



# Prospectus 2020/21

Omagh North Nursery School

**Information for Parents  
making an application  
for their child's pre-school education place**





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Holiday and Term Dates will be confirmed and given to you in June 2020.  
Any parent who needs them before this should contact the school.



## FOREWORD

Dear Parents and Carers

I would like to take this opportunity to welcome you and your children to Omagh North Nursery School.

This booklet has been designed to provide you with the basic information which we think you need to ensure that your children will enjoy their time at our Nursery School. Any parent/prospective parent/carer and child may visit the Nursery by appointment. All details are correct at the time of going to print, but changes will be communicated by means of erratum letter.

As a school, Omagh North Nursery is funded by the Department of Education and is therefore subject to visits and inspections by the Educational and Training Inspectorate. The last full inspection of Omagh North Nursery took place in May 2011.

Since my appointment in September 2014 we have had three unannounced (no notice) inspection visits by the District Inspector and one planned visit. During the most recent visits in March and June 2019 the inspector reported that we had very settled children who were clear about the structure and routine of nursery and commended the staff on this. She also stated that she was very pleased with the learning opportunities that our outdoor area offered.

These unannounced and planned visits give the inspector a good indication of the day to day running of the school and the standard of teaching and learning being provided to your children. We were delighted with her comments during these visit.

If you require more information about a particular aspect of Nursery life, please come and speak with any member of the school community. All school policies and booklets are available on request by contacting the school secretary. It is through close communication between home and school that we build an open and harmonious relationship that will both support and encourage your children throughout their time at Omagh North Nursery School.

Mrs Amanda Duffy-Phillips  
PRINCIPAL

# School Details

Omagh North Nursery School  
Old Mountfield Road  
OMAGH

Co Tyrone BT79 7EG

Tel: 028 8224 6431

Fax: 028 8225 7748

Email: [omaghnorthnursery@gmail.com](mailto:omaghnorthnursery@gmail.com)

Twitter: @omaghnorthnurs

Maximum Nursery School Enrolment: 78

Principal/Full-time Class Teacher: Mrs Amanda Duffy-Phillips  
Mrs Megan Allen (Principal Release)

Teachers of Part-time Classes: Mrs Julie Butler  
Mrs Cait Slane

Teacher for Pastoral Care: Mrs Amanda Duffy-Phillips

## SCHOOL HOURS

Full-time Class 8.45 am – 1.15 pm (Collection between 1.05 - 1.15 pm)

Morning Class 8.45 am – 11.15 am (Collection between 11.05 - 11.15 am)

Afternoon Class 12.15 pm – 2.45 pm (Collection between 2.35 - 2.45 pm)

Children must be accompanied by a responsible person who will assume 'in loco parentis' to and from the school.

## OFFICE HOURS

Monday – Thursday 8.20am – 11.30am

School Secretary: Mrs Linda McFarland

## ANCILLIARY STAFF

Ms Denise Kearney

Mrs Lisa Patterson

Miss Wendy Gilmour

Mrs Toni Broderick

Miss Ellie Fox

Mr Paul Adams

Mrs Ann Sharkey

Mr Pat Donaghy





# General Information

Omagh North Nursery School is the only purpose built nursery school in Omagh and is situated on a very bright, spacious and welcoming site on the Old Mountfield Road.

As a community nursery school, we aim to integrate children from all religious and cultural backgrounds and believe that inclusion and diversity are important elements of today's society.

Omagh North Nursery School's qualified and experienced staff consists of four teachers, three nursery assistants, two special needs assistants, a secretary, a dining attendant and a building supervisor. Our team's aim is to promote the education of our children in all aspects of their development and work closely with parents and other agencies in order to ensure all children reach their maximum potential.

Omagh North Nursery offers both full-time and part-time sessions to our children.

As the first educator of your child, we see the partnership between parents/carers and staff as essential to the success of a child's pre-school year. We involve parents closely in their child's development and keep them updated with our Newsletters and curriculum information documents. We successfully bid for Getting Ready to Learn funding and offer a range of parent workshops to ensure school readiness at the end of your child's nursery year. Parents are also invited to share any skills or particular interests they have with us in order to enhance the children's nursery experiences.

At all times the staff of Omagh North Nursery School strive to provide a warm, welcoming and caring atmosphere where everyone feels valued and the needs of the child are at the centre of all we plan and strive to achieve.

Omagh North Nursery will be hosting our annual Open Afternoon on Friday 10 January 2020 at 1.00 pm. During that Open Afternoon our secretary Mrs McFarland will be available to provide you with support regarding the completion of your application. If you would like to discuss anything further please do not hesitate to contact the Principal, Mrs Duffy-Phillips on [8224 6431](tel:82246431).



