. Please note application forms should be returned to the school in person. The waiting list policy can be obtained on the website www.lisnagelvinnursery.com

The Board of Governors using the guidance issued by DE circular 2012/10 will operate a waiting list policy as follows;

If a vacancy occurs after the published time scale, all applications for admission to Lisnagelvin Nursery School that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. Original applications will automatically be included on the waiting list.

The onus is on the parent/guardian to register new applications and to provide any new information.

If a parent/guardian originally requested only full time or full time followed by part time and now wish to be considered for a part time space first, the onus is on the parent to inform the school. If a space becomes available, the school will contact you by phone to establish interest followed by an admissions letter if your child gains a place in school.

Parents/guardians should also note that if their child is seeking nursery provision for the 2nd year they **must reapply**.

Lisnagelvin Nursery School Waiting List Policy can be found on our website under the 'Admissions' tab.

SCHOOL UNIFORM

There is a nursery uniform, which consists of a navy sweat shirt with the school logo embroidered on it, a plain red polo shirt and a pair of navy jogging bottoms. The uniform is suitable for play and is without any difficult fastenings. Sensible footwear such as trainers with Velcro straps are ideal.

Information regarding the purchase of school uniform is distributed on the 'Parents Information Evening' when your child has been allocated a place prior to your child starting nursery.



CHARGING AND REMISSIONS POLICY

The Board of Governors have adopted the following Charging and Remissions policy:-

A CHARGING POLICY

A small charge to be made for the actual cost of snack at breaktime

B REMISSIONS POLICY

Voluntary Contributions

The Board of Governors reserves the right to seek voluntary contributions from parents or others in support of any school activity for the benefit of the school. Pupils whose parents are either unwilling or unable to make such contributions will not be treated differently. However, the school reserves the right to cancel planned activities if the voluntary contributions are insufficient to meet the costs of the planned activity.



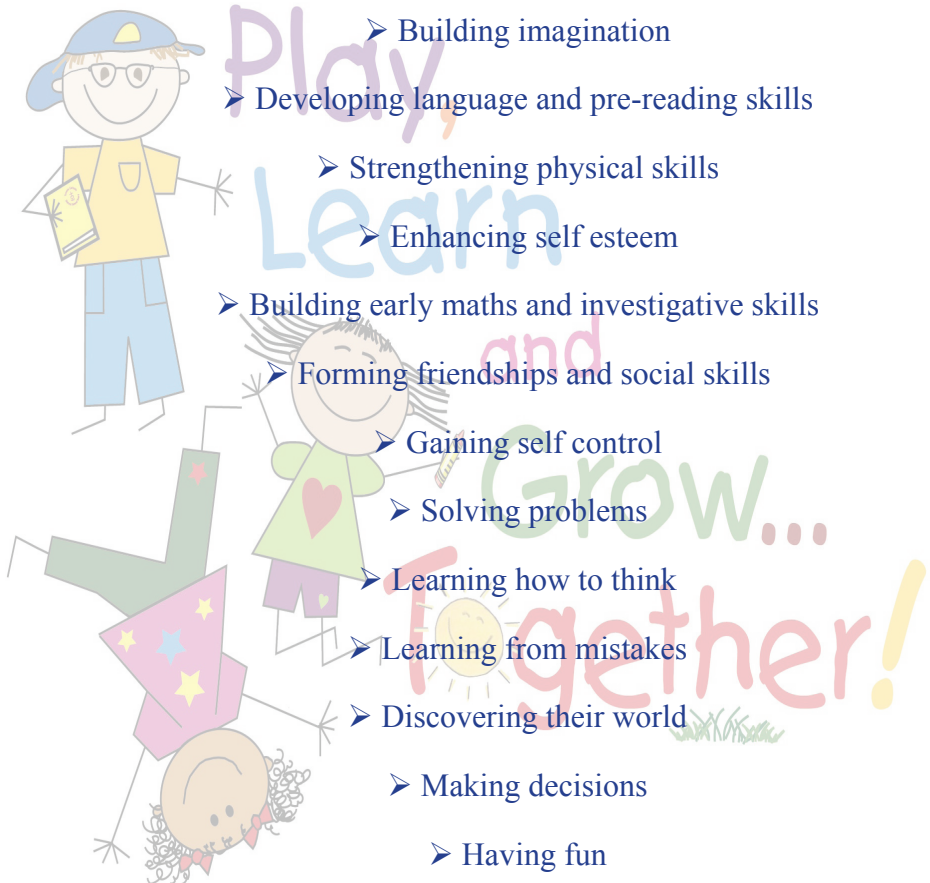
C BREAKAGES/LOSSES

The Board of Governors reserves the right to seek to recover from parents the whole or part of the cost of breakages and losses incurred as a result of a pupil's behaviour.

WHY PLAY?

Play is CRITICAL to brain development. Children gain all the skills they need, physically, socially, cognitively, emotionally and creatively through play.

When children play they are:-



➤ **GETTING READY FOR SUCCESS IN SCHOOL
WORK AND LIFE!**

