



Prospectus
2025-2026



Principal: Mr. P. Shivers
Telephone: 028 9447 2666
Website: www.mountstmichaels.com

**3 Craigstown Road
Randalstown
County Antrim
BT41 2AF**

Dear Parent/Guardian,

On behalf of the nursery team, I am delighted to welcome you and your child to Mount St. Michael's Nursery Unit – a caring community, focused on children and committed to their individual good.

In the nursery, our overriding aim is to help children grow in confidence and develop positive attitudes to learning in a safe and stimulating environment. To do this it is essential that we work in partnership with parents and the wider community. Indeed, the success of our school depends on good relationships between staff, children and parents.

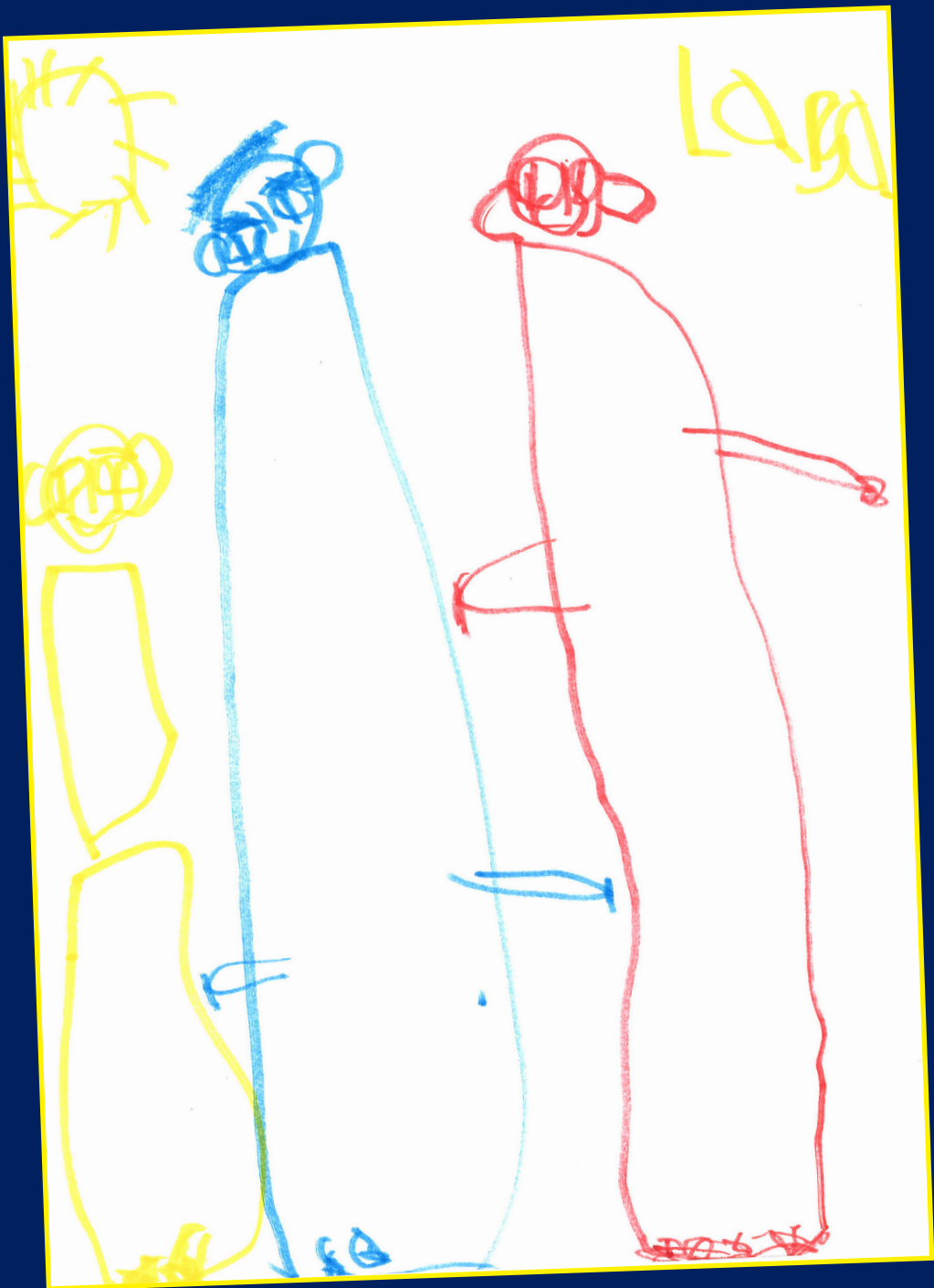
This prospectus gives you a flavour of life at Mount St. Michael's. It outlines our values, our approach to learning and the broad curriculum we offer in line with current educational guidance.

