



**KNOCKBREDA NURSERY SCHOOL**

*Nurturing learning for life*

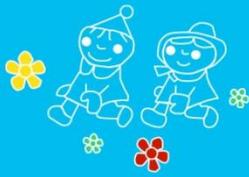
# Knockbreda Nursery School

## Prospectus



## September 2019 Entry





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# **Welcome to Knockbreda Nursery School!**

Dear Parent/Carer,

Welcome to Knockbreda Nursery School! Thank you for expressing an interest in our happy, caring and nurturing school.

This prospectus is designed to give you a flavour of our busy school and to answer some of the questions you may have.

Should you have any further queries, please do not hesitate to contact the school.

**Dr R. Mitchell-Barrett**

**(Principal)**

# Policy on Admissions

## Respective Functions of the Board of Governors

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria.

## Session Times

The school operates a full time pattern of attendance for all children. The fifty-two children are organised in two classes of twenty-six children who attend **from 8.30-1pm** each day, five days per week.

Open Morning Saturday 24<sup>th</sup> November 10am-12noon and Open Afternoon, Tuesday 4<sup>th</sup> December 1.30pm – 2.30pm.

## Admissions Criteria

**In response to the Regulations issued by the Department of Education, the Board of Governors has drawn up the following admissions criteria.**

Should the school be over-subscribed, the following criteria will be applied in order 1-3 to admit children at the beginning of the school year. The same order of priority will apply to any vacancies that become available after the beginning of the school year.

- 1 Children from socially disadvantaged circumstances\* who were born between 2 July 2015 and 1 July 2016 (both dates inclusive).
- 2 Other children who were born between 2 July 2015 and 1 July 2016 (both dates inclusive).
- 3 Children who were born between 2 July 2016 and 1 July 2017 (both dates inclusive) and, who at the time of their proposed admission, will not have a pre-school education place, whether full-time or part-time, at any other school or any other premises.

***\*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 pro forma Benefit Verification stamped by the Social Security /Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment.***

*In the event of over-subscription in criteria 1 or 2 (children in their final pre-school year) the following sub-criteria will be applied **and preference shall be given in the order set out below:***

- (a) Children whose parent/grandparent is a permanent member of staff or current governor at the school;
- (b) Children whose parent has listed Knockbreda Nursery School as their first preference school;
- (c) Children whose siblings (that is full or half brothers/sisters and foster/adopted siblings) have previously attended the school for the majority of the school year or who currently attend the school. Majority in this context means more than 50%;

- (d) Children whose home address is nearest to the school measured using the Ordnance Survey of Northern Ireland Acemap online measuring tool by entering the full postal address of the child's home and that of the school. This is a straight line measurement.

In the event of oversubscription in any of the preceding sub-criteria, the remaining sub-criteria will then be applied in the order that they appear above to distinguish between applicants.

### **Tie-break**

In the event that it is not possible to distinguish between applicants using the sub-criteria, then, and only then, the following tie-break criterion will be applied.

In a tie-break situation, applicants will be selected for admission on the basis of the initial letter of the surname (as entered on the birth certificate or Court Order) in the order set out below.

**Mac Mc N O' B O V M U E F D P R Z T G H W A L X C Y K Q J I S**

This order was determined by a randomised selection of letters of the alphabet.

In the event of surnames beginning with the same initial letter, the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the first forename (as entered on the birth certificate or Court Order) of the child will be used for selection using the randomised alphabetical order set out above followed by the remaining letters in normal alphabetical order.

If it is still not possible to distinguish between applicants, places will be determined by drawing lots.

### **Criterion 3**

In the event of over-subscription in criterion 3 (children in their penultimate pre-school year), the following sub-criterion will be applied:

- (a) Children whose 3rd birthday is on or nearest to 2 July 2019.

In the event of a tie between two children with the same birth date the sub-criteria (a)-(d) as applied to children in their pre-school year will apply.

#### NOTE 1

A copy of the child's birth certificate **must be provided** by the specified deadline to support the online application.

#### NOTE 2

Parents must ensure they provide the Board of Governors with all relevant information with regard to their application as only information stated on the application will be considered. This is particularly important in the case of sub criterion (c) where the name and year of attendance of brothers/sisters should be clearly stated.

Any queries regarding admissions criteria etc. can be made to the school Monday – Friday 9.30am-12.30pm.

