



Nursery Prospectus



Excellence - Creativity - Integrity

028 3835 2009
www.ballyoranps.com

Welcome



Sending your child to Nursery is the first step and perhaps the most important step in your child's education and at Ballyoran Nursery we believe a good education starts with strong foundations.

Our aim is to provide a steady foundation for your child to build upon as he/she progresses through his/her education. By providing a safe and caring atmosphere where your child is valued as an individual and encouraged to do their best, we aim to develop the whole child and broaden their experiences in all six areas of the Pre-School Curriculum through a wide variety of activities.

By creating a stimulating learning environment we encourage the children in our care to learn through exploration and active participation. It is our aim that the skills learnt in Nursery will provide the basis for a good education.

We assure you that we endeavour to do everything possible to ensure that your child is happy, content and well settled throughout their time at Ballyoran Nursery.



School Vision



At the ages of three and four children are just like sponges, soaking up all the experiences offered to them. We therefore aim to use this knowledge to plan and prepare practical hands-on experiences in each of the six areas of the Pre-School Curriculum which will develop the whole child. It is often said 'in Nursery they just play'. I would encourage you to look beyond this to the learning intentions of the play that your child is experiencing. The following poem highlights just how important play is in your child's development.

The Value of Play

You say you love your children,
And are concerned that they learn today,
As am I, that's why I'm providing
A variety of kinds of play.

You are asking what's the value
of having your children play?
Your daughter's creating a tower,
She may be a builder some day.

You're asking me the value
of blocks and sand and clay.
Your children are solving problems,
They will use that skill every day.

You're saying that you don't want your son
To play in that 'sissy' way.
He's learning to cuddle a doll,
He may be a father some day.

You're questioning the interest centres,
They just look like useless play.
Your children are making choices,
They'll be on their own someday.

You're worried your children aren't
learning
And later they'll have to pay
They're learning a pattern for learning.
For they will be learners always.

- Leila P Fagg



About Us

Ballyoran Nursery is a Nursery Unit within Ballyoran Primary School. It comprises of two Nursery classes with two teachers and two full time classroom assistants. There are 26 children in each Nursery class and extra assistance is sometimes provided by the SELB for children with special educational needs. The classes, of mixed ability, are arranged according to either group or individual needs, to develop and maintain the areas of child development in the Pre-School Curriculum.

Children will experience activities which broaden their experiences, knowledge and skills and prepare them for their future education in the six areas of the Pre-School Curriculum. Children are given opportunities for both Indoor and Outdoor Play, in addition to having visitors to school and trips outside of school to broaden their experiences.

We hope that the information in this Prospectus will enable you to begin to appreciate the range of experiences that we can offer your child.

The Pre-School Curriculum

The Pre-School Curriculum consists of six areas of learning:

- Personal, Social and Emotional Development
- Language Development
- Physical Development
- Early Mathematical Development
- Creative Development
- The World Around Us

We provide activities to encourage children to flourish and learn through exploration in all six areas. The six areas of learning are interwoven into the areas of play in each classroom.



Important Information

Contact Details

Ballyoran Primary School
Ballyoran Park
Portadown
Craigavon
Co. Armagh
BT62 1JY

Tel: 028 38352009

Email: info@ballyoran.portadown.ni.sch.uk

Web: www.ballyoranps.com

Nursery Staff

Principal

Mr R Woolsey

Vice-Principal

Mrs R McGuire

Nursery Co-ordinator

Mrs F Mulholland

Nursery 1 Teacher

Mrs F Mulholland

Nursery 2 Teachers (Job Share)

Mrs J Carson

Mrs K Wells

Nursery Assistants

Mrs H Stewart

Mrs G Good

Daily Times

9.00am – 1.30pm

Before starting Nursery



Starting the Nursery can be a big step for small children. It can be difficult for children to separate from their parents and carers at first. We understand that all children are different and some adapt to the new surroundings easier than others. At Ballyoran Nursery we believe in settling the children in at their own pace and on occasions may have to review our general Settling In Policy to suit the needs of the individual child.

What can I do as a parent to prepare my child for Nursery?

