



## Lisnagelvin Nursery School

# Prospectus 2025 / 2026



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# LISNAGELVIN NURSERY SCHOOL

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Website: [www.lisnagelvinnursery.com](http://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 (01/09/2024)

28 Full time & 52 Part time

Number of applications received (2024)

112

Expected number on Nursery Roll (01/09/2025)

52 Full time places

## Teaching Staff

Teaching Principal:

Mrs P Taggart

*(Deputy Designated Teacher for Child Protection)*

Teacher:

Miss L Devine

*(Designated Teacher for Child Protection)*

**Nursery Assistants:**

Mrs H Galbraith

Mrs P Taylor



## Ancillary Staff

Senior Clerical Officer:

Mrs L Peoples

Caretakers:

Mr N Falconer

Dining Attendant:

Miss L O'Toole

Cleaner:

Mrs E Nowelli

# **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**

Mrs Helena Boyle

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 52 full 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.

The School participated in an Empowering Improvement Inspection more recently in October 2022. The Department of Education found that “A focus on Wellbeing is a real strength to the nursery. Wellbeing is embodied and enriched through every aspect of school life”.

## 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 informal chats at the door every day. We also welcome parent volunteers to help with the garden, snack time, story sacks or to accompany us on school visits.

We also 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**

All Pupils

8:45am – 1:15pm

# 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 requires additional education provision to be made for him/her to access the pre-school curriculum.

Additional needs may include:

- A medical diagnosis such as cerebral palsy / Down syndrome.
- A speech, language and communication need.
- A sensory need such as visual impairment.
- A social, behavioural or emotional need.



## BEFORE STARTING SCHOOL

If you think your child may have a delay, however slight, please seek 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 very helpful if 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 a 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/December to see the school and to talk to the staff.

Parents are also invited to view a short video in the ‘Admissions’ section of our website entitled “Virtual Tour of Lisnagelvin Nursery School 2024-2025”.

### **Respective Functions of the Board of Governors and the Principal in relation to admissions.**

The Admissions Criteria will be applied by a Selection Committee consisting of the Principal and three Governors subject to the final approval of the Board of Governors. Pupils are selected on the basis of their allocated criteria 1 through to 3.

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.

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:

Children already enrolled in 2024-2025 MUST reapply for a place in 2025-2026.

## **ADMISSIONS CRITERIA**

A timetable of pre-school admissions procedures setting out the dates by which an application is to be submitted is available at [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions) under ‘Pre-School Admissions’. During the admissions

procedure when applying the criteria punctual applications will be considered before late applications are considered.

The application procedure opens on 10 January 2025 at 12noon (GMT) and an application submitted by the closing date of 24 January 2025 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 24 January 2025 will be treated as a late application.

As the pre-school admissions procedure is in two stages the timetable also specifies the relevant dates at Stage 2 which will determine if an application is to be considered as punctual or late.

It is important that parent(s)/guardian(s) when submitting the application form give 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 in-correct or misleading information then the Board of Governors may withdraw the offer. All criteria will apply as at closing date on application form.

**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.**

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 in late May/early June
- (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

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 in their final pre-school year who were born:
  - on or between 2 July 2021 and 1 July 2022 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; or,
  - on or between 1 April 2021 and 1 July 2021 (inclusive) or were due to be born on or between those dates but were born earlier; and,
    - have not attended or are not currently attending a funded pre-school setting under the Pre-School Education Programme as a target aged child; and,
    - that child's parent has completed a request to defer their child starting P1 until September 2025.

**Note: Children from 'socially disadvantaged circumstances' means a child whose parent has an entitlement to (i) Income Support, or (ii) Income-based Jobseeker's Allowance, or (iii) Income related Employment and Support Allowance, or (iv) Universal Credit. When parents apply for places for their child on this basis they must provide Benefit Verification to confirm that they have an entitlement. The application procedure for Pre-School will outline how Benefit Verification can be submitted.**

2. Children not from socially disadvantaged circumstances (as defined above) who are in their final pre-school year (as defined by Criteria 1).

### 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 the following sub-criteria, as applied in the order set down overleaf:

(a) Children who are currently attending Lisnagelvin Nursery School in their penultimate pre-school year (2024/2025) and who have selected Lisnagelvin Nursery School as their 1st Preference.

(b) Children who are the eldest/only child of the family **OR** children who have had a brother/sister attend **Lisnagelvin Nursery School** (Siblings to include half, step, adopted and fostered) and who have selected Lisnagelvin Nursery School as their 1<sup>st</sup> Preference. Please state on application form names of siblings and year attended. **Please note it is attendance at Lisnagelvin Nursery School.**



(c) All 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:

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

The order was determined by a randomised selection of letters chosen by the governors of the school on 08/11/24. 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 2 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**

In the event of the school being undersubscribed, places shall be offered to children falling under Criterion 3.

**Note: Applications falling under Criterion 3 are processed only during Stage 2 of the admissions process, after final pre-school year (Statutory 1 and 2) applications.**

3. Children who were born:

- on or between 1 April 2021 - 1 July 2021 (inclusive), or were due to be born on or between those dates but were born earlier;
- and have attended or are currently attending a funded pre-school



setting under the Pre-School Education Programme as a target aged (not penultimate aged) child; and,

- that child's parent has completed a request to defer their child starting P1, or
- on or between 2 July 2022 and 1 July 2023 (inclusive); or,
- on or between 1 April 2022 and 1 July 2022 (inclusive) or were due to be born on or between those dates but were born earlier; and that child's parent has completed a request to defer their child starting P1 until September 2027.

### **Tie Breaker – Non-Statutory Criteria 3**

Children within Criteria 3 will be selected in Chronological Order of Age – eldest child first. In the event of two or more children having the same DOB the random selection of letters will be used.

### **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 for any vacant place that may arise after 1 September 2025 will be applied to children in their final pre-school year.

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 Tuesday 10th June 2025 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.

## SUPPORTING INFORMATION

It is important that parent(s)/guardians(s) when submitting the application, give all relevant supporting information and evidence. All supporting information MUST be provided by 4pm on Wednesday 29th January 2025.

**If parents have any difficulty in completing their application they should consult the principal of the nursery.**



# 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!