## **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 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.*

*Applicants should note that information contained within their application that qualifies it for admission will be verified.*

**All applicants should provide any two of the four following documents to enable the Board of Governors to verify address information contained within applications:**

- a **\*current** bank or building society statement which shows the address at which the child is resident;
- a **\*current** utility bill (for instance electricity, gas, Television Licence, telephone) which shows the address at which the child is resident;
- a **current driving licence** which shows the address at which the child is resident
- a letter awarding child benefit to the child or another letter relating to this benefit;

**This is in addition to the standard requirement to provide a Birth Certificate in order to verify the age of a child.**

**\*Please note that for the purposes of this section \*current means - dated within three months of the date of application. Printed online bills are acceptable.**

**For applications stating Knockbreda Nursery as the first preference school, these documents must be presented in school no later than 12noon on Friday 8<sup>th</sup> February 2019.**

**Please refer to the Application Checklist on our Website [www.knockbredanursery.co.uk](http://www.knockbredanursery.co.uk) / New Parents / Admissions.**

If there are any queries in relation to documentation, we may contact you using the details supplied in your application.

*The School Office will be open each Monday--Friday from 9.30am – 12.30pm for the verification of documents. Original documents are required and not facsimiles or photocopies. Original documents will be verified and copied in school before being returned to the applicant. Applicants seeking alternative verifying arrangements should contact the school.*

## **Waiting List Policy**

The school's policy on the consideration of applications after the Open Enrolment procedure concludes can be accessed on our school website: [www.knockbredanursery.co.uk](http://www.knockbredanursery.co.uk)



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# Ethos Statement

The ethos of the school is what characterises its spirit, and can be seen in its beliefs and aspirations.

Knockbreda Nursery School aspires to provide a child focused pre-school experience that is warm and welcoming, open and inclusive, and one that will positively introduce your child to education.

To achieve this end, Knockbreda Nursery School promotes and encourages:

1. Staff to be unashamedly approachable and accessible.
2. A friendly and welcoming environment for parents, guardians and their children.
3. The comprehensive involvement of parents and guardians in the life of the school and the education of their children.
4. Full inclusivity for children, irrespective of need, ability, denomination or race.
5. A nurturing educational atmosphere based on fun and positivity.
6. Flexibility of learning that engages all children and allows them to reach their full potential.
7. The development of confident, happy children who are keen to progress to primary school.



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## Aims

The staff at Knockbreda Nursery School, in partnership with parents/carers, aim to provide a caring and stimulating environment where each child will have the opportunity to develop fully in every aspect of his/her learning. To this end it is the aim of the school that every child should be given opportunities to:

- Develop at his/her own rate through challenging, progressive play.
- Learn to share with others and play co-operatively.
- Appreciate and care for others and practise social skills.
- Deepen and lengthen concentration through his/her natural spontaneous curiosity and interest.
- Choose and explore a wide range of materials which allow him/her to express himself/herself appropriately and creatively.
- Become aware of his/her body's capabilities and limits in a safe environment.
- Communicate thoughts, ideas and feelings clearly to both adults and other children.
- Share the wonder and excitement created by books, stories, songs, rhymes, music and the natural environment.
- Grow in self confidence, experience success and thus develop a good self image.
- Enjoy the satisfaction of work well done and share with his/her parents/carers.
- Recognise the importance of learning outdoors and to play purposefully in the many outdoor spaces available at Nursery.



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## Pastoral Care

Pastoral Care in Knockbreda Nursery School will always be concerned with creating a caring and secure community in which every member feels valued, supported and happy. Knockbreda Nursery School aspires to provide a child focused pre-school experience that is warm and welcoming, open and inclusive, and one that will positively introduce each child to education.

Each child is allocated a key worker, matching each child to a specific member of staff. Throughout the week, these groups come together for Circle Time with each staff member spending focused time with their allocated group of children.

All staff have completed appropriate police checks and there is a school Code of Conduct detailing acceptable staff behaviour. The Designated Teacher for Child Protection is the Principal and the Assistant Teacher is the Deputy Designated Teacher. In their Induction Welcome Pack, all parents/carers receive a copy of the school's core policies and this includes the policy for Child Protection and Safeguarding and policy for Intimate Care. These policies are also available on the school's website and displayed in the school's reception area.



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# Behaviour Management

At Knockbreda Nursery School, our class systems for rules, rewards and consequences are outlined below and these are consistently employed by all staff members:

## Class Rules:

- Listen and do
- Good hands, feet and mouths
- Share
- Tidy up

## Consequences:

- Talk for the first time
- Talk for the second time
- Show rules
- Thinking time
- Talk to parents/carers

## Rewards:

- Smile and thumbs up
- Happy words
- Stickers
- Pom-poms in the jar

## School Staff

<u>Principal:</u>	Dr R. Mitchell-Barrett
<u>Assistant Teacher:</u>	Miss V.Spence
<u>Nursery Assistants:</u>	Mrs S. Beggs, Mrs O'Leary
<u>Building Supervisor:</u>	Miss. E. Macartney
<u>Clerical Officer :</u>	Mrs S. Benson
<u>Catering Assistant:</u>	Mrs K. Ditty
<u>Hub Club Assistant:</u>	Miss M. Lattke

