



Enniskillen

NURSERY SCHOOL

PARENT'S HANDBOOK

2020 - 2021

It is important that you take time to read this booklet.

This Handbook provides you with practical information on our School and how you can help your child when they are in Nursery School.

We regularly print a Nursery Times. These will give you information on the topics we are working around in school and rhymes / songs we are learning, you can try these at home with your child. Notice of important dates and events are also provided in the Nursery Times.

We suggest you keep this booklet in a safe place so you can refer to it.

We highly recommend that you use these media platforms to keep up to date with us, as we often share important information using these as well as our text message service.

Website: www.ennskillennurseryschool.com

e-mail: eknns@btinternet.com

Facebook: [Enniskillen Nursery School](#)

Tel: 028 6634 2694

MISSION STATEMENT

**A PLACE WHERE CHILDREN ARE VALUED,
DEVELOP INDEPENDENCE, A SENSE OF CURIOSITY AND
A LOVE OF LEARNING .**

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Dear Parent

Welcome to Enniskillen Nursery School. We are delighted that you have chosen to start your child's educational journey with us.

We recognise that children learn best when there is an effective and valued partnership between home and school and feel it is vital to ensure your child gains maximum benefit from their year at Nursery School. We look forward to working together with you in this.

I have staff who are extremely hardworking and dedicated, they co-operate well as a team and are exceptionally committed to the well being of your child.

As a team we strive to provide a rich and meaningful range of activities designed to stimulate and develop our pupils.

Mrs McBride, Mrs Reilly and myself are trained teachers with experience in Nursery and Primary Education.

The Nursery Assistants are fully qualified and trained to further develop your child through the medium of play.

We will always act in the interests of your child.

It is my sincere hope that your child will have a happy and enjoyable time in our Nursery School.

Yours sincerely

Mrs Lisa Phair

Principal

Enniskillen Nursery School

29 Dublin Road

Enniskillen

BT74 6HN

Telephone Number: 028 6634 2694

E-mail: eknns@btinternet.com

Principal: Mrs L Phair, B Ed (Hons)

Teachers: Mrs F McBride, B Ed (Hons)
Mrs R Reilly, B Ed, M Ed (Hons)

Nursery Assistants (Full time): Mrs G Mathews, NVQ Level 3
Mrs C McGourty, BA Hons

Nursery Assistants (Part time): Mrs C Mullan, NVQ Level 3

Secretary: Mrs M McQuade

Caretaker: Mrs P Briggs

BOARD OF GOVERNORS

Chairperson: Ms L McVey

Vice-Chairperson: Mrs P Rainey

Nominated by DENI: Ms L McVey
Mrs P Cleary

Nominated by EA: Mr D Collins
Mrs M Hicks
Mrs P Rainey

Elected by Parents: Mrs J Brewster
Mr G Kennedy

Elected by Teaching Staff: Mrs F McBride

Principal/Secretary to Board of Governors: Mrs L Phair

HOW YOU CAN HELP BEFORE COMING TO SCHOOL

Children must be happy and settled in their environment to learn.

Here are some suggestions to help prepare your child before coming to school: -

- Talk to your child about going to school.
- Complete the Getting to Know Me Booklet with your child.
- Listen and talk to your child and answer questions.
- Allow your child to have opportunities for messy play, ie water, sand, dough and paint.
- Encourage your child to listen to a story and sing rhymes.
- Encourage your child to “help” at home, eg tidy up toys, etc.
- Talk about your child staying in school without you.

FRIENDS OF ENNISKILLEN NURSERY SCHOOL

We have a parent group that provides vital practical and financial support to the school and we would encourage you to invest in this group.

They hold regular coffee mornings and it is a great way to meet others and create lasting friendships.

HOW YOU CAN HELP WHEN YOUR CHILD IS AT SCHOOL

- Always read the notes and Nursery Times from school.
- Use the Nursery Times and say the Rhymes with your child.
- Listen and talk to your child and answer questions.

You are placing your child into the trust of qualified teachers who are always willing to discuss any of your child's issues in a confidential manner and at an appropriate time. Parental contacts with the school are actively encouraged by the teaching staff. Your support as parents is essential in working with the school for your child's benefit.