# WHAT DOES OMAGH NORTH OFFER?

## Your child will experience:

- A nursery staffed by highly experienced teachers and assistants
- Language and Communication Support Assistants
- A magnificent outdoor play area
- A range of healthy snacks
- Promotion of independence to enable children to help prepare snack
- Access to Forest School to learn about nature first hand
- An appreciation of Inclusion and respect through the Media Initiative Project.
- Shared Education activities, meeting staff and children from two other pre-school settings
- Regular coaches to develop fundamental movement and physical literacy
- Feis and Omagh Show participation
- A live theatrical show when Banyan Theatre visit
- An amazing singalong with Tom Sweeney

## You will be able to avail of:

- Our Breakfast Club from 8.15 am
- A meeting with the school Health Visitor to assess your child's 3+ development in health and well-being
- Monthly information on how to support your child's vocabulary, development and skills at Nursery School
- Education Works Workshops & borrowing packs
- Big Bedtime Read Workshops & borrowing book packs
- Ages & Stages Workshops
- Happy, Healthy Kids Workshops & resources to borrow
- Membership of our Parents in Partnership @ Omagh North group





# OUR VISION STATEMENT

Omagh North Nursery School is committed to providing a happy, secure and caring environment in which our children can learn. We look to the education of the whole child, so that each of their needs may be met and their full potential developed. We look to do this not on our own but in partnership with our parents.

Our community Nursery provides a stimulating and challenging learning environment where children and young people from all backgrounds can learn with, from and about each other. The promotion of equality and good relations extends to everyone in our Nursery and to their families regardless of their religious, cultural or social background.

Nursery education is value driven and child centred. It is delivered through a holistic approach with an emphasis on developing every aspect of a child's potential.

## OMAGH NORTH NURSERY SCHOOL'S AIMS

### Aims of Our School

- To provide learning experiences in line with the Pre-School Curricular Guidance.
- To create an environment this is caring, supportive, familiar and inclusive.
- To develop understanding, appreciation and respect for the environment and the world.
- To develop practical skills and provide opportunities to apply these creatively.
- To use ICT to support and enhance children's learning experiences.
- To help children develop physically and become aware of the need for exercise and a healthy lifestyle.
- To encourage children to develop positive attitudes, perseverance, self-esteem and self-confidence.

# SHARED EDUCATION

We are delighted to be involved in Shared Education through our participation in 'Sharing from the Start'.

Our shared education partners, Christ the King Nursery and Omagh Integrated Nursery take part in a range of activities with Omagh North Nursery pre-school children.

Our shared education experiences provide children with opportunities to get to know their peers from other schools as well as enabling them to contribute to a more respectful and inclusive environment.

Our shared education focus last year was the development of 'The Arts' and the children from the three schools participated in a range of craft and music activities which will culminate in a shared extravaganza showcasing our year of getting to know each other.





# THE CURRICULUM

Omagh North Nursery provides your child with a range of stimulating experiences which will encourage your child to develop their confidence and self esteem in a warm, caring environment.

We will plan the experiences in line with the Department of Education for Northern Ireland's guidance document for pre-school education. Your child's experiences and learning will be planned for using 6 curricular areas

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



Your child's development will be closely recorded and monitored using observation assessments and staff will use this information to plan for your child's further development. Any challenges your child experiences will receive support and encouragement from all of the staff to ensure that every child reaches their full potential during their pre-school year.

The school aims to build upon the learning experiences which have already taken place from birth to pre-school age and value the partnership between school and home immensely. Learning is based on play, practical activities and the interests of the individual child.



The children's experiences include indoor and outdoor play, art and craft, music and movement, imaginative play, construction activities, gardening and care of the living environment, stories and conversation, snack and meal times. Regular educational outings are planned to add to the value of the children's experiences.

We intend to increase the children's level of involvement in their play and concentrate on addressing their well-being throughout the year, believing that happy, confident children are active learners.

# CURRICULUM COMPLAINTS PROCEDURE

Should you have any questions or complaints about the school, child safety or the curriculum, you should make direct contact with the school Principal. Usually, discussion with the Principal or class teacher can resolve most problems quite easily. Some serious complaints might need to be dealt with by the school's Board of Governors. You can ask the Principal to raise your problem with the Board of Governors. Complaints will be dealt with in accordance with Article 33 of the Education Reform (N.I.) Order 1989 and regulations as subsequently made by the Department of Education. If you are not satisfied with the response of the school you can ask the Northern Ireland Public Service Ombudsman to explore your complaint further.

