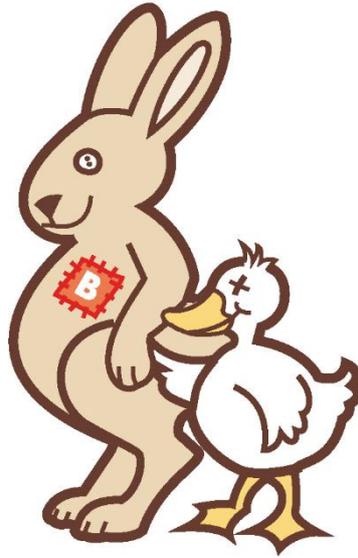


Ballymoney Nursery School

2021-22 Prospectus



North Road, Ballymoney BT53 6BW

Tel: 028 2766 4367

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www.ballymoneynurseryschool.co.uk

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

WELCOME FROM OUR PRINCIPAL

Dear Parent/Carer,

Thank you for taking the time to read our prospectus; I hope you find it both useful and informative. Choosing the pre school provision for your child is an important decision as it is the first step on their educational journey. As a mother, I understand the importance of making the right decision and ensuring it is somewhere your child will be nurtured, supported and motivated to go to each day.

Ballymoney Nursery School is an inclusive, nurturing, welcoming, stimulating and supportive environment where everyone is valued and the children are provided with an excellent foundation for learning facilitated by experienced staff. Learning experiences in each class are led by qualified teachers and supported by nursery assistants.

We offer 104 fully funded places for children in their pre school and pre pre school year and have a long standing tradition of providing integrated pre school education in the Ballymoney area. The 104 places are allocated according to the criteria drawn up by the Board of Governors of the school. The nursery school comprises of four nursery classes; two in the morning and two in the afternoon.

Unfortunately, we are unable to welcome you into the school during our usual open evening events however we hope you watch our virtual tour which will give you an insight into life at Ballymoney Nursery School. The virtual tour is available to watch on our school website or on Youtube.

If you have any questions please don't hesitate to telephone or email the school.

Best Wishes



Mrs Jennifer Trimmings,
Principal



APPLICATION PROCESS

All children in their Pre-School year (born between 2/7/17- 1/7/18) are entitled to apply for a place in Ballymoney Nursery School. We would also encourage children in their pre pre school year (born between 2/7/18 - 1/7/19) to apply as there is the possibility we will be able to offer some of them a place too.

Application forms for admission to Nursery School in September 2021 will be available to complete online at www.eani.org.uk/admissions from 12 noon on **Thursday 7th January 2021**. Forms must be submitted by **12 noon on Thursday 29th January 2021**. If you do not have access to the internet to submit a form, a paper form can be collected from the nursery school. Any applications submitted after this date will be classes as late and won't be considered until stage 2. Our school admissions criteria will be available on the above website from Friday 18th December 2020.

After submitting an application on the Citizen Portal, you will receive a confirmation email. Within 3 days you will then receive another email with a unique link where you can securely upload your child's birth certificate and other supporting documents (e.g. if applicable benefit verification documents). These documents must be uploaded by noon on **5th February 2021**. There is a video available on our school website and on the Education Authority website which shows how to complete the application process - [Videos & Presentations | Education Authority Northern Ireland \(eani.org.uk\)](#)

On **Wednesday 28th April 2021** parents of pre school children whose application was on time will find out the outcome of their applications online at the Portal. This is the end of 'Stage 1'.

The online citizen portal will close for applications at **4pm on Wednesday 5th May 2021**.

On **Thursday 10th June 2021**, parents who submitted late applications (after noon on 29th January - 4pm on 5th May 2021) or who applied for a child in their pre pre school year will find out the outcome of their applications online on the Portal. This is the end of 'Stage 2'.

OUR STAFF TEAM

Principal:	Mrs J Trimmings, B.Ed. (Hons), PGDip (SQH)
Assistant Teachers:	Mrs J McClelland, B. Ed. Ms N McCarron, BA (Hons), PGCE
Nursery Assistants:	Mrs K Simpson, NVQ Level 3 Mrs A Hollis, BTEC Miss D Johnston, BTEC
Clerical Officer:	Mrs J Peden, BA (Hons), PGCE, MA (Ed)
Building Supervisor:	Mrs S McMillan

NURSERY STRUCTURE AND ORGANISATION

Type of School: Controlled Nursery School

Age Range: 2 - 4 years old

Numbers: 104 Part-time session

Attendance: 5 days per week



Part-time session timings:

Morning 9.00-11.30am

Afternoon 12.15-2.45pm

OUR SCHOOL VISION AND VALUES

The vision, values and aims of Ballymoney Nursery School were created collaboratively with the whole school community during the 2019-20 session and encompass who we as a school community strive to be.

