

# Sandbrook Nursery School



School Prospectus

2025-2026



[www.sandbrooknursery.com](http://www.sandbrooknursery.com)

Email - [sandbrooknursery20@gmail.com](mailto:sandbrooknursery20@gmail.com)

[info@sandbrooknrbelfast.ni.sch.uk](mailto:info@sandbrooknrbelfast.ni.sch.uk)

## Welcome to Sandbrook Nursery School

### *Vision Statement*

*At Sandbrook Nursery we aim to create a friendly, safe and happy environment for everyone.*

Sandbrook Nursery is situated in the Sydenham area of East Belfast with places for 52 full time children. The building is a modern purpose built nursery school set in extensive grounds. These grounds include a sheltered all weather play area as well as a large grassy area.

It is the aim of the school to share with parents in the all-round growth and development of their children. Parents are encouraged to keep in close contact with the school and to actively participate in their child's preschool education.

The Principal of Sandbrook Nursery is Mrs L Cromie.



Contact us

Sandbrook Nursery School

Wellwood Avenue

Belfast

BT4 ING

Tel - 02890 671115

[www.sandbrooknursery.com](http://www.sandbrooknursery.com)

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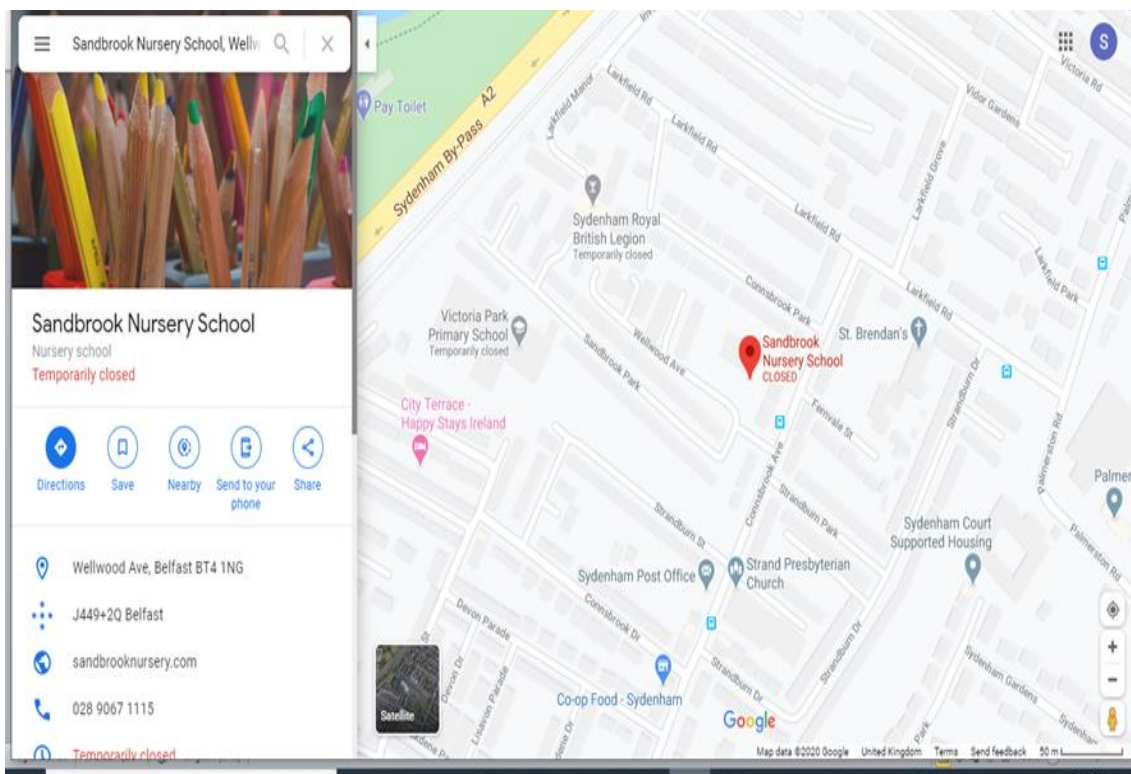
[info@sandbrooknsbelfast.ni.sch.uk](mailto:info@sandbrooknsbelfast.ni.sch.uk)

## Visiting the Nursery

The Nursery is located at the top of Wellwood Avenue. From the Holywood Road, turn into Connsbrook Avenue. Follow the road until coming to Wellwood Avenue.

As the school car park is restricted for space, on Health and Safety grounds, we request cars to park outside the school gates.

Should you wish to visit the Nursery, please telephone and make an appointment. Contact the school or see local advertisement for the date. At this Open Day, there will be an opportunity to meet the staff, see the nursery itself and feel the actual ethos of the school.



## Meet the Staff

Sandbrook Nursery School have highly qualified and experienced staff, dedicated to the well of the children in their care.

