



**BALLYMONEY
NURSERY SCHOOL**

ANNUAL GENERAL REPORT

2019/20

Ballymoney Nursery School's Vision and Values

We work in partnership with our school community to provide a welcoming, nurturing, stimulating and supportive environment where everyone is valued and the children are provided with an excellent foundation for learning.

Happiness Nurturing Inclusion Respect Communication Resilience

Two simple cartoon characters are positioned on either side of the text. On the left, a child with a red hat and a yellow face. On the right, a child with a green shirt and a green face.



Ballymoney Nursery School

North Road

BALLYMONEY

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Tel:

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Principal: Mrs J. Trimmings B.Ed (Hons), P.G. Dip (SQH)

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Dear Parent/Carer,

I am pleased to have the opportunity to present to you the Annual General Report of the Board of Governors of Ballymoney Nursery School for year 2019/20.

The following document is part of the wider picture to keep you informed of your child's schooling and education.

I commend the report for your consideration.

Yours sincerely,

Mrs Jennifer Trimmings

Principal

This report is produced by the *Governors* of Ballymoney Nursery School and is an account of the work that we have undertaken in carrying out the responsibilities of the management of the school.

BOARD OF GOVERNORS

The Board of *Governors* is currently made up of eight voting members plus the school Principal who is a non-voting member.

DENI Representatives -	Mrs J Pethick (Chairperson) Vacancy (Vice Chairperson)
EA Representatives -	Mrs C McFadden Vacancy Mrs K Walker
Parents' Representatives -	Mrs T Hanna Mrs S Martin
Teachers' Representative - Principal -	Mrs J McClelland Mrs J Trimmings (Secretary)

STAFF MEMBERS

Principal	-	Mrs J Trimmings
Teacher	-	Mrs J McClelland
Part-time Teacher	-	Ms N McCarron
Nursery Assistants	-	Mrs K Simpson
	-	Mrs A Hollis
	-	Miss D Johnston
SEN Assistants	-	Miss A McAlonan (temporary)
	-	Mrs H Boyd (temporary)
Building Supervisor	-	Mrs S McMillan
Clerical Officer	-	Mrs J Peden

STUDENTS

Miss Naomi Murray (Mon, Wed, Fri) - Childcare level 2 (Routledge)

Mrs Kim Givens (Tues, Thurs) - Children's care learning and development Level 2 (NRC)

Mrs Iris Richmond (Wed am) - Children's care learning and development Level 3 (NRC) -

SELECTION AND ENROLMENT

The children enrolled in the school are selected in accordance with criteria approved by the Education Authority.

The Nursery can cater for 104 children, which is composed of:

2 x Part-time morning sessions 9.00 am - 11.30 am

2 x Part-time afternoon sessions 12.15 pm - 2.45 pm

Intake is staggered to ensure a smooth transition from home to school. This year there were 90 pre-schoolers enrolled and 14 penultimate children enrolled. Two children had a statement of educational needs.

To ease the transition from Nursery to Primary education, nursery staff facilitate as many opportunities as possible for nursery pupils to visit primary schools e.g. going to Dress Rehearsals at Ballymoney Model IPS and P7s from St. Brigid's PS read to the children as part of World Book Day. Due to the school's early closure in March 2020, further transition events were not possible. All parents/carers received their child's profile which included photographs and evidence of their learning from their time in Nursery. Transition reports were completed as best they could be for the new schools.

PARENTAL SUPPORT & INVOLVEMENT

In Ballymoney Nursery School, it is our intention to provide an open, welcoming environment for parents. This year, we have introduced termly Stay and Play sessions and Christmas performances for parents/carers to share and celebrate in their child's learning and the feedback has been positive.

When the school closed in March 2020, the school continued to work with parents/carers by providing home learning sheets outlining activities based on what the children would have been doing had Nursery still been open and parents shared photographic examples of what their children were doing at home. Feedback from parents has been positive and appreciative.

The Staff and Governors thank our parents for the interest in all the school does and the support which has been shown to both ourselves and the children.

The entire school community worked together this year to revise the school's vision and to create six values that encompassed everything that Ballymoney Nursery School embodies: -



ORGANISATION AND MANAGEMENT

The Board of Governors are required to meet at least once per term for a formal meeting of the full Board of Governors. Due to Covid-19 and EA guidance this did not take place in Term 3. The Governors have overall responsibility for the effective management of the school.