All school policies, both pastoral and curriculum are available upon request.





# ADMISSIONS CRITERIA

**Respective functions of the Board of Governors and the Principal in relation to admission.** A Selection Advisory Committee consisting of the Principal and three Governors, subject to the final approval of the Board of Governors, will apply the Admissions Criteria.

***It is a standard requirement to provide an original Birth Certificate in order to verify the age of the child and two proofs of address.***

Children who are not normally resident in Northern Ireland will not be considered for places until all children who live in Northern Ireland have been considered. The Board of Governors have determined that, in the event of there being more applicants than places available the following criteria will be applied, in the order set down, to select children for the available places:

Parents please note that Omagh North Nursery School offer both full-time and part-time places. If you wish to be considered for a place in either or both of these sessions, you **MUST** select both full-time and part-time on your application in order of preference.

## ADMISSIONS CRITERIA

### Statutory Criteria

- 1 Children from socially disadvantaged circumstances born between 2 July 2016 and 1 July 2017.
- 2 Children born between 2 July 2016 and 1 July 2017.

***Note: Children from 'socially disadvantaged circumstances' means a child whose parent is in receipt of (i) Income Support, or (ii) Income-based Jobseeker's Allowance, or (iii) an award of Income Support which has been converted into an Employment and Support Allowance and the level of benefit remains the same, or (iv) Universal Credit. When parents apply for places for their child on this basis they must have their application form stamped by the Social Security /Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment.***

***Verification of social disadvantage MUST be received by Omagh North Nursery School by noon on Friday 7th February 2020.***

***NB Children already enrolled in 2019/2020 must reapply for a place (full or part-time) for 2020/2021***

### Sub-Criteria

If there are more pupils satisfying the last criterion which can be applied, (ie 1 – 2), then selection for the remaining places will be on the basis of the following sub-criteria, as applied in the order set down below:

- a. Those families who choose Omagh North Nursery School as their first preference.
- b. Eldest/only child of the family or children who have had a brother(s)/sister(s), half-brother(s)/half-sister(s), step- brother(s)/step-sister(s), fostered/adopted brother(s)/sister(s) who are currently attending or previously attended Omagh North Nursery – please include name of child, year attended and class.
- c. Children whose family member is currently a member of the school's staff or governing body (parent/guardian/grandparent).

- d. Children who are currently attending Omagh North Nursery School in their penultimate pre-school year (2019/2020) on 7 January 2020.
- e. Children who are closest to Omagh North Nursery School by public footpath as per Google Maps.
- f. Other children.

In the event of over-subscription in the last criterion which can be applied, then selection for all remaining places will be on the basis of the initial letter of the surname, as per the birth certificate in the order set out below:-

B, E, T, X, C, M, H, D, I, O, K, R, V, Z, L, U,  
A, Q, F, Mac, J, S, G, N, Y, W, P, Mc

The order was determined by a randomised selection of letters. In the event of surnames beginning with the same letter the subsequent letters of the surnames will be used in alphabetical order. In the event of 2 identical surnames the alphabetical order of the initials of the forenames will be used as per their birth certificate.

Children born between 2 July 2016 and 1 July 2017 (target aged children) will be notified of the outcome of their application by letter on **Wednesday 29th April 2020**.

### Non-Statutory Criteria

Parents please note that Omagh North Nursery School **offer both full-time and part-time places**. If you wish to be considered for a place in either or both of these sessions, you **MUST select both** full-time and part-time on your application in order of preference.

Children in their penultimate preschool year (Criteria 3) will be admitted from a waiting list on the basis of strict chronological order of age, oldest first, with the same alphabetical tie breaker if required.

- 3. When allocation of the above statutory is complete and if there are still places remaining, then children born between 2 July 2017 and 1 July 2018 will be selected on the basis of strict chronological order of age, oldest first. No other sub criteria will be applied.

Children born between 2 July 2017 and 1 July 2018 (penultimate/underage children) will be notified of the outcome of their application by letter on **Tuesday 8th June 2020**.

### Supporting Information

It is important that parent(s)/guardian(s) when submitting the application form, give all the relevant supporting information and written evidence which may be needed, including the child's birth certificate and 2 proofs of address, directly to Omagh North Nursery School.

All supporting information **MUST** be received by Omagh North Nursery School by noon on **Friday 7th February 2020**.