The school encourages parental participation in various ways such as out of school educational trips, invitations to meetings with teachers, and other events. Teachers are available at the start and finish of each session to receive any relevant information. Meetings with teachers can be arranged at a suitable time for a more in-depth discussion.

If you are a parent who cannot regularly leave to or collect your child from school please feel free to telephone your child's teacher for an update on his/her progress and well being.

**WORKING TOGETHER WE WILL STRIVE TO PROVIDE THE
BEST QUALITY OF EDUCATION FOR YOUR CHILD.**

EXPECTATIONS

In September we would expect children in their Pre-School year to be able to :-

- say 'Please' and 'Thank You';
- be wearing pants, be able to use the toilet and attempt to "wipe" themselves;
- drink out of a cup;
- leave their dummy at home;
- attempt to blow their nose and use a paper tissue;
- attempt to put on their coat;
- take off their own shoes;
- try to put on wellington boots;
- pull up their tracksuit bottoms/leggings.
-



Use a handkerchief efficiently.



Wash and dry my face and hands.



Tidy/clear away my toys.

TIMETABLE

A typical day for your child in Enniskillen Nursery School will be as follows:

- Free choice of structured play activities, both inside and outside
- Snack ongoing throughout free choice of structured play
- Tidy up routine, followed by music and movement
- Group Time and Quiet Time
- Preparation for dinner time / home time

Below is a typical year at Nursery School

September Settling in your child

October Story Telling in school for Dads/Uncles/Grandas & child

November Walks in Castlecoole

December Christmas Pottery in School with Polliwogs Paint Pots
Hunting for our Christmas Tree in Castlecoole
The Nativity Show

January Grandparent's Day

February Healthy Heart

March/Apr ECO week
Easter Egg Hunt

May Parent & Child swimming in Fermanagh Lakeland Forum
Sports in Brewster Park
Pirate Day at Forthill Park (Shared Education)

June The Beach Trip

We love to have visitors in school. If you have a talent please let staff know and we can arrange a visit to school. Talents include: - your job, musical ability, sports, gardening, etc

SETTLING NEW CHILDREN

This year we have decided to trial offering parents a home visit. Your child's teacher will come and visit you and your child in your home for a short chat, about 10 minutes. The teacher will talk about the information you have provided in the Getting to Know Me booklet.

We try to smooth the path from home to school. During the first few weeks children are admitted in small groups to ensure that each child has settled reasonably well.

This, of course, means that children will not all start Nursery School on the same day, so please be patient and understand that we have the interests of your child at heart.

Your child's first day will be for only one hour. Please set this time aside to be with your child if they find it difficult to settle. Please do not bring any other children to school on this day. Extending the school hours will depend on how well your child settles. Please be prepared to stay on subsequent days if your child is very unsettled.

Our aim is to bridge the gap between home and school. This should never be hurried and parents are asked to be guided by the Nursery teacher during this period.

HOUSE KEEPING

It would be appreciated if each parent would bring along a box of tissues on your child's first day. It is nearly impossible to keep up with the demand for tissues, especially over the winter months! In this way, at least we can start the year with a substantial supply.

On your child's first day at school please remember to bring: -

- **A change of clothes for your child (named)**
- **A box of tissues**
- **8 passport sized Photos**
- **A dispenser of non perfumed Anti Bacterial Liquid Soap for our bathroom**

COMING AND GOING

Please do not bring children to school before the start of their session. Between 8.50am and 9.00am is most suitable for the morning and full-time sessions, and between 12.30pm to 12.40pm for the afternoon session. **You must make sure that your child is placed into the care of a member of staff.**

Your child should NEVER be left at the door, but MUST be brought into the classroom and a staff member made aware they are in the classroom.

WHEN COMING AND GOING TO AND FROM SCHOOL ADULTS MUST ALWAYS CLOST AND BOLT ALL GATES.

We will ask you to sign a contract on at your 10 minute teacher interview outlining your responsibilities in helping us keep your child safe.

Assume the school will always be open, regardless of the severity of the weather. You will be notified by text if the school has to close.