Young children require a lot of time and we believe that good communication between the school and home is vital. We encourage parents to listen to their children, talk to them and play with them.

In order to appropriately prepare your child for their new environment and to make a smoother transition we would encourage you to spend time training your child to:

- **Go to the toilet properly** – All children **MUST** be toilet trained before starting Nursery. Your child will be responsible for their toileting needs and is free to use the facilities as they choose. At Ballyoran Nursery we are aware that the occasional toileting accident can occur and with permission from parents, as per our Intimate Care Policy, we will assist in changing clothes if it is necessary.

- **Dress and undress** – In Ballyoran Nursery your child will be encouraged to develop their own independence. We encourage children to become aware of their own needs, for example, taking their own coat on and off for outdoor play.
- **Use a knife and fork** – During the lunchtime routine the children taking school dinners use a knife and fork to eat their dinner. Some children find that the mealtime can be unsettling, as they are not familiar with sitting among their peers to eat a meal. In order to make this transition as easy as possible we would encourage parents to use a knife and fork with their child at home and talk about mealtimes in school prior to them attending.
- **Get used to being with adults other than parents for short periods** – Starting Nursery can be daunting for young children, especially when they have become accustomed to one or two adults. It can be difficult for them to be introduced to new adults and a new environment. If the child has been left with another adult by parents it may make the transition easier for them.
- **Understand and carry out simple instructions**
- **Carry on a conversation**
- **Play and share with other children**

Induction and Settling In Policy



We aim to make your child's transition from home to school as easy and smooth as possible.

To achieve this successfully we hold An Induction Meeting for parents in May/June.

This is followed by our Pre-Admission Visit in September which provides an opportunity for children to meet staff and see their classroom.

Following the Pre-Admission Visits the intake begins.

Children settle in usually over a 4 week period.

Children join the Nursery class in order from eldest to youngest, there are some exceptions. This gives the teacher and assistant time to introduce routines to the children as they join the Nursery.

- Children with special needs can have starting dates arranged out of turn.
- Starting days are usually Tuesdays or Thursdays.

At Ballyoran Nursery we understand that all children should be viewed as individuals and the Settling In Policy may need to be adjusted to suit the needs of the child. It is our aim that all children have a positive Nursery experience and we may need to revise our Settling In Policy for some individuals. In this case the teacher will work closely with the parents to carefully monitor the progress of the child, gradually increasing the length of the day until the child is comfortable with the aim that they stay for the full Nursery day.

Uniform



Children **MUST** wear the following uniform:

- Ballyoran Nursery Sweatshirt
- Sky Blue Polo Shirt
- Grey Tracksuit Bottoms
- Please provide a coat for Outdoor Play

Children's shoes **MUST** be slip-on or fastened by Velcro.

Uniform is available from the following suppliers:

1. Ivan Jameson, High Street, Portadown
2. Robert Davison, Bridge Street, Portadown
3. JNR Clothing, North Street, Lurgan
4. Maxwells, Union Street, Lurgan

Please note, uniform cannot be purchased in school.

All items of uniform must be named. Name tags can be ordered through the school office.

Each child must have a change of clothes kept in their Cloakroom bag at all times. This change of clothes may be required for the following reasons:

- Children may have fallen outdoors.
- Children may have got their clothes wet by playing at the water tray.
- Children may have had a toileting accident.

Curriculum



We deliver a wide curriculum incorporating the six areas of learning through carefully planned activity based indoor and outdoor learning. We also plan for individual interests and respond in a spontaneous way to possible learning opportunities as they arise.

Throughout the year the children are given the opportunity to take part in a range of activities including:

- Engaging in role play activities
- Creating 3D models using junk materials
- Modelling using malleable materials including clay and dough
- Using puppets to act out stories or events
- Participating in Educational Visits
- Creating models using construction toys
- Painting, mark making and drawing using a variety of tools
- Working with natural materials - water and sand

Outdoor Learning

Movement skills need to be nurtured as they are not only important for the child's long-term health and well-being but because they support the child's physical and cognitive development.

