



## Lisnagelvin Nursery School

Prospectus

2022 / 2023





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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<sup>st</sup> September 2021) 81

Number of applications received (2021) 109

Expected number on Nursery Roll (1<sup>st</sup> September 2022) 78

**Teaching Staff (1<sup>st</sup> September 2022)**

Teaching Principal: Mrs P Taggart

Teacher: Miss L Devine

**Nursery Assistants:** Mrs H Galbraith  
Mrs P Taylor

**Ancillary Staff**

Senior Clerical Officer: Mrs R Andrews

Caretakers: Mr N Falconer

Dining Attendant: Miss L O'Toole

Cleaner: Miss K Nicholl



# **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 with all our stakeholders, 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 formally 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 practise 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*

# NURSERY CURRICULUM

Children learn through play. We offer a broad and balanced curriculum following the NI Curricular Guidance for Pre-school Education.

Our focus is to allow children to learn at their own pace, gain a positive image of themselves as learners and to learn through their own play experiences both indoors and outdoors in a stimulating environment.

Every day children and staff are supported to be “the best they can be” in an atmosphere of nurture and success.

The 6 areas of the Nursery Curriculum are:

- Personal, Social and Emotional Development
- Language Development
- Physical Development and Movement
- The Arts
- Early Mathematical Experiences
- The World Around Us



As children play during the nursery day they are developing their creativity and imagination.

As they explore their environment they also have opportunities to develop their problem solving and investigative skills and their physical skills. Interacting with their peers helps children to form friendships and learn important social skills such as sharing and taking turns.



# 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 on their child's first day.

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.

Due to the COVID 19 pandemic we have had to maintain links with our parents through digital platforms such as our website and the Seesaw app.

## NURSERY WEBSITE

You can keep up to date with all our news on our school website [www.lisnagelvinnursery.com](http://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

Full-time Pupils	8.45 am – 1.15 pm
Morning Pupils	8.45 am – 11.15 am
Afternoon Pupils	12.15 pm – 2.45 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 Educational Needs may be obtained from the EA website under the Parents tab and Special Educational Needs (SEN) section.

**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 smooth transition into nursery for your child.**

# PASTORAL CARE

It is the Policy of Lisnagelvin Nursery School that all children and staff within the school will be valued as individuals, will be nurtured in a healthy, safe and secure environment and will have the opportunity to thrive and develop to their full potential.

## *We strive to:*

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



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
- Settling In Policy
- Additional Needs Policy
- Staff Development Policy

- Educational visits Policy
- E-safety and Internet Use Policy
- There is appropriate consultation when Pastoral Care policies are reviewed.
- Some Pastoral Care policies are available for parents to read on our website and all are available on request from the main office. Parents will receive relevant policies during the induction process.



# **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 a video in the 'Parents Area' section of our website entitled 'Welcome to Lisnagelvin Nursery School 2022'.

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

Application forms are online from Monday 10<sup>th</sup> January 2022 at 12 NOON. The closing date for applications is Friday 28<sup>th</sup> January 2022 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 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 2018 and 1 July 2019.**
- 2 Children born between 2 July 2018 and 1 July 2019.**

**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 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 1<sup>st</sup> Preference.
- (b) Children whose brother/sister attended **Lisnagelvin Nursery School** and who have selected Lisnagelvin Nursery School Full-time at 1<sup>st</sup> 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 who are the first/only child of the family and who have selected Lisnagelvin Nursery School Full-time at 1<sup>st</sup> 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:

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

The order was determined by a randomised selection of letters. 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 1<sup>st</sup> preference.
- (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 Part-time at 2<sup>nd</sup> Preference.