At home time try to be at school in good time. Children soon become anxious if they are kept waiting. If for some reason you have to arrange for another person to pick your child up from Nursery School, please make sure that both the child and teacher are aware of this arrangement.

It must be clearly understood that the person bringing your child to and collecting from school must be a responsible adult (ie over the age of 16).

We have use of the large car park at the back of the school. This can be accessed from the entrance into Tesco's. There is a gate in the fence surrounding our play area. Access to school is via the conservatory doors leading into the classrooms. Children's coats should be hung up on their peg in the conservatory.

ATTENDANCE AT NURSERY

Although Nursery Education is not compulsory, we need to know the reason that children are absent. Constant non-attendance may mean your child's place in Nursery School will be reviewed. Please contact the school as soon as possible to inform us of your child's absence. (Tel No: 028 6634 2694)

Children who are unwell should not attend school until they are fully recovered, as infection can spread very quickly with young children.

Infections are common among children, and Nursery School is an ideal place for infections to spread. It is important, therefore, that the Health & Social Care guidelines are followed.

- Children who are ill should not attend Nursery School. If a child becomes ill while in Nursery School a parent will be asked to take the child home as soon as possible.
- Children with diarrhoea or vomiting illnesses should not attend Nursery School. The exclusion period should last until at least 48 hours after the last episode of diarrhoea or vomiting.
- It is good practice that if a child requires antibiotics that they do not come into Nursery School for 48 hours after starting on medication. This is to give the child's condition an opportunity to improve, and that in the unlikely event of a reaction to antibiotics, the parent will be with their child. We do not administer medication in school without a form completed by the parent and the doctor authorising us to do so.
- On our Parent Board we display a chart giving general guidance on exclusion from childcare settings for the more common infections, ie Chicken Pox, German Measles, Slapped Cheek, etc.

- We will advise parents if there are known cases of infection within the Nursery School.

It is particularly important that parents of children whose immunity may be impaired due to illness or treatment, eg leukaemia, HIV, are given this information.

- It is also important that staff and mothers who are pregnant be made aware of the following infections: Chicken Pox/Shingles, Rubella, Slapped Cheek Syndrome and Measles.



CHILDREN WITH SPECIAL NEEDS

Parents are encouraged to inform the Nursery School at an early stage if their child has any special educational needs. The special educational needs of most children are met quite adequately within the Nursery setting. Other children may have needs which require specialist advice, intervention or support. Parents will be involved in this process.

MOBILE FREE SCHOOL

Information for Parents/Carers

Greet your child with a smile and not a mobile phone!

We are making our school building, school grounds and when on out of school trips **mobile free** – except in case of emergency.

We feel it is important to be engaged with your child, especially coming to and going from school.

ANTI-BULLYING POLICY

Parents will receive a copy of the Anti-Bullying Policy.

Staff provide a caring environment and will let you know if they have any concerns regarding your child. If you have any concerns please speak to a class teacher.

Children will be taught the Golden Rules. Golden Rules apply to ‘What’ and ‘How’ we expect children to live by. They are: -

- We are Gentle
- We are Kind and Helpful
- We Listen
- We are Honest
- We Look after Things
- We Try Hard

We will spend time teaching these life rules.

TOILETING POLICY

Children must be able to use the toilet themselves.

Nappies and pull-ups are not allowed unless the child has a medical condition.

When they first come to Enniskillen Nursery School all children and parents are given reassurance about the availability of the toilets. Children do not need to ask permission to use the toilet, they can go at any time.

Our Toileting Policy is available in school for any parent to read.



Use the toilet properly
and flush toilet after use.

SCHOOL CLOTHING

We have a nursery sweatshirt available this year with the school logo on it. This is available in 3 colours – green, blue and red from SD Kells. We highly recommend the purchase of these as they are practical, durable and comfortable for all activities undertaken throughout our school day.