## School Governors

Mr R.A McNeill	Chairman and EA Representative
Mr J.P Shields	Vice-Chairman and EA Representative
Mr S.Baxter	EA Representative and Governor responsible for Child Protection and Safeguarding
Mr A. Kirke	Department of Education Representative
Mr P.Boyle	Department of Education Representative
Mr D. Rafferty	Parent Representative
Mrs N.Killough	Parent Representative
Dr R. Mitchell-Barrett	Secretary

# School Day

The classes have free flow play across both rooms and the staff work as one early years' team. The school is committed to the importance of learning outdoors and children play outside daily, whatever the weather.

## **\*Doors open at 8.30am.**

Please note that there is no early morning provision before this time.

### 8.30-8.40am

Self-registration and meet/greet in separate classrooms.

### 8.40-8.50am

Welcome Time in Quiet Room.

### 8.50-9am

Key worker Circle Time.

### 8.50 or 9am (depending on Circle Time grouping)

Free play outdoors/ indoors (Term 1 and 2).

Free flow between indoors and outdoors (Term 3).

### 11.30am

Tidy up routine.

### 11.45am

Together Time in Quiet Room.

### 12-12.10pm

Children prepare for lunch and lunch is served in each classroom at 12.10pm.

### 12.40-1pm

Table top play and collection in each classroom.

Lending library on Fridays.

All children should be collected by 1pm prompt.

# The Induction Process

During the summer term, parents/carers and their children will be invited to a play and stay session. These sessions are an opportunity to visit the school and meet the staff team.

Parents/carers will also be invited to attend an Induction Meeting (without the attendance of their children) to find out more about the Nursery routines and at this, a welcome pack will be issued.

In August, prior to their child commencing Nursery, parents/carers will also be invited to meet with the Class Teacher to talk about the settling in process and share any important information. Each pupil will also attend this meeting, allowing them a chance to visit school on a one to one basis.

In order to ensure a smooth start, the September intake is staggered. This gives both the children and the staff time to get to know each other, as this is an important transitional period.

Towards the middle of September, children will be invited to stay for school lunches in small groups, ensuring full session attendance for most pupils by the end of September. Please note that if a pupil remains unsettled or is unable to access the full day, the commencement of school lunches will be delayed until the child is deemed ready.

# School Curriculum

At Knockbreda Nursery School, our aim is to provide a stable environment in which your child will reach their full potential in all aspects of their development and growth. Through a play based curriculum, your child will be acquiring all the early language, reading, number and scientific skills which they will need as they move on to primary school.

The Nursery curriculum is underpinned by six areas of learning, as set out in the Pre-School Curriculum guidance document issued by the Department of Education. There is one session each day, with two classes of 26 children; the day commences at 8.30am and closes at 1pm. Each class is staffed by a teacher and a Nursery Assistant but in some circumstances a Special Needs Classroom Assistant will also be employed through Department of Education funding (via the Statutory Assessment process for children with additional educational needs). Throughout the year, there may also be students on placement in school.

- **Language Development**

This area of the pre-school curriculum provides an opportunity to help develop a love of books and an enthusiasm to start writing! There is a well resourced reading area and a writing area which provides lots of opportunities to develop fine motor control, emergent writing and letter formation.



- **Early Mathematical Experiences**

This area of learning involves counting, sorting, matching, seeking patterns, making connections, recognising relationships and working with numbers, shapes, space and measures. There are a wide variety of resources to help promote developing mathematical skills and knowledge.



- **The Arts**

This area of the pre-school curriculum includes art, music, dance, role play and imaginative play. There are painting easels, workshop craft areas and the role play area changes with each topic to reflect the changing learning themes.



- **The World Around Us**

In this area of learning, children are developing the crucial knowledge, skills and understanding that help them to make sense of the world. Pupils have the opportunity to engage in a wide variety of play activities both indoors and outdoors. The activities on offer change on a weekly basis and reflect a curricular topic area. The children also have the opportunity to develop their ICT skills.



- **Personal, Social and Emotional Development**

This area of learning is about emotional well-being. Knockbreda Nursery aims to develop pupils' understanding of themselves and where they fit in, their independence and the importance of showing empathy for others. Pupils benefit from the opportunity to participate in songs, stories, and Circle Times.



- **Physical Development and Movement**

Physical Development is about improving skills of co-ordination, control, manipulation and movement. Pupils take part in music and movement sessions indoors and have the opportunity to develop their physical skills using the outdoor equipment during daily outdoor play sessions.



# Outdoor Play

At Knockbreda Nursery School we are committed to learning outdoors and recognise the importance of playing outside for the physical, emotional and social well being of our children.