They have particular responsibilities in relation to: -

- (a) The curriculum
- (b) Appointment and dismissal of staff
- (c) Discipline
- (d) Admissions to the school
- (e) School finance
- (f) Maintenance and upkeep of the building
- (g) Security of pupils and staff and also the school premises
- (h) Health & Safety
- (i) Special Needs

CURRICULUM POLICY

The fundamental vision of Ballymoney Nursery School is to **work in partnership with our school community to provide a welcoming, nurturing, stimulating and supportive environment where everyone is valued and the children are provided with an excellent foundation for learning.**

The learning environment in our Nursery School is contained within six elements:

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

The core essence of programme will be the child, in the hope that a foundation will be laid to foster a positive attitude to learning, coupled with a sense of adventure.

BROADENING THE CHILDREN'S EXPERIENCE

During your child's time here at Ballymoney Nursery School we have endeavoured to make it as exciting and interesting as possible. In addition to providing a rich curriculum and stimulating environment, we have enlisted the support of several parents, individuals and groups who have come and shared their expertise with us over the year. When possible, we follow up these visits with additional work/activities in the classroom to reinforce what we have seen and heard. Unfortunately, as the school closed in March 2020 there were many activities that we had planned for the children that were unable to take place.

Here are some of the highlights from this past year:

Getting Ready to Learn Initiative

As part of the "Early Intervention Transformation Programme", 3+ reviews were carried out by local health visitors with most children in their pre-school year in October 2019. As part of the "**Getting Ready to Learn**" initiative, the school continued issuing story bags to all children and this was the first year that the children in their penultimate year got to take them home as well. Additional funding was received to enhance the delivery of the "**Happy Healthy Kids**" programme. This necessitated purchasing a range of equipment to create bags of physical activities which would focus on fine and gross motor skills at home. These bags were ready for launch at the end of March 2020. However, due to the school being closed these bags were not issued but the activity cards were

adjusted and issued to all parents so that the activities could be carried out at home. The "Make and Taste" workshop leaflet was also issued to parents so that they could make the recipes at home.

Parental/Carer involvement

This year, for the first time, all of the children were involved in learning songs to perform at Christmas concerts for each class. Everyone involved enjoyed these concerts and they helped develop the children's confidence in their first ever 'public performance'. Stay and Play sessions were also introduced which involved a member of a child's family coming into nursery and spending time playing with them. The focus of the first visit was planting. Unfortunately, due to the school closure in March 2020, the remaining two visits were unable to take place.

Parent/teacher meetings took place during the school day and evening for all the pre-schoolers in term 1. Unfortunately, due to the early closure of the school the remaining parent/teacher meetings were unable to take place. All parents/carers were offered a check in phone call from their teacher during Lockdown.

In February 2020, we hosted a Coffee Dock organised and led by RISE. This was an opportunity for parents/carers to drop in and discuss any issues they may have from members of the RISE team which included occupational therapist, speech and language therapist, behaviour specialist and physiotherapist.

When the school closed during Lockdown, staff created home learning sheets based on the learning that would have been taking place in the nursery had it been opened. These were issued fortnightly to parents along with new vocabulary lists. Other learning ideas, websites and initiatives were shared daily on the school's private Facebook page. The feedback from the recent parent survey indicated that out of the 68 parents that responded, 98.5% found the home learning ideas helpful with 83.3% finding them very helpful. Staff also shared videos of themselves telling stories, rhymes and doing sticky kids activities.

Trips in the local community

As part of our Harvest topic, the children walked to Simply Scrumptious bakery where they got to learn about making pancakes and then sampled them with their friends. At Christmas each child **'wrote' a letter to Santa** outlining specific requests for presents to be delivered on Christmas Eve. The pre-schoolers then took it in turn to **walk to the Post Office** where the letters were carefully dropped into the post box and the penultimate aged children walked to the post box at the end of the road and posted them. A few days later, despite being very busy, the man himself managed to take the time to visit us during our Christmas parties and brought each child a gift. Thank you to all of the parents who volunteered and helped accompany the children on these trips.