We offer outdoor learning daily unless it is very wet. In our Outdoor Area there are opportunities for ball play, climbing, pedalling, balancing and running. We also provide resources for imaginative play, sand play, construction, drawing and reading books, etc. We plan for Outdoor Play as we do for Indoor Play as we consider them to be of equal importance. Nursery staff interact with the children, observe their play, evaluate and monitor play activities and make assessments on the children's learning in the outdoor environment.



Leaving and Collecting Your Child



The Nursery day begins at 9.00am but children can be dropped off from 8.45am when the school gates open. Please do not arrive earlier than this as staff are busy preparing for the day and you will be unable to access the Nursery.

The Nursery day finishes at 1.30pm. You can collect your child from 1.00pm onwards. Please be punctual at home time as children get distressed if no-one comes to collect them and staff need to get their lunch break.

Nursery pupils must be dropped off and picked up by an adult.

You will be asked to fill in a sheet giving the names of those authorised to collect your child from Nursery. Please let staff know in advance if someone different will be picking up your child. When removing your child from the Nursery always speak to a member of staff first.

If you have to pick up your child early for any reason during the day please go to the Nursery where they will be signed out by the teacher.

For the safety of your child and security of the Nursery, the front door is locked during the day and has a door entry system. On arrival, please buzz and wait.

Toileting

Children MUST be toilet trained before coming to Nursery. You will be asked to sign our 'Intimate Care' Policy giving staff permission help your child change if they have an accident. Changes of clothes must be kept in school and there may be some occasions when we have to contact you to come and take them home if they have had a bad accident.

Illness/Absence



If for any reason your child is unable to attend Nursery please let us know. Please **DO NOT** bring them to Nursery if they are ill, even if they insist they want to come. A sick child can become distressed in the Nursery environment and there is also risk of spreading infection. If your child is suffering from one of the following listed diseases, please let us know immediately.

Sickness	Recommended period to be kept away from school (once the child is unwell)
Chickenpox	Five days from onset of rash
German Measles	Five days from onset of rash
Measles	Five days from onset of rash
Scarlet Fever	Five days from commencing antibiotics
Whooping Cough	Five days from commencing antibiotics
Mumps	Five days from onset of swollen glands
Slap Cheek	Five days from onset of rash



If your child becomes ill while at Nursery you will be contacted. For this reason you will be asked to provide details of contact numbers. It is also vital that you let us know of any changes in your circumstances, particularly Changes of Address and Telephone Numbers (including Contact Person Telephone Numbers). It can be very distressing for your child if they become ill during the day and we are unable to contact anyone to take them home.

Snack and Dinner



During the morning a healthy snack is available to the children. Each child can go to the snack table at any time and have the opportunity to sit with their peers and engage in conversation while they are eating. They are encouraged to pour their own milk or water and may choose from a selection of healthy snacks. To cover the cost of the snack we ask for a contribution of £2 per week. (Payable on Monday mornings) This money not only covers the cost of the snack but is also used for the Toy Fund to replenish resources that have been broken during the course of play.

Pupils can have School Dinners or bring a Packed Lunch. Pupils get their lunch at 11.45am.

Application Forms for Free School Meals are available from the office.

Meals cost £2.30 per day or £11.50 per week and should be given to the teacher each Monday morning in a sealed envelope with your child's name on it.

Whilst we prefer that Dinner Money is paid on Mondays, money will be accepted on the day. It is school and SELB Policy that Dinner Money cannot be paid in arrears.

Assessment

Assessment of your child is ongoing throughout the year. Nursery Staff keep an Observation Book which is used to record your child's progress and development. You will be kept up to date about your child's development at the two Parent/Teacher Meetings in Terms 1 and 2. You will receive a formal written report at the end of June called a Transition Form.

Events and Visits



In order to give the children a broad and balanced curriculum, occasionally we have visitors to school, with the Ambulance Service, the Fire Service and the Police coming in to show the children what they do. We also have visits from hairdressers, nurses and the librarian.

The children are given an opportunity to take part in the music and movement programme 'Jo Jingles'. Ballyoran Nursery partners with The Hart Memorial Nursery for the Schools Community Relations Programme and they visit Parkanaur Forest Park together to look at, for example, mini beasts. Other trips are arranged by the Nursery Staff, which are suited to the children in the class throughout the year, for example Peter Pan's Indoor Adventure Area or Tannaghmore Gardens. We involve parents in educational visits.