Our School Vision

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.

Our School Values

- ❖ Happiness
- ❖ Nurturing
- ❖ Inclusion
- ❖ Respect
- ❖ Communication
- ❖ Resilience



LEARNING ENVIRONMENT

We provide a safe, caring and engaging environment where there is a wealth of appropriate equipment and support by qualified staff to meet the needs of your child. Children are actively involved in their learning through the medium of play. These play experiences are both carefully planned to create a challenging environment where development can take place and also open-ended to enable children to use their imagination.

Children are given the opportunities to investigate, be curious, explore their environment both indoors and outside, share the world of books, music and drama, experience success and develop a positive attitude towards learning.

We have two classrooms and a multipurpose hall area that is shared between the classes. Activities such as music, physical development and circle time take place in the hall area.



We have an extensive outdoor area that all the children have access to. We have a playground with equipment such as climbing frames and slides and a track for the use of tricycles and scooters to aid the children's physical development. We also have an outdoor classroom, creative room, music wall, mud kitchen and natural exploration area. This year, we have been developing an outdoor area specifically for the use of the children in their pre pre school year.



CURRICULUM

Our curriculum is based on the Northern Ireland Pre School Curricular Guidance which is broad and balanced. Children are allowed to make choices and are provided with opportunities through play and other experiences to develop learning associated with:

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

RECORD KEEPING/ASSESSMENT

The staff are constantly observing, recording and evaluating the children as they play. This helps us to plan suitable activities/experiences for them. We always welcome liaison from our parents. We hold parent/teacher meetings twice a year so that parents have the opportunity to discuss their child's progress.

We use the Seesaw app as a way of recording children's achievements throughout the nursery and what they are taking part in. With parental approval, an account will be set up for each child and parents will be able to see and comment on what they have been doing at Nursery School.

POSITIVE BEHAVIOUR MANAGEMENT

In Ballymoney Nursery School we place a strong emphasis on positive behaviour management. Our aim is to help our children become self-disciplined, accept responsibility for their own actions and respect others and their work. We strive to do this through the implementation of the Golden Rules and working in partnership with our parents/carers.

CHILDREN WITH ADDITIONAL NEEDS

As an inclusive school, children with special educational needs are admitted to the Nursery School in every possible circumstance. Whilst provision for the pupil is co-ordinated by the Special Education Needs Co-ordinator (Mrs McClelland), all members of staff are involved in providing the support to integrate the child as fully as possible within the group, giving them access to the same materials, activities and experiences as the other children in the class. With parental permission, we also work in conjunction with outside agencies in order to provide the most effective way to make their nursery experience rich and fulfilling while meeting their needs.

If you have a child who has additional needs, please get in touch with us at the time of applying and we can discuss your child's needs and the agencies currently involved with them.

PASTORAL CARE

We in Ballymoney Nursery School have a primary responsibility for the care, welfare and safety of the children in our care. We have a comprehensive Safeguarding policy and Intimate Care policy in place which are available to read on our school website. Our Safeguarding team is made up of Mrs Trimmings (Principal), Mrs McClelland (class teacher) and one of our Governors, Mrs Martin.

All the staff and volunteers have been subject to appropriate background checks (Access NI) and guidelines have been drawn up to guide their behaviour with the children. It may be necessary for the staff to change your child's clothes if they have had a toileting accident but this will not be done without your permission, which we have already requested on the Child Protection Permission Form. In line with current advice from the Education Authority, staff wear PPE (gloves, apron, mask and visor) when involved in intimate care with a child. These will be shown to all of the children on their first day of nursery school so that they are aware of them.

HEALTH AND SAFETY

The health and safety of your child is of utmost importance and we make every effort to maintain a safe clean healthy environment for the children.

Covid-19

We have a comprehensive Covid-19 policy and risk assessments in place in the school. All parents/carers are made aware of the measures we put in place to mitigate the risk of Covid-19 and also the responsibilities they have to help us with this. Current measures in place include: - having separate entrances for both classes and there are markings on the ground to ensure everyone is socially distanced when dropping off and picking up children. There are staggered times for arriving and leaving nursery so that there are not too many parents/carers congregating outside the school at one time.