We insist that ALL children must wear tracksuit bottoms or leggings, any colour. Shorts and dresses can be worn in warm weather. Shoes **MUST** have rubber soles, otherwise children will not be permitted to use climbing equipment. **ALL CLOTHES MUST BE NAMED.**

A complete change of “named” clothes must be left in school in your child’s drawer. This is for when your child needs to be changed in the event of an accident or playing with water. The wet/soiled clothes will be left in a plastic bag on your child’s peg for collection. For practical reasons we are unable to wash soiled clothes. Please remember to replace the spare change of clothes when your child returns to school.

All outdoor coats must be named and should be brought to school every day, regardless of the weather. During the winter months a hat, scarf and gloves are necessary, these should also be named. Please teach your child to put these items down the sleeve of their coat when they take it off to keep them safe.

For safety reasons children are not permitted to wear open-toed sandals or jewellery of any description in school.

We understand that during the initial settling in period some children may feel the need to bring a comforter/toy to school. These **must** be put in their tray when they arrive in school. Staff/volunteers are not responsible for these items and should not be asked to search for lost belongings.

SCHOOL TRIPS

We value going out of school on Educational visits. Parents are asked for written permission at the start of the school year to allow your child to go to go on all school trips. Trips are well organised and a risk assessment is completed for each trip, which includes an adult to child ratio appropriate for that trip.

We need parents to accompany us on some of these trips. Please inform a member of staff if you would be available to help. All parents are given an Educational Visits leaflet with information on responsibilities and safety. We keep a register of parent helpers accompanying us on each trip.

LINKS WITH PRIMARY SCHOOLS

Please remember that your child does not automatically transfer to Primary School from Nursery School.

We are not connected to any specific primary school, so there is no automatic transfer.

Parents should make contact with their first preference school during late December/early January. You will be given an application form to complete and return by a certain date.

SHARED EDUCATION

We are linked with Holy Trinity Nursery Unit and Enniskillen Integrated Nursery Unit in a Shared Education project.

The project is aimed at introducing young children to different schools and to encourage them to make new friends. Children visit each other in their new friend's school for play dates.

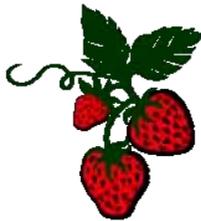
BREAKFAST CLUB

We offer a supervised Breakfast Club for children from 8.15am for children in the AM and FT sessions. Cost is £2 per day. There is fruit, breakfast juice, cereal, porridge, pancakes and toast.

NURSERY FUND

We operate a Nursery Fund whereby, through parental contributions, we provide all children with a healthy snack each day in line with our Health Promoting Policy. The Nursery Fund is £15.00 per month regardless of holidays. This money must be in the pre-printed money envelope provided, with your child's name on it and posted in the box outside your child's classroom at the beginning of each month.

Nursery Fund also pays for buses when we go out of school on trips, special events, eg Belfast Community Circus, trips to the café, baking ingredients and other incidental items.



SNACK

Each session offers a buffet snack for an hour of the session. Staff do not keep a register of what children eat. Where possible individual likes and dislikes will be taken into account.

Snacks includes cereal, pancakes, toast, baked bread, crackers, cheese. There is always fresh fruit and milk/water available every day.

SCHOOL DINNERS

Children in the full-time session will have a mid-day meal. School dinners currently cost £2.50 per day - £12.50 per week.

Dinner money should be paid on a Monday morning for the complete week. The correct amount must be enclosed. This money must be in the pre-printed money envelope provided, with your child's name on it and posted in the box outside your child's classroom. If your child is absent from school, deduct the relevant dinner amount from the following week's envelope.

If you are in receipt of Income Support or Job Seekers Allowance you may be eligible for free school meals.

IT IS YOUR RESPONSIBILITY TO COMPLETE THE FREE SCHOOL MEAL APPLICATION FORM.

ALLERGIES

It is the parent's responsibility to inform us of any specific allergies (diagnosed by a doctor) their child may have, eg nuts, eggs, milk, etc. We have had experience of a variety of allergies and will work with parents to accommodate these.