At Knockbreda Nursery School we are fortunate to enjoy three outdoor spaces and we make full use of these each day, whatever the weather!

## Forest School

Each week we enjoy 'Forest School' when we take part in 'forest free play' in the Sensory Garden. These sessions are based on the best practice of the Forest School approach which originated from Denmark in the 1980s. In addition to exploratory play, there are teacher led activities at our Forest School and these have involved lighting a campfire, creating a bug hotel and planting a herb garden!

# Additional Needs

Knockbreda Nursery School is an inclusive school setting and it is our aim to meet the needs of all pupils. Children with very specific needs may require additional adult support to help achieve their learning potential. The school staff work in partnership with parents/carers and external agencies (such as speech therapists and educational psychologists) to ensure the very best outcomes for all of the children. The Principal is the co-ordinator for Special Educational Needs (SENCO).

# Parent Meetings and Visits

Parents/carers are always welcome in the school and the staff are available at the beginning and end of the session for informal chats. More formal Parent/Teacher interviews will be arranged three times during the year and an additional appointment to meet with the Class Teacher can be arranged at any point.

In the Autumn Term there is Family Night when the whole family can visit the classroom and learn about how the Pre-School play curriculum is being delivered at Knockbreda Nursery School. School newsletters are emailed on a regular basis and these will help to keep parents/carers informed about the topics being covered and school events taking place. These are also available on the school website.

Parenting information classes are organised as per demand. At Knockbreda Nursery School, we are keen that every parent/carer feels welcome and we will endeavour to meet parental needs as best possible.

## School Fund

There is a school fund charge of £45 per term (£135 for the year, ie 73p per day). This covers your child's daily drink, fruit and bread based snack, baking activities and play dough ingredients, Christmas and end of year parties, visitors who come into school each term, books for the school library and other small items not covered by school's delegated budget. This is a voluntary subscription however, we would ask that you do try to contribute as this fund is used to enhance the curriculum experience offered to your child each day. School fund can be paid in full at the start of year or termly.

## The Hub Club

In line with the Extended School's initiative, Knockbreda Nursery School is able to offer pupils an extended school day at The Hub Club from 1-3pm daily, term time only.



- The Hub Club operates from October (once the Settling In process has completed) until June.
- The Hub Club runs from 1-3pm daily, term time only and closes in line with all school closures and early finish times.
- Attendance at The Hub Club is charged at £5 per hour.
- Attendance is pre-paid and non-refundable.
- Bills should be paid within 5 working days by cash, cheque or payable into the after school's account. Please note that late payments will result in a £25 late payment charge.

The after school session includes: a drink of milk or water, a piece of fruit and a bread based snack (any allergies or specific dietary requirements must be made known).



After enjoying their healthy snack, the children complete activities in line with the Nursery's curriculum, including an outdoor play session.



**It should be noted that the after school session will only operate if there is sufficient demand from parents and carers.**

# School Uniform

All pupils should wear the Knockbreda school uniform to Nursery each day. Uniform can be purchased from School Trends online or by posting an order form.

## **School uniform:**

- Red sweatshirt
- Red polo shirt
- Navy jogging bottom/ navy shorts in summer (not available online)
- Red summer dress/ grey pinafore (not available online)
- Red cardigan
- Red fleece
- Red waterproof coat
- Red sun hat
- Red winter hat
- Black non-laced shoes (**not** gym shoes)

# Contact Information

Knockbreda Nursery School  
Wynchurch Road  
Belfast  
BT6 0JJ

Telephone Number: 02890 401567

Web Site: [www.knockbredanursery.co.uk](http://www.knockbredanursery.co.uk)

School E-mail Address: [info@knockbredanursery.co.uk](mailto:info@knockbredanursery.co.uk)

Online applications should be submitted through the Education Authority Portal between 02 January 2019 and midnight on 31 January 2019. Where Knockbreda Nursery School has been selected as the first choice school, supporting documentation must be presented to the School Office. The Office is open each Monday – Friday from 9.30am – 12.30pm. At this time, all necessary paperwork will be photocopied and returned. Please note that supporting documents **will not** be accepted outside of office hours.

Please note that should your child be offered a place, acceptance of the place includes agreement that your child will partake in school meals each day (currently priced at £2.50 per day).

The deadline for completed applications is  
**31 January 2019 by midnight**

The deadline for supporting paperwork is **Friday 08 February by 12noon**

## What our parents say about Knockbreda Nursery School....

Our daughter has been transformed by her experience at this school.

Very high standards all round. Excellent.

Outstanding learning experiences.



The best start possible for my child.

The provision for the children is excellent!

I fully recommend Knockbreda Nursery School as an excellent start to education for all children.