World School Milk Day

On 25th September 2019, all the children participated in World School Milk Day. Milk was discussed with all of the children and they were all involved in making healthy strawberry and/or banana milkshakes. Alternatives to milk were provided for the children who were lactose intolerant so that everyone could enjoy the day.

Nursery Rhyme Week

This year, the school participated in National Nursery Rhyme Week which involved focusing on various nursery rhymes and learning Makaton to accompany some of them. Everyone enjoyed the learning involved during this week and it coincided with some of our Stay and Play sessions.

World Book Day

This year, the school participated in World Book Day and everyone was encouraged to dress up as a book character. Primary 7 pupils from St. Brigid's visited all of the classes and read stories to all of the children and a local librarian visited the morning classes to read stories and sing songs. Parents/carers were involved through sending us in photographs of their children taking part in extreme reading. Everyone involved thoroughly enjoyed the day.

Outdoor learning

This year, children accessing the outdoors on a daily basis was encouraged and all children were asked to bring wellington boots into school to help facilitate this. The Daily Mile initiative was introduced and all classes are involved in going outside on a daily basis and either participating in physical play or going on a daily mile which involves walking/skipping/hopping around the playground.

External visitors

In October, our children enjoyed participating in **Mr Hullabaloo's Interactive Theatre Show**.

In February 2020, we enjoyed a visit from a representative from the **RSPB** who shared lots of interesting stories and information with us about caring for birds in winter. As part of the visit all the children took part in interactive activities and the school participated in the "**Big Schools Birdwatch**"; an exercise which proved very popular as well as very informative for everyone who participated. As part of People Who Help Us, the children enjoyed visits from several parents. In addition, a local PSNI Officer visited and talked with the children about their role in the community and raised awareness of staying safe.

Christmas Tea towels

The children all enjoyed creating a Christmas themed animal using finger painting to create a whole school tea towel. These were purchased by most families and helped the school make a profit of £188.40.

Eco-Schools

As part of our work towards renewing our Green Flag we registered to be part of Causeway Coast and Glens Plastic Smart Programme and any parents/carer wishing to refill their water bottle can now do so in school. Our food waste will also be getting weighed each week to find out how much CO² we have reduced from being released into the atmosphere. Unfortunately, due to the school

closing in March 2020, the children were unable to be involved in weighing food waste and this will commence in the new school year.

Teddy's bear picnic

As we were unable to host our annual teddy bears' picnic at Megaw Park, everyone was invited to take part in a socially distanced teddy bear picnic during a week of June. The photographs from the staff and children on their picnics were then used to create a socially distanced teddy bears' picnic collage for each class.

Graduation

Although the school was closed, we utilised technology and held Zoom graduation ceremonies for all the classes to help give the children closure of their time at Ballymoney Nursery School and also the opportunity to celebrate their achievement. Every child received a graduation certificate and a staying at home certificate along with a poem Miss Johnston wrote about the school's time in Lockdown.

We would like to take this opportunity to **thank you** for your participation and in supporting us through the various school-initiated fundraising initiatives. It has been disappointing that the children's time in school ended so quickly and abruptly in March. It has been a pleasure to work with each and every child, celebrating their achievements and sharing their successes and it has been disappointing for us as staff not to be physically with the children until the end of June. For many it has been their first step along their educational path and we trust it has given them the confidence to move on to "big school" with a feeling of excitement and a sense of anticipation. We thank you as parents for all your support during this past year and especially during 'Lock down' and wish you all a safe and relaxing summer break.

SPECIAL EDUCATIONAL NEEDS

It is our policy at Ballymoney Nursery School to integrate the children with special needs as fully as possible with all other pupils. The broad and balanced

curriculum provided is adapted accordingly to ensure all children can make progress during the year.

Children with identified special needs or some area of concern had an individual programme devised which was discussed with the parents before implementation. Where, necessary we engaged the help and expertise of other professionals; the speech therapist, the physiotherapist, the occupational therapist and the educational psychologist. We endeavoured to incorporate their suggestions in the programme of work we outlined for these children and ensured that physical disabilities did not pose as a barrier to accessing the activities that were on offer.