These measures will be reviewed on an ongoing basis based on advice from the Department of Education.

Medical Issues

All permanent members of staff are trained in anaphylaxis and the use of inhalers. It is very important that we are aware of any medical issues that children have so that we can ensure their safety. Should you have any concerns about medical issues your child may have or wish to discuss them, please contact the Nursery.

Nut free school

We want to ensure that all our staff and children are safe at nursery especially when there are known allergies therefore we are a **nut free school**.



Accidents

All our staff are paediatric first aid trained. We will always inform parents about any minor accidents when children are collected and we will telephone immediately if it is a major accident.

ADMISSIONS ARRANGEMENTS

After places to the Nursery School have been offered, parents are invited to an Induction evening in May/June where details of the Nursery Curriculum are given along with practical advice about commencing Nursery School. Induction sessions are arranged where parents can bring their children to sample the Nursery environment, meet other parents and children who will be attending the same session and become familiar with the Nursery setting.

Due to the current pandemic and ever changing advice, we are unsure what format our induction will take for the 2021-22 year, however everyone who has been allocated a place with us will be updated nearer the time.

SETTLING NEW CHILDREN

We try to make the move from home to Nursery School as smooth and trouble-free as possible for you and your child.

From the beginning of the first term, the children are admitted on a staggered basis each week in order to establish a good relationship with each child and to ensure that each child has settled reasonably well before any other children a join the class.

SCHOOL UNIFORM

We have a school uniform that children can choose to wear if they wish to. We have a school polo shirt in yellow/white, a red sweatshirt and a waterproof reversible fleece coat which are available to purchase directly from the school.



HEALTHY SNACK/SCHOOL FUND

In Ballymoney Nursery School we are committed to promoting healthy eating and feel it is imperative to maximise every opportunity to influence the children's eating habits. Appropriate healthy foods are available to the children along with the option of milk or water. There is also a water dispenser in each room which the children can access independently at any time throughout the sessions.

As the nursery school is part of the State Education system, there is no daily charge for children to attend. However, we do ask for a voluntary contribution each term towards school funds (£40). This money is used to provide daily snacks for the children to have with their milk, baking activities, parties, visiting entertainers, treats for the children and any outings we go on.

PARENTAL PARTNERSHIP

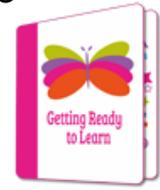
"Parents/guardians/carers are the child's first and continuing educator and as such have a central role to play in pre-school life."

(Pre School Curricular Guidance, DENI,2018)

We work in close partnership with parents/carers of all our children. Throughout the year, parents have many informal opportunities to discuss their children's progress and two formal meetings are arranged each year. Informal opportunities to share in their children's learning are also provided through Stay and Play sessions which enable you to come to Nursery School and join in the activities with your child. At the moment due to current restrictions, we are unsure what these will look like in the 2021-22 session but we will endeavour to try and host something similar when it is safe to do so. You will also be invited to Nursery School to share in your child's Christmas performance and their end of Nursery Graduation ceremony.



We have an extensive home learning programme. We participate in the Getting Ready to Learn Programme which includes the Big Bedtime Read, Happy Healthy Kids and Education Works. These programmes help support the link with home and offer ideas and activities to be doing at home to help further support each child's development. We also provide monthly home learning sheets which include ideas and activities that can be carried out at home to reinforce the children's learning.



Information about the activities children are involved in during the time they are in the Nursery School will be shared in our monthly newsletters, school website and on the private Facebook page which is only accessible by current parents/carers, staff and the Board of Governors.

LINKS WITH PRIMARY SCHOOLS

Throughout the year as part of the transition procedure we endeavour to visit some of the local primary schools and where practical, invite Year 1 teachers to visit us in the Nursery School. During the month of June, Year 1 teachers from the local Primary Schools come along to meet the children in Nursery School.

LINKS WITH THE COMMUNITY

We have developed links with our local community through visits to the police station, fire station, the local library or by having visits from nurses, hairdressers and the dentist to name but a few. In addition to this we take the children on local walks and outings in order to extend the work being carried out in the classroom.

We hope you found this prospectus informative. Please get in touch via telephone or email if you have any questions. Hopefully we will meet you and your child in the near future. Take care and best wishes.

PLEASE NOTE: - *The information in this prospectus is correct at the time of printing and there could be changes affecting any of the matters dealt within it.*