We are delighted to be able to host our Open Morning on Tuesday 13th January 2026 from 10.00am to 11.00am, and we warmly invite you to come along and see our school in action. I look forward to meeting you in person soon.

In the meantime, please don't hesitate to get in touch if you have any questions or would like more information.

Kind Regards,

P. Shivers
Padraig Shivers
Principal Mount
St. Michael's Primary School & Nursery Unit



By Lara

Our Aims

1. To provide a safe and caring environment in which children can develop respect, for themselves and others, confidence, self-esteem and independence.
2. To provide experiences inside and outside the playroom which extend children's natural curiosity and sense of wonder; let them experience success and develop positive attitudes to learning.
3. To provide experiences which extend children's abilities to communicate and which enhance their physical, social, creative and emotional development.
4. To provide a broad, challenging curriculum within which each child has the opportunity to develop a wide range of skills, knowledge, values and attitudes.
5. To develop and maintain partnerships with parents.

General Information

Mount St. Michael's Primary School
3 Craigstown Road
Randalstown
County Antrim
BT41 2AF

Telephone:

02894472666

E-Mail Address:

pshivers244@c2kni.net

Website:

www.mountstmichaels.com

Enrolment No: 444

Admissions: Primary - 60
Nursery - 52

Principal:

Mr. P. Shivers

Chair Board of Governors:

Mrs A.M. McAleese

Nursery Teacher:

Miss Ruth Binding

Nursery Assistants:

Mrs Sharon De Niro & Miss Louise Hill

Cleaner

Mrs Wilkinson

Our Nursery opened in September 2000 and is a self-contained unit within the main school building offering 52 part-time places to children from all sections of the community. Close links are maintained with the Primary School to help ensure a smooth transition from Nursery to formal education.

Admissions

In selecting children for admission to the Nursery Unit, we will apply the criteria as set out below. Applications for admission in September 2025 totaled 52 children, all of whom were admitted.

ADMISSIONS CRITERIA

A timetable of pre-school admissions procedures setting out the dates by which an application is to be submitted is available at www.eani.org.uk/admissions under 'Pre-School Admissions'. During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered.

The application procedure opens on 07 January 2026 at 12noon (GMT) and an application submitted by the closing date of 21 January 2026 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 21 January 2026 will be treated as a late application.

As the pre-school admissions procedure is in two stages the timetable also specifies the relevant dates at Stage 2 which will determine if an application is to be considered as punctual or late.

Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

STATUTORY CRITERIA

1. **Children from socially disadvantaged circumstances in their final pre-school year who were born:**

- on or between 2 July 2022 and 1 July 2023 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; or,
- on or between 1 April 2022 and 1 July 2022 (inclusive) or were due to be born on or between those dates but were born earlier; and,
- have not attended or are not currently attending a funded pre-school setting under the Pre-School Education Programme as a target aged child; and,
- that child's parent has completed a request to defer their child starting P1 until September 2027.

Note: Children from 'socially disadvantaged circumstances' means a child whose parent has an entitlement to (i) Income Support, or (ii) Income-based Jobseeker's Allowance, or (iii) Income related Employment

and Support Allowance, or (iv) Universal Credit. When parents apply for places for their child on this basis, they must provide Benefit Verification to confirm that they have an entitlement. The application procedure for Pre-School will outline how Benefit Verification can be submitted.

2. Children not from socially disadvantaged circumstances (as defined above) who are in their final pre-school year (as defined by Criterion 1).

SUB-CRITERIA

In the event of oversubscription on the application of a statutory criterion the sub-criteria will be applied in the order set down.

- a.** Children will be selected in accordance with the preference expressed on the application form i.e. those whose form indicates a first preference for Mount St. Michael's Nursery Unit will be selected before those whose form indicates a second or subsequent preference. Second preferences will be selected before third or subsequent preferences, etc.
- b.** Children who have siblings, brother/sister, half brother/sister currently attending Mount St. Michael's Primary School (Excluding Nursery Unit).
- c.** Children whose siblings, brother/sister, half brother/sister have previously attended Mount St. Michael's Primary School (Excluding Nursery Unit).
- d.** Children who have siblings, brother/sister, half brother/sister who are enrolled to attend Primary One in Mount St. Michael's Primary School (Excluding Nursery Unit) in September 2026.
- e.** Children who are the only or eldest child in the family (excluding any siblings who hold statements of Special Educational Needs).
- f.** Children who have siblings, brother/sister, half brother/sister currently attending, or who have attended, the Nursery Unit of Mount St. Michael's Primary School.
- g.** Geographical proximity of school/home. (Home being the house where the child lives, not childminder's home). Preference will be given to children living closest to the school as measured by the shortest distance by public road using Google maps.

NON-STATUTORY CRITERIA

Note: Applications falling under Criterion 3 are processed only during Stage 2 of the admissions process, after final pre-school year (Statutory 1 and 2) applications.