This year we had two children with a Statement of Special Educational Needs on our roll and a number of children were referred to Educational Psychology. We appreciate that it can be difficult to accept that your child may be encountering problems. However, with early intervention from all appropriate agencies, many potential hurdles can be crossed before entering Primary School.

It is important to realise that some of the difficulties can be overcome in a relatively short space of time whilst others will have longer lasting implications.

STAFF DEVELOPMENT 2019 - 2020

Throughout the year, staff attended various courses and in-service training, details of which are itemized below. In addition to this the staff participate in regular school-based meetings and cluster groups to ensure all aspects of the Nursery are reviewed, updated and extended to best meet the needs of our pupils. Zoom meetings and online training took place during lockdown.

Principal - Mrs Jennifer Trimmings

Epilepsy awareness raising	28/8/19
Briefing Events in Contemplation of Statutory Effect of the SEND Act (NI) 2016	23/9/19
Getting Ready to Learn Introduction	26/9/19
First-Time Principals' Induction Programme 2019-2020-Launch Day	27/9/19
EA One Principal Engagement Sessions	2/10/19
Early Years ASD Toolkit (2 Days)	3/10/19

Early Years ASD Toolkit (2 Days)	4/10/19
Child Protection /Safeguarding training	8/10/19
First Time Principals' Induction - LMS	14/10/19
Creative and critical thinking through play	21/10/19
Paediatric First Aid training	4/11/19
Developing a framework for solution focused approach to SBEW	19/11/19
First-Time Principals' Induction-building leadership capacity	21/11/19
Expressive language	3/12/19
Sensory Processing Issues and ASD - Early Years and Primary School Pupils	7/1/20
First Time Principals' Induction - ETI	24/1/20
Health for All Conference	24/2/20
First Time Principals' Induction - Human resources	25/2/20
Community Connections Conference	27/2/20
Board of Governors induction	3/3/20
Level 2 Food hygiene and safety course for caterers -online	June 2020
Adverse Child Experiences -online	June 2020
Mindstretchers - Introduction to nature pedagogy -online	June 2020
Mindstretchers - adult role-sensitivity stimulation and autonomy	June 2020

Assistant Teacher - Mrs Julie McClelland

Epilepsy Awareness raising	28/8/19
Paediatric First Aid training	4/11/19
Sensory Processing Issues and ASD - Early Years and Primary School Pupils	7/1/20
Safeguarding	13/3/20
Level 2 Food hygiene and safety course for caterers -online	June 2020
Adverse Child Experiences -online	June 2020
Mindstretchers - Introduction to nature pedagogy -online	June 2020
Mindstretchers - adult role-sensitivity stimulation and autonomy	June 2020

Assistant Teacher - Ms Norah McCarron

Epilepsy Awareness raising	28/8/19
Paediatric First Aid training	4/11/19

Sensory training	5/12/19
Sensory Processing Issues and ASD - Early Years and Primary School Pupils	7/1/20
Safeguarding	13/3/20
Level 2 Food hygiene and safety course for caterers -online	June 2020
Adverse Child Experiences -online	June 2020
Mindstretchers - Introduction to nature pedagogy -online	June 2020
Mindstretchers - adult role-sensitivity stimulation and autonomy	June 2020

Assistant - Mrs Karen Simpson

Epilepsy Awareness raising	28/8/19
Paediatric First Aid training	4/11/19
Sensory Processing Issues and ASD - Early Years and Primary School Pupils	7/1/20
Safeguarding	13/3/20
Level 2 Food hygiene and safety course for caterers -online	June 2020
Adverse Child Experiences -online	June 2020
Mindstretchers - Introduction to nature pedagogy -online	June 2020
Mindstretchers - adult role-sensitivity stimulation and autonomy	June 2020

Mrs Angela Hollis

Epilepsy Awareness raising	28/8/19
Paediatric First Aid training	4/11/19
Sensory Processing Issues and ASD - Early Years and Primary School Pupils	7/1/20
Safeguarding	13/3/20
Level 2 Food hygiene and safety course for caterers -online	June 2020
Adverse Child Experiences -online	June 2020
Mindstretchers - Introduction to nature pedagogy -online	June 2020
Mindstretchers - adult role-sensitivity stimulation and autonomy	June 2020