## The Staff

Mrs L Cromie- Principal/Teacher Nursery 1 BA (Hons) PGCE

Mrs P Gorman - Teacher Nursery 2 B ED (Hons) (Job Share)

Miss K Rodney- Teacher Nursery 2 B ED (Hons) (Job Share)

Mrs SL Forsythe- Nursery Assistant NVQ '4

Miss M Astbury - Nursery Assistant NVQ '3

Mrs P Cooke - Secretary

Ms C Neill - Dining Supervisor

Mr J McConkey- Building Supervisor

The nursery assistants are also qualified as parent facilitators.



## The Curriculum

Children learn from the moment they are born and the Pre School Curriculum reflects and extends this learning process. Sandbrook Nursery delivers this curriculum in an appropriate, challenging and well-resourced way. The individual needs of each child are identified and provided for.

There are 6 areas of learning in the Curriculum

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

Further information on Curriculum is contained in a separate booklet.

Children with Special Educational Needs will be carefully assessed according to the Special Needs Policy and appropriate provision made. The teacher will work closely with parents and external agencies.

## Record Keeping/ Assessment

The nursery makes and keeps records and assessments on all children. This helps us to celebrate success and identify specific needs a child may have. The nursery holds a number of parent teacher interviews and operates an informal "open door" policy, where a parent can chat about concerns, time permitting-

To ensure all needs of the child are addressed, the nursery works closely with a variety of external agencies. These include

- Speech Therapist
- RISE NI
- Occupational Therapists
- Social Services
- Child Development Team
- Behavioural Support Team
- Health Visitors
- Educational Psychologists
- Principal and staff of close proximity schools

**Sandbrook Nursery School**  
**Anti-Bullying Statement**

It is the policy of this school to take anti bullying measures so that we can provide an environment of mutual support and caring.

Children who are bullied will be helped to cope, those who bully will be helped to overcome fears and feelings which have caused someone to act in this way.



**Vision Statement**

**At Sandbrook Nursery School, we aim to create a friendly, safe, and happy environment for everyone!**

## Learning Opportunities for Adults.

We encourage our parents and carers to take an active role in Sandbrook. We like to tap into the varying skills people have. This ranges from helping in the class to a more formal responsibility for eg story telling or weekly library sessions



Learning is open to everyone in Sandbrook Nursery.

## A Day in Sandbrook Nursery

The day begins promptly at 9 am and finishes at 1.30pm. We also offer a 'Breakfast Club' with early drop off from 8.30am. Children can be collected from 1.15pm, this allows you time to sit and play. The school follows a routine that works and the children respond to it very well.

- Morning- Registration and welcome  
Classes merge for indoor structured play and self-service snack  
Classes prepare for outdoor play  
(Each child still has an option of indoor or outdoor play as one room will remain opened and supervised) Story room session
- Lunch- A two course lunch is served in each room. This is a very social event, where discussion and manners play an important part.
- Afternoon- Story room session  
Choice of indoor/ outdoor play



Possible Visitors/Events 2025-2026

Jump, Jiggle and Jive	Gathering Drum	Sonal Sportz NI	Graduation
Halloween Fancy Dress	Wee Critters	Dental Hygienist	Photographer
Belfast City Council E.L.F	World Book Day	Children in Need	Christmas Jumper Day
World of Owls	Mr Hullabaloo	Nativity/Winter Celebration	PSNI



## Uniform

We encourage all children to wear a uniform as it helps protect their own clothes from the materials they will be using in school and it also gives a sense of belonging and identity.

The uniform is made up of a red sweatshirt with school logo, a navy polo shirt and navy jogging bottoms. We encourage trousers and shoes that the child can handle independently. Uniform will be on sale in nursery. Shoes need to be well fitted and velcro strap for outdoor play eg flip flops/Crocs and laces are not safe for climbing activities.

A complete change of clothes from home will be kept in school for your child on his/her coat peg.

As the children engage in various physical play, it is not appropriate for jewellery to be worn to nursery. This includes hooped earrings and necklaces.

(All uniform orders are placed in June, ready for collection in August)

## Snack and Dinner

Snack and dinner are served on the premises. Snack begins straight away and is self-service. Snack varies day to day (subject to shopping and availability) and includes items such as toast, pancakes, muffins, veda, wheaten, brioche rolls, yogurts, crackers, bread sticks, cheese and fruit/veg is available daily. Children have a choice of milk and water.

Dinner is a two course meal served in the classrooms. Dinners start end of September. The school follows a healthy eating policy at all times.

Dinners currently cost £2.50 a meal (this can be subject to change) and school fund costs £3.50 a week snack is included in this fee. This money is payable on a weekly or monthly basis. Anyone eligible for free school meals should apply via the Education Authority website <https://www.eani.org.uk/financial-help/free-school-meals>. Mrs Cooke will be happy to help if you have any questions.

School fund money will also cover other costs such as school excursions, resources, visitors, playdough ingredients etc. (Any outstanding bills will be referred to the Board of Governors and then to the Financial Control Department in the Education Authority for immediate payment).