- (c) Children whose brother/sister attended **Lisnagelvin Nursery School** and who have selected Lisnagelvin Nursery School Part-time as 2<sup>nd</sup> 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.**

- (d) Children who are the first/only child of the family and who have selected Lisnagelvin Nursery School Part-time at 2<sup>nd</sup> preference.
- (e) Children who have been unsuccessful in their 1<sup>st</sup> preference full-time application for a place in Lisnagelvin Nursery School and have indicated a Part-time place in Lisnagelvin Nursery School as their 2<sup>nd</sup> 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:

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

The order was determined by a randomised selection of letters. 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 2019 and 1 July 2020 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 2022 for full-time and part-time admissions.

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.

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

The complete Waiting List Policy is available on request from our school office.



# SCHOOL UNIFORM

There is a nursery uniform, which consists of a navy sweatshirt with the school logo, a plain red polo shirt and a pair of navy jogging bottoms. 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.



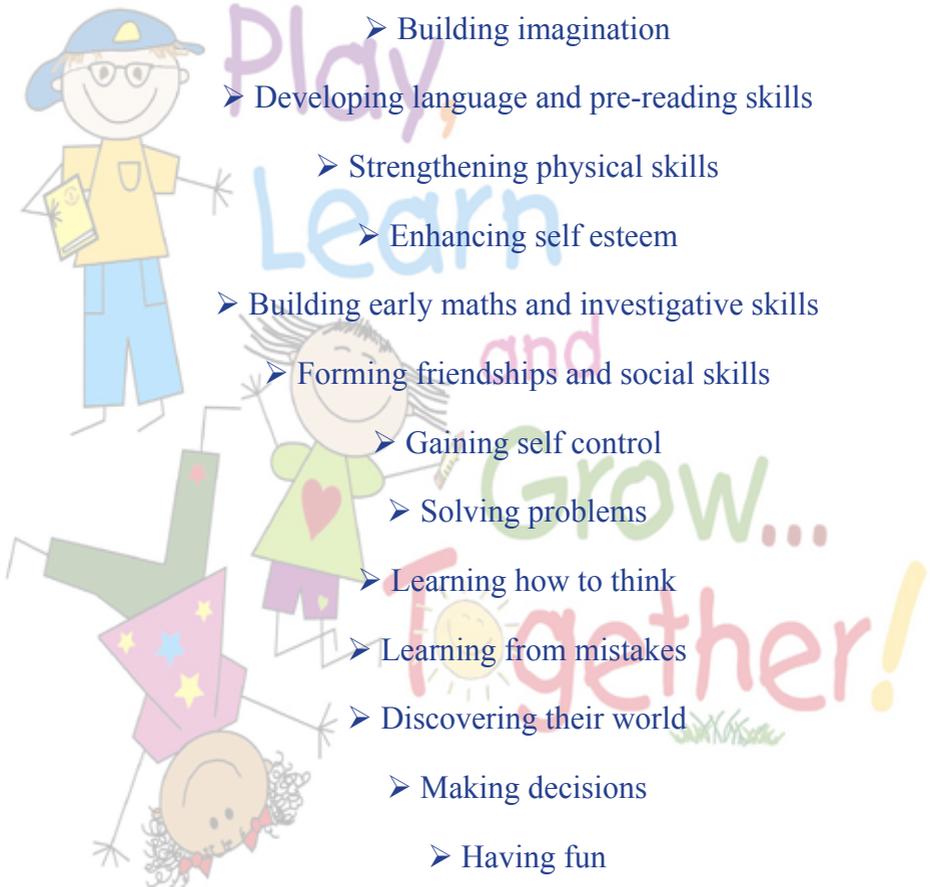
### C BREAKAGES/LOSSES

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.

# The Importance of 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:-**



- Building imagination
  - Developing language and pre-reading skills
  - Strengthening physical skills
  - Enhancing self esteem
  - Building early maths and investigative skills
  - Forming friendships and social skills
  - Gaining self control
  - Solving problems
  - Learning how to think
  - Learning from mistakes
  - Discovering their world
  - Making decisions
  - Having fun
- **GETTING READY FOR SUCCESS IN SCHOOL  
WORK AND LIFE!**