IF PARENTS HAVE ANY DIFFICULTY IN COMPLETING THEIR APPLICATION THEY SHOULD CONSULT THE PRINCIPAL OF THE SCHOOL.



## Duty to Verify

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any applicant's Application Form.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

## Waiting List Policy

Selection for any vacant place that may arise will be made by applying the above criteria, sub-criteria and tie-breaker if required to children in their final pre-school year.

Penultimate children on our waiting list will only be offered a place on the basis of strict chronological order of age.

## Diary of Important Dates

- |                              |   |
|------------------------------|---|
| <b>Tuesday 7th January</b>   | Online applications open for pre-school and penultimate enrolment.<br><a href="http://www.eani.org.uk/admissions">www.eani.org.uk/admissions</a>  |
| <b>Friday 10th January</b>   | Open Day at Omagh North Nursery School at 1pm for children born between 2nd July 2016 and 1 July 2017.  |
| <b>Thursday 30th January</b> | <b><u>12 noon</u></b><br>Closing Date for receipt of applications for pre-school and penultimate enrolment.   |
| <b>Friday 7th February</b>   | <b><u>12 noon</u></b><br>Closing date for receipt of supporting information including social disadvantage verification, to be left at Omagh North Nursery School.   |
| <b>Wednesday 29th April</b>  | Families receive posted notification of the outcome of their applications for <b><u>PRE-SCHOOL CHILDREN ONLY</u></b> .  |
| <b>Tuesday 8th June 2020</b> | Families receive posted notification of the outcome of further preferences for <b><u>PRE-SCHOOL CHILDREN</u></b> .<br>Families receive posted notification of outcome of their applications for <b><u>UNDERAGE/PENULTIMATE CHILDREN</u></b> . |

'Helping Hands Workshop' are available all day every Wednesday in the nursery, during school hours to assist with the completion of online applications. There is no need to book in advance to avail of this service. Appointments outside of these hours can be arranged by speaking to the Principal.

## HOME / SCHOOL CONTACT

All staff actively encourage parental contacts with the school. The parents' support is essential in working with the school for the child's benefit. Parents and children starting school are invited to attend the school's transition programmes. These are run so that the children may become familiar with the school, and so that new parents can be shown ways to become involved in their child's education. The school will keep parents regularly updated regarding events and ways you can support your child's learning using the fortnightly Newsletter and bi-monthly Curriculum Document.

We like to foster parental relationships in various ways such as invitations to meetings, assistance with developing areas of the school, fundraising as well as informal contacts at the beginning and end of the school day. Parents are encouraged to discuss any matters of concern in the first instance with the class teacher at any time. However, it may be best to make an appointment outside teaching time if a lengthy discussion is necessary. Parent Teacher Meetings are held during Term 1 each year, with follow up meetings when required and a final written report is provided to parents at the end of their child's nursery year.

Parents of children who have Individual Education Plans will be contacted by the class teacher on a regular basis to discuss the content of the plan and the progress of the child.

## PASTORAL CARE

The staff are committed to the well-being of their pupils. Our policy is to care for the children and support their development regarding their physical health and safety together with their emotional stability. Partnership between staff, parents and other professionals is important in this area.

We have a Child Protection Policy in place to safeguard our children and the designated teacher is Mrs Duffy-Phillips, Principal and the deputy designated teachers are Mrs Butler, Mrs Slane and Mrs Allen. Our Board of Governors also has a member responsible for Child Protection and that is Mr Johnston.





# PROCEDURE FOR REPORTING AN INCIDENT OF CHILD ABUSE AT OMAGH NORTH NURSERY



## PROCEDURE FOR PARENTS WHO WISH TO RAISE A CHILD PROTECTION CONCERN AT OMAGH NORTH NURSERY



I have a concern about my own child or another child's safety.



I can talk to the class teacher.



If I am still concerned, I can talk to the Designated Teacher, Mrs Duffy-Phillips or the Deputy Designated Teachers, Mrs Butler or Mrs Allen.  
Omagh North Nursery School's Telephone Number is 028 82246431



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



If I am still concerned, I can contact the NI Public Services Ombudsman  
Tel: 0800 343424

At any time a parent can talk to a social worker at the Gateway Team (Western Trust)  
Tel: 028 71314 090

or the

PSNI at the Public Protection Unit Central Referral Unit 028 90259299  
Tel: 999 (Emergency) or 101 (Non-Urgent)



**Mrs Duffy Phillips**  
Designated Teacher



**Mrs Butler**  
Deputy Designated Teacher



**Mrs Allen**  
Deputy Designated Teacher



**Mrs Slane**  
Deputy Designated Teacher

# CHILD PROTECTION PROCEDURE

1. Staff have a duty of care to report cases of unusual behaviour, unusual marking, severe neglect or repeated physical or verbal aggression to the designated teacher, Mrs Duffy-Phillips.
2. Staff record the incident factually.