## Starting Nursery

At Sandbrook Nursery, it is very important to us that both parents and children feel happy and valued. We want your child to start nursery with as much ease as possible. To achieve this, please read the following guidance-

We operate a staggered intake that means that we will start children in 2 groups for various amounts of time. These times can vary from child to child. We treat each child individually and will respond to their needs. We are aware of parental work obligations/child care arrangements etc but please bear with us- we want to ensure each child makes a solid start to their preschool year. Each child will be given a start date, please keep to that date.

June and August- (Joint Visits)- Child and adult comes to visit the nursery and meet people and familiarise themselves with the setting.

Day 1 and 2 (solo visits)- Children come to school for one hour (Group A/B) without their adult. Please ensure that you can be contacted during this time, in case your child becomes unsettled.

Date	Children	
	<b>GROUP A</b>	<b>GROUP B</b>
Day 1	9-10 am	10.30-11.30 am
Day 2	9-10 am	10.30-11.30 am
Week 1	9-10.15 am	10.30-11.45 am
Week 2	9-12 noon	9-12 noon
Week 3	9-12 noon	9-12 noon
Week 4	Dinner begin	

Starting dinners will also be staggered; class teachers will distribute notes in September.

## Other Helpful Hints

Here are a few pieces of guidance which we hope will be of some use to you. Should you have any questions that we haven't quite answered or you feel you need more information, just ask!

- Don't feel you must keep every piece of art work your child makes- each child will be presented with a scrap book of their year in nursery in the month of June
- Try to discourage your child from bringing personal toys, comforters etc- we can't guarantee they won't be mislaid and they will not be able to be brought into the classroom.
- Cars are not allowed in the school car park at any time due to Health and Safety reasons- please inform everyone with responsibility of collecting your child
- The nursery has a long and detailed list of policies that are followed. These policies can be read at any time- ask a member of staff
- We work closely with our parents throughout the year to ensure excellent communication links. We would appreciate being informed of any information that may affect your child eg arrival of a new baby, changes in home life etc.
- Parents/Guardians are not permitted to use mobile phones on school premises
- Home time is 1.30pm, however you may come to nursery from 1.15pm. Should you wish to engage with your child in some play. Any other time changes eg doctors' appointments need to be confirmed with the teacher
- Persons under the age of sixteen years or under the influence of any substance will not be allowed to collect a child from nursery.

**Sandbrook Nursery School**  
**Child Protection Statement**

This school has a pastoral responsibility towards the children in its care to protect them from harm and a responsibility to develop and adhere to Child Protection Policies in its work with children.

Legal responsibilities place duties on the staff at this school to put Child Protection Policies and Procedures into place if abuse is suspected or if a disclosure is made to a member of staff.

Abuse may take a number of forms, including neglect, physical injury, emotional and sexual abuse. Some forms of abuse are also a criminal offence.

All members of staff have been made aware of the procedures to be used where there is cause for concern regarding child abuse or where a member of staff is accused of abuse.

The designated teacher for Child Protection in Sandbrook Nursery is Mrs L Cromie and she will make the necessary referrals to the Social Services and the Education Authority. If they are unavailable, Mrs Gorman or Miss Rodney will take over the role as deputy designated teacher.

The prime consideration in every instance is the welfare and needs of the child concerned and any preliminary inquiries necessary will be made carefully and sensitively.

Parents who have concerns about a child's safety and welfare, should make these concerns known to the designated staff and/ or the Chairperson of the Board of Governors.

Information given to staff about possible child abuse cannot always be held in confidence. In the best interests of the child, this information may be shared with other professionals.

**Child Protection is everyone's business and the welfare of all children is paramount.**

\*A full copy of this policy is available by email-request from office



## How a Parent can raise a safeguarding concern

If a parent has a safeguarding concern they can follow the guide below:

I have a concern about my/a child's safety

I can talk to the teacher

If I am still concerned I can talk to the Principal and Designated Teacher for Safeguarding - Mrs Cromie

Tel: 02890 671115

If I am still concerned I can talk or write to the Chairperson of the Board of Governors -

Mr Stephen Warke

(scwarke85@gmail.com)

or

If I am still concerned I can contact the NI Public Services Ombudsman

Tel: 0800 343 424

At any time, I can write or talk to:

a Social Worker at Belfast Gateway Team, tel:02890 507000

or the PSNI Central Referral Unit

Tel: 02890259299



Mrs Cromie  
Designated Teacher  
For Safeguarding



Mrs Gorman  
Deputy Designated Teacher  
For Safeguarding



Miss Rodney  
Deputy Designated Teacher  
For Safeguarding

# SANDBROOK NURSERY SCHOOL

## School Rules

We keep our school and garden clean and tidy.

We look after all our toys and playthings.

We are kind and good to our friends.

We share with our friends.

We always take care of ourselves and our friends.

We climb and jump and slide with care.

We always look where we are going.

We keep sand in the sandpit and trays.

We ride our bikes on the tarmac.

We tell our teacher if someone get hurt.

We sit in the quiet room.

We listen to our stories.

We sit at the dinner table and eat nicely.

We put on our own coats.

We always say please and thank you.