3. Children who were born:

- on or between 1 April 2022 - 1 July 2022 (inclusive), or were due to be born on or between those dates but were born earlier; and,
- have attended or are currently attending a funded pre-school setting under the Pre-School Education Programme as a target aged (not penultimate aged) child; and,
- that child's parent has completed a request to defer their child starting P1, or
- on or between 2 July 2023 and 1 July 2024 (inclusive); or,
- on or between 1 April 2023 and 1 July 2023 (inclusive) or were due to be born on or between those dates but were born earlier; and that child's parent has completed a request to defer their child starting P1 until September 2028.

TIE BREAKER – NON-STATUTORY CRITERION 3

Children within Criterion 3 will be selected in Chronological Order of Age – eldest child first. In the event of two or more children having the same DOB Geographical proximity of school/home. (Home being the house where the child lives, not childminder's home). Preference will be given to children living closest to the school as measured by the shortest distance by public road using Google maps.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on the application form or submitted to the school. Parents should therefore ensure that all documentation submitted in support of your application should be provided directly to the school.

DUTY TO VERIFY

Applicants should note that they may be required to produce verifying information pertinent to the school's admissions criteria.

The provision of false or incorrect information or the failure to provide verifying documents according to the required deadline may result in either the withdrawal of a place or the inability of a pre-school to offer a place.

WAITING LIST POLICY

In the case of a nursery place becoming available after the beginning of the school year, the above criteria will be applied to fill the vacancy. Places will be offered to those children whose parents have confirmed in writing that they would still wish their child to be considered at that time.

Applications and Admissions to Pre-School

Year	Total Applications	Total Admissions
2025/2026*	54	52

Settling In

In our nursery, we want the children to feel happy and safe in the absence of their parents and to recognise nursery staff as a source of help, authority and friendship. For this reason, we admit the children in groups over a period of time so that they can gradually settle into their new surroundings and routines. In general, children initially stay for one hour during the first week and this is built up so that all children stay for a full session by the beginning of October. However, we recognise that all children are different and admission procedures are flexible in order to help meet the needs of individual children and their families.

It is vitally important that parents and nursery staff work in partnership to ensure that the transition from home to school goes as smoothly as possible and parents are encouraged to stay in the nursery with their child for as long as it takes them to settle. Individual settling-in interviews are held during the month of October/November though parents are always most welcome to discuss any concerns they may have regarding their child.

Behaviour Management

At Mount St. Michael's Nursery Unit, we believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without the fear of being hurt or hindered by anyone else.

We promote good relationships and behaviour by praising and rewarding children and by celebrating achievements. Our guidelines are displayed in the Nursery Unit and discussed with children at Circle Time and other appropriate situations during the Nursery day. Unacceptable behaviour is dealt with sensitively and parental involvement is sought.

A copy of our behaviour management policy is available on request.

Safeguarding

At Mount St. Michael's Nursery Unit, we believe that the personal safety of our children is of paramount importance. We have clearly defined procedures in place, which are followed in responding to concerns about the treatment of children and these will be outlined in detail at our induction evening in June.

In line with legal requirements, we insist that all nursery staff and students who work in the nursery are vetted through Criminal Record Check procedures.

A copy of our Safeguarding Policy is available on request.

Anti-Bullying Policy

Bullying is an issue which occurs very rarely in Nursery. However, it is taken very seriously by the school management and all incidents will be dealt with in accordance with our anti-bullying policy which is available on request.

Special Educational Needs

We aim to provide a learning environment for children with Special Educational Needs which is caring, happy and relevant to their individual requirements. The Special Needs Co-ordinator in the Primary School supports the Nursery Team and liaises with relevant outside agencies to ensure that the needs of children are identified and appropriately addressed. Individual Education Plans are drawn up, implemented and reviewed, in consultation with parents, for those children at Stage 2 or above on the Code of Practice for Special Educational Needs. Special Needs procedures are outlined in detail at our induction evening in June.

A copy of our Special Needs Policy is available on request.

Safety In School

Whilst wishing to extend a warm welcome to all visitors, we are conscious of the need to provide a safe, secure environment for children and staff. To this end, our nursery entrance has been fitted with security locks and is open only at the beginning and end of each session. Entry to the school at other times should be via the main door at the secretary's office.

Uniform

Nursery children wear a green sweatshirt, which is ordered and bought from www.gottosports.com. The sweatshirt can be worn with any colour of trousers or skirt. It is important that all of your child's clothing is clearly labelled with their full name. Outside play is an important part of nursery routine and children should, therefore, wear a coat in cold or wet weather.

Accidents do happen at the toilet or water play. The procedures followed by staff when changing a child are detailed in our Pastoral Care Policy and will be explained at our induction evening. Your written consent is required before a child can be changed and this will be sought prior to admission.