It may be necessary for the Designated Teacher to report incidents to the EA Western Region CPSSS Designated Officer or relevant external agency.

Parents will be provided with a summary of our policy regarding Child Protection.

## PROMOTION OF GOOD BEHAVIOUR

We recognise that pre-school children are going through the developmental stage of achieving self-control and a fuller awareness of others.

Good behaviour can be promoted by parents and staff working together to develop children's social and communication skills helping them to explore their feelings in an acceptable manner.

We believe that adults are role models for our children therefore both good parenting and effective teaching relationships can prevent children's social, emotional and behavioural difficulties. Our policy is available and will be explained to parents. We also explain how we intend to promote an anti-bullying culture.

## ABSENCES

Children who are absent should bring a note to explain their absence, proformas of these are available in the cloakroom. Long-term absences should have a Doctor's certificate. Parents who wish to take their children away during school hours should contact the school office. These absences should only be for important reasons, when no other arrangements can be made. Please be aware that school does not support the practice of children being taken on holidays during the school term. Average pupil attendance at Omagh North Nursery School is 88%..



# PUPIL WELFARE

It is the responsibility of the parent to ensure that school has up to date contact details, medical details and arrangements for home / school transport.

## Supervision

Children are supervised on the school premises once the nursery day begins. Children on the school premises before this time are still their parents'/carers' responsibility. It is the parents'/carers' responsibility to ensure that children are dropped off and collected safely and timely.

## Accidents/Medication

The Principal and staff are responsible for the well being of your child during school hours. If a child is ill or has an accident the arrangements are as follows:-

- We will get in touch by telephone and your child will be cared for in school until you can come to collect him/her.
- In the event of a serious accident, parents/carers will be informed and arrangements will be made to take the child to the local Urgent Care Department or phone 999 if they feel it is appropriate.

If it is necessary to bring medication to school, the appropriate documentation should be completed by parents and the agreement signed by the Principal. Where possible, medication in school should be avoided.



# CHARGING AND REMISSION POLICY

It is the policy of the Board of Governors to charge for the cost of daily snacks and resources. The projected cost for 2020/2021 is £25 per term or £75 for the full year.

It is also the policy of the Board of Governors to seek contributions from parents towards the cost of educational activities – visits outside school or visitors into school.

## MEALS

Hot meals are provided for children who attend the Full-Time class. Omagh North Nursery's meals are provided by Gibson Meals Kitchen and we have a wide variety of meals, in accordance with the new healthy school meals legislation. Specific food allergies are also catered for by Gibson's kitchen staff. Currently meals cost £2.50 per day/£12.50 per week which is payable on Monday of each week.

Parents who believe that their children may be entitled to Free School Meals are asked to contact the Education Authority Western Region for further details ~ Tel No: 028 8241 1411.

## UNIFORM

Omagh North Nursery is very proud of their school uniform and all parents are encouraged to see that the school uniform is worn properly.

Boys and girls uniforms consist of:

- Cyan sweatshirt with school logo
- Navy polo shirt with school logo
- Elasticated plain navy bottoms
- Plain black velcro footwear

Uniform can be purchased in the school office.



# THE BOARD OF GOVERNORS

The Board of Governors is responsible for the strategic direction and development of the school. There are representatives from many sectors including parents on the Board of Governors, and this common characteristic across all schools ensures that the needs of our pupils are at all times at the centre of our business.

There are several sub committees who have particular expertise and skills and they report to the full Board of Governors. The sub committees are –

Open Enrolment  
Finance  
Performance Review and Staff Development  
Recruitment and Selection

Representatives on the Board of Governors are ~

## *EDUCATION AUTHORITY WESTERN REGION REPRESENTATIVES*

Mr M Beattie (Chairperson)  
Mrs K Wilson  
Mr R Johnston (Designated Governor for Child Protection)

## *DEPARTMENT OF EDUCATION REPRESENTATIVES*

Ms C McCartan (Vice Chairperson)  
Mrs A Grimes

## *PARENT REPRESENTATIVES*

Mrs S Wilkinson  
Mr M McIvor

## *TEACHER REPRESENTATIVE*

Mrs J Butler

## *PRINCIPAL (non-voting)*

Mrs A Duffy-Phillips ( Honorary Secretary)



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