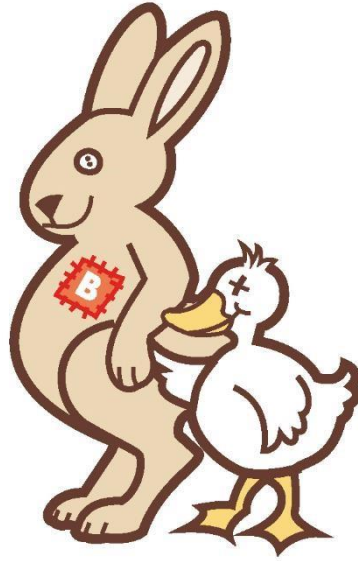


# Ballymoney Nursery School

## 2024-25 Prospectus



North Road, Ballymoney BT53 6BW

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[www.ballymoneynurseryschool.co.uk](http://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

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## WELCOME FROM OUR PRINCIPAL

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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 experienced 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 teacher led 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.

We look forward to welcoming you to our open day. If you are unable to attend any of our open day events, we hope you watch our virtual tour, which will give you an insight into life at Ballymoney Nursery School.

If you have any questions please do not hesitate to telephone or email the school.

*Jennifer Trimmings*

Best Wishes

Mrs Jennifer Trimmings,

Principal



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## APPLICATION PROCESS

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All children in their Pre-School year (born between 2/7/20- 1/7/21) are entitled to apply for a place in Ballymoney Nursery School. We would also encourage children in their pre pre school year (born between 2/7/21 - 1/7/23) 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 2024 will be available to complete online at [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions) from 12 noon on **Tuesday 9<sup>th</sup> January 2024**. Forms must be submitted by **12 noon on Friday 26<sup>th</sup> January 2024**. Please remember to upload your child's birth certificate any documents required. Any applications submitted after this date will be classed as late and **will not** be considered until stage 2.

On **Thursday 25<sup>th</sup> April 2024**, parents of pre-school (Target age) 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'.

Stage 2 opens on 25<sup>th</sup> April 2024 for those who did not apply during stage 1. The online citizen portal will close for applications at **4pm on Friday 3<sup>rd</sup> May 2024**.

On **Tuesday 11<sup>th</sup> June 2024**, parents who submitted late applications (after noon on 26<sup>th</sup> January - 4pm to 3<sup>rd</sup> May 2024) 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'.

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## OUR STAFF TEAM

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**Co- Principal:** Mrs J Trimmings, B.Ed. (Hons), PGDip (SQH)

*(Currently working part time on Mondays-Wednesday on a temporary basis)*

**Class Teacher/Co-Principal:** Mrs S Müller, B.A. (Hons)

*(Co-Principal on Thursdays and Fridays)*

**Class Teacher:** Mrs R Jarvis, B.A. (Hons), OCN Level 3

**Nursery Assistants:** Mrs K Simpson, NVQ Level 3

Mrs A Hollis, BTEC

Miss D Johnston, BTEC

**Clerical Officer:** Mrs J McKinney

**Building Supervisor:** Mr N Lamont

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## NURSERY STRUCTURE AND ORGANISATION

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**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

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## OUR SCHOOL VISION AND VALUES

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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



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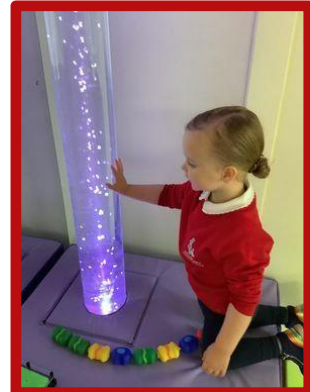
## LEARNING ENVIRONMENT

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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 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 each with their own internal sensory room 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 consist of three separate learning spaces that all the children have access to. All outdoor areas support learning in all areas of the pre-school curriculum. Our various outdoor areas comprise of playground with equipment such as exploration train, slide and a track for the use of tricycles and scooters to aid the children's physical development. We have an outdoor classroom, creative room, music wall, mud kitchens, water wall, construction areas, performing arts areas and natural exploration areas.



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## CURRICULUM

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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

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## RECORD KEEPING/ASSESSMENT

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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. This provides parents/carers with an online learning journey of their time at Ballymoney Nursery School. 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.

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## POSITIVE BEHAVIOUR MANAGEMENT

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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

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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 Learning Support Co-ordinator (Mrs Trimmings), 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.

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## PASTORAL CARE

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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 (Co-Principal), Mrs Müller (Co-Principal/Class teacher), Mrs Jarvis (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 when appropriate a 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

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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. **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 permanent members of 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.

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## ADMISSIONS ARRANGEMENTS

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Induction sessions are arranged at the beginning of the new school year 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.

Everyone who has been allocated a place with us will be updated nearer the time.

## SETTLING NEW CHILDREN

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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.

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## SCHOOL UNIFORM

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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

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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 that 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.

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## PARENTAL PARTNERSHIP

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*"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)



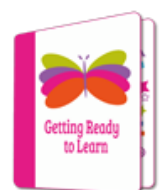
We work in close partnership with parents/carers of all our children. Throughout the year, parents have many informal opportunities to discuss their children's progress and two formal meetings are arranged each year. Informal opportunities to share in their children's learning are also provided through Stay and Play sessions, which enable

you to come to Nursery School and join in the activities with your child. You will also be invited to Nursery School to share in your child's Christmas performance and their end of Nursery Celebration 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.



Information about the activities children are involved in during the time they are in the Nursery School will be shared in our monthly newsletters, Seesaw and school website.



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## LINKS WITH PRIMARY SCHOOLS

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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.

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## LINKS WITH THE COMMUNITY

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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. Recently we have worked alongside the Museum Service. 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.***