Daily Routine

There are two sessions in the nursery: -

Monday - Thursday a.m. sessions

operate from 9.00–11.30am

On Friday the a.m. session

operates from 8.45–11.15am

Monday - Thursday p.m. sessions

operate from 12.30–3.00pm

On Friday the p.m. session

operates from 12.00–2.30pm

Children should always be accompanied by an adult & presented to a staff member

It is extremely important that nursery staff know who is responsible for collecting your child – any changes to / delays in collection arrangements must be communicated to staff.

Snack Time

The daily snack is a learning experience and children are encouraged to take part in preparing and helping with the snack. The food provided varies from week to week so as to encourage healthy eating and trying out new things. If your child has any special dietary requirements or allergies, please let the nursery staff know.



Newsletter / Song-Sheet / Facebook

Parents are kept informed of all Nursery events by means of a Newsletter which is issued monthly. The Newsletter will also outline the holidays for that term and will highlight any changes or up-dates to the information outlined in this prospectus. You will also receive a song-sheet outlining some of the songs/rhymes each month.

Both the Newsletter and the Song Sheet can be downloaded from the Nursery website which will be issued to parents when allocated a place. You can also follow us on Facebook for further updates / pictures. (Mount St Michael's Nursery Unit).

The Nursery Curriculum

The nursery curriculum is divided into six separate areas, outlined below, which are all delivered through play. Each month there is a theme or topic which is developed.

THE ARTS

Developing creativity and imagination through Art and Design, Music, Role Play, Dance and Mime activities.

LANGUAGE DEVELOPMENT

Language development is crucial to living and learning. Language is used to communicate with others, to share and express feelings, to give and obtain information and to understand ideas and develop thoughts. Children's listening and communication skills are fostered in Nursery through talking and playing with staff and other children. Language skills are enhanced by sharing stories, poems and rhymes and by providing access to a wide variety of books and writing materials.

EARLY MATHEMATICAL EXPERIENCES

Mathematical concepts are developed in Nursery through play opportunities and routines which promote mathematical language and concepts and which lay foundations for the development of positive attitudes towards mathematics.

PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

This area of learning is of the utmost importance for young children in all aspects of their lives. It is about children's emotional well-being, them understanding who they are, respecting others and their environment, forming and sustaining relationships and developing positive attitudes to learning. Through PSE activities in our Nursery, we aim to help children develop self-confidence and self-esteem, independence and responsibility.

PHYSICAL DEVELOPMENT AND MOVEMENT

Physical play helps children to develop balance, control, co-ordination and an awareness of size, space and direction. In Nursery, physical play takes place both indoors and outdoors, encouraging children to see the importance of being healthy and active.

THE WORLD AROUND US

Children are naturally curious about their environment and the people around them, they enjoy using their senses to explore. By providing them with a wide variety of activities and experiences in play in Nursery, children begin to develop a range of skills and concepts which help them develop an increasing awareness of the world around them.

Partnership With Parents

We value parents as our partners in education and aim to keep you fully informed of your child's progress and events in the nursery. Parents are always welcome to ask about their child or raise concerns informally on a day-to-day basis.

The following list highlights some of our established routines: -

- Open morning in January each year
- Induction evening for parents in June prior to admission
- Children's visits to nursery in June prior to admission
- Monthly newsletter which outlines topics, themes, events, etc.
- Whiteboard on entrance door which gives any necessary day-to-day information
- Mid year parent / teacher meeting and written end of year transition report
- Parental help and involvement in daily nursery routine e.g. Snack-time, story-time, play activities, helping with outings, etc.
- Family events include our Nursery Christmas Trail and Sports Day

Fundraising

We aim to run two fundraising events each year – one for charity and one to help buy extra resources for the nursery. We also ask for a voluntary contribution of £4.00 per week towards the snack fund.

In Nursery We...

FRIENDS

We are kind to our friends
We all help each other
We share and take turns with our friends
We tell our teachers if someone is hurt or upset.

INDOOR PLAY

We look after our toys and books
We help tidy up before break time
We walk in the nursery
We do not write on other's work
We put things back where they belong
We brush up the sand



OUTDOOR PLAY

We play carefully outside
We look where we are going
We hold hands when we go for a walk



TALKING AND LISTENING

We bring our quiet voices to Nursery
We speak one at a time
We wait our turn to speak
We listen at story-time
We listen to our teachers



TOILET ROUTINE

We flush the toilet
We wash our hands



SNACK ROUTINE

We sit at the table
We say please and thank you as we share our break
We talk quietly with our friends and teachers





Learning and Fun in our Nursery







Mount St. Michael's Primary School & Nursery Unit,
3 Craigstown Rd, Randalstown, Antrim BT41 2AF

Phone: 028 9447 2666