Miss Diane Johnston

Epilepsy Awareness raising	28/8/19
Paediatric First Aid training	4/11/19

Sensory Processing Issues and ASD - Early Years and Primary School Pupils	7/1/20
Safeguarding	13/3/20
Level 2 Food hygiene and safety course for caterers -online	June 2020
Adverse Child Experiences -online	June 2020
Mindstretchers - Introduction to nature pedagogy -online	June 2020
Mindstretchers - adult role-sensitivity stimulation and autonomy	June 2020

Miss Amanda McAlonan

Paediatric First Aid training	4/11/19
Sensory Processing Issues and ASD - Early Years and Primary School Pupils	7/1/20
Safeguarding	13/3/20
Adverse Child Experiences -online	June 2020

Mrs Helen Boyd

Epilepsy awareness raising	28/8/19
Paediatric First Aid training	4/11/19
Sensory Processing Issues and ASD - Early Years and Primary School Pupils	7/1/20
Makaton Introduction	March 2020
Adverse Child Experiences -online	June 2020

Clerical Officer - Mrs Joan Peden

EA One Principal Engagement Sessions	3/10/19
Paediatric First Aid training	4/11/19
Adverse Child Experiences -online	June 2020

SECURITY

Security systems are in place to protect both pupils and staff. These include a buzzer entry system and video intercoms. All staff have now been trained in paediatric first aid and one member of staff has been trained as a first aider at work. Safeguarding policies have been revised and shared with the Board of Governors and all staff.

A fire drill is carried out termly to ensure all staff and children are aware of procedures should such an event occur.

BUILDING MAINTENANCE

In the 2019/2020 school year the flooring in the toilets in one of the classrooms was replaced due to subsidence. There were also numerous visits to no avail to try and fix the blockage in the building supervisor's sink.

The following visitors to the school were funded:

Mr Hullabaloo	£300
RSPB	£80

SCHOOL FUND ACCOUNT

Balance as at 19 June 2020 : £1933.78

Parental support this year, as in other years, has been outstanding.

There were various fundraising events planned to support local and national charities as well as the school. Unfortunately, the school closed before the school's sponsored cycle could take place for every child. Monies raised at each event are detailed below: -

November Children In Need (wear Pyjamas day) - £150

December NI Children's Hospice (Christmas jumper day) - £120

March Sponsored Cycle - £328.60

FINANCIAL STATEMENT

Below are the figures for this year

1 April 2019 - 31 March 2020

TOTAL BUDGET £206,647

TOTAL SPENDING	£265,228
(Including staff costs, heating, rates, internal and grounds maintenance, equipment and sundry expenses)	

BALANCE carried forward	-£58,581
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CHARGES AND REMISSION POLICY

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

Charging Policy

A small charge is made for the actual cost of a snack at break-time plus other incidental items.

Remissions Policy

The Board of Governors reserve the right to seek voluntary contributions from parents or others in support of any school activity or 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.

Signed: _____

Mrs J Pethick
Chairperson
Board of Governors

BAKER DAYS AND STAFF DEVELOPMENT DAYS 2019/2020

The Department of Education allocated five Staff Development Days (SDDs) for the purposes of school improvement and school/staff development in the 2020/21 school year.

	DATE		
Baker Days	Day	Date	Focus of Baker Days
Day 1	Monday	19.8.19	Introduction of new Principal -set up of classrooms
Day 2	Tuesday	20.8.19	Set up of playrooms
Day 3	Monday	25.5.20 brought forward to 18.3.20	Preparing Profiles for end of year due to school closing as a result of Covid-19
Day 4	Wednesday	01.07.20	
Day 5	Thursday	02.07.20	
SDDs	Day	Date	FOCUS OF STAFF DEVELOPMENT
Day 1	Monday	04.11.19	Paediatric First Aid training (school)
Day 2	Monday	06.01.20	Visions, Values and Aims development
Day 3	Tuesday	07.01.20	Sensory training (EA Antrim Board Centre)
Day 4	Friday	13.03.20	Revised safeguarding policies, Happy Healthy Kids activity bags
Day 5	Friday	29.5.20 brought forward to 19.3.20	Preparing Profiles for end of year due to school closing as a result of Covid-19 / preparing classroom for keyworker children