The Nursery Unit is very much a part of the Primary School and therefore there is integration between Nursery and Primary School, for example, participation in the Christmas Celebration, World Book Day, Charity events and any other special events throughout the year.

Each child will be given the opportunity to take 'Barnaby Bear' or 'Oo-Oo Monkey' home for a weekend. The aim is to improve Language and Literacy skills and for the children to have some fun while learning. When the child returns 'Barnaby Bear' or 'Oo-Oo Monkey' to school on Monday they can tell their friends what they did.



Library

Ballyoran Nursery operates a Library on Fridays between 1.00pm and 1.30pm. Children may take a book out to read at home and we very much encourage our children to do this. We request that you ensure books are signed in and out and that books are looked after when at home. Parents are invited, along with their child, to staff the library on a rota basis. Please sign your name on the sheet in the foyer to do this.



Communication with Parents



This is vital at Ballyoran Nursery. The Nursery operates an Open Door Policy and parents are welcome to speak to teachers or the Principal at any time.

The following lines of communication are also open:

- Trays – Each child will have their own tray, labelled with their name. These are located just inside the classroom door opposite the cloakroom. Please encourage your child to collect the items in the tray each day. Important notices, News Sheets, letters and children's work will be left in these trays for collection.
- Two formal Parent/Teacher Meetings each year – November and March
- Monthly Nursery News Sheet which includes themes, songs, rhymes, etc.
- Monthly Whole School News Sheet
- Website: www.ballyoranps.com
- End of Year Transition Form

Pastoral Care & Child Protection

Pastoral Care and Child Protection are central in the ethos of Ballyoran Nursery. You will receive a copy of our Child Protection Leaflet which we ask you to read carefully. The Deputy Designated Teacher with responsibility for Child Protection in the Nursery is Mrs Mulholland.

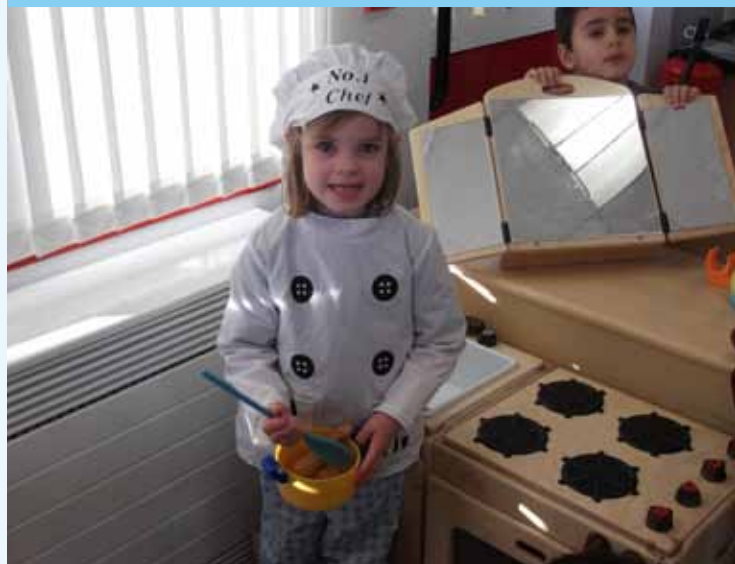
Special Educational Needs

Ballyoran Nursery believes that the Special Educational Needs of all its children are very important and the Nursery works to the requirements of the Code of Practice. If you have any concerns about your child's development please speak to the teacher. The School's Special Educational Needs Co-ordinator (SENCO) is Mrs McGuire.

Additional Information

- **Headlice:** Please check your child's hair regularly for headlice, if you find these please let the school know immediately. Special combs are available from the office priced at 50p.
- **Medication:** If your child needs to take any medication in school a consent form must be completed and signed in advance. These are available from the office.
- **Tissues:** Parents are asked to provide one box of tissues for the school year.

We hope that you find this booklet useful. It would however be impossible to cover every aspect of Nursery life in one document so if after reading this you require further clarification, please do not hesitate to contact the School on 028 38352009.





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