CELEBRATING SPECIAL DAYS

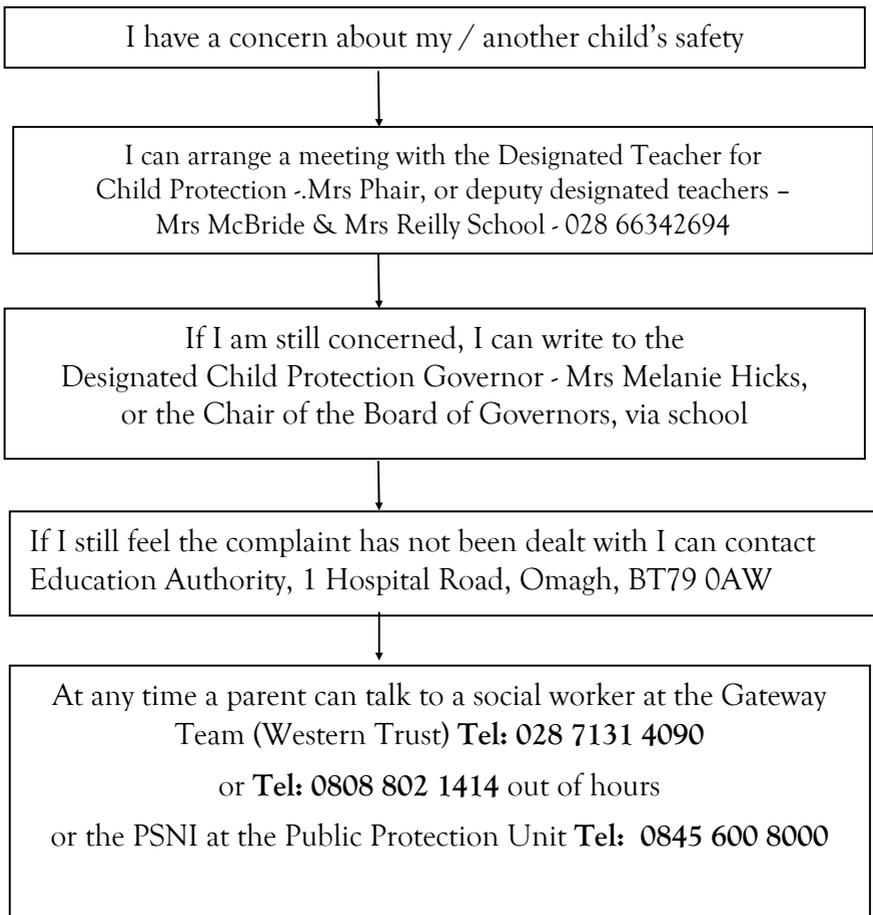
As part of the Christian calendar Enniskillen Nursery School celebrates many festivals and birthdays. To celebrate your child's birthday in Nursery School you are welcome to send in a cake. For children who have celebrated their birthday during the summer months we will supply a group cake and let them blow out the candles. We will take a photograph for your child's school book.

We also celebrate festivals from other countries/faiths, eg Diwali, Chinese New Year, Ramadan, etc.

PROCEDURE FOR REPORTING AN INCIDENT OF CHILD ABUSE

Every school will have its own policy and procedures for dealing with any child protection issues and schools must tell parents of these. This is a legal requirement.

How a Parent can make a Complaint



SCHOOL TIMINGS

Session timings are:

- ◆ Full time (with lunch) 8.50am - 1.20pm
- ◆ AM session 8.50am - 11.30am
- ◆ PM Session 12.30pm - 3.00pm

SCHOOL TERMS

Christmas Term - 28 August - 18 December 2020

Spring Term - 5 January - 30 March 2021

Summer Term - 12 April - 29 June 2021

HOLIDAYS FOR CHILDREN

Enniskillen Nursery School will be closed on the following dates: -

25 September 2020 - Staff Training Day

26 – 30 October 2020 - Halloween/Half Term

21 December 2020 - 4 January 2021 - Christmas

15 - 19 February 2021 - Half Term

17 March 2021 - St Patrick's Day

31 March - 9 April 2021 - Easter

3 May 2021 - Bank Holiday

28 - 3 May 2021 - Bank Holiday long weekend

14 June 2021 - Staff Training Day

***NB** The above dates are inclusive and may change slightly. If there are any changes, parents will be notified.*