



KNOCKBREDA NURSERY SCHOOL

Nurturing learning for life

Knockbreda Nursery School

Prospectus



September 2024 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.

Mrs A Devine

(Principal)

Policy on Admissions

Respective Functions of the Board of Governors and the Principal in relation to admissions.

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.

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 9 January 2024 at 12noon (GMT) and an application submitted by the closing date of 26 January 2024 at 12noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 26 January 2024 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.

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

Statutory Criteria

1. Children from socially disadvantaged circumstances in their final pre-school year who were born:
 - on or between 2 July 2020 and 1 July 2021 (inclusive) and whose parents have not exercised their right to defer their child's entry to primary school; or,
 - on or between 1 April 2020 and 1 July 2020 (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 2025.

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 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 points generated by 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 or prefix of the surname (as entered on the birth certificate or Court Order) in the order set out below.

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

The order was determined by a randomised selection of letters carried out by the governors of the school at a meeting on 7/09/2023.

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.

It is important that parent(s)/guardian(s), when submitting the application provide all relevant supporting information and written evidence that may be needed as per the published admissions criteria including the child's birth certificate.

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 2020 - 1 July 2020 (inclusive), or were due to be born on or between those dates but were born earlier; and,
 - 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 2021 and 1 July 2022 (inclusive); or,
- on or between 1 April 2021 and 1 July 2021 (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 2026.

Tie -Breaker – Non Statutory 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 2024.

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.

Address verification

*All applicants should provide any two from the following categories of documents at the point of application 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 (electricity, gas, landline telephone (not a mobile phone) or internet supplier) which shows the address at which the child is resident;
- a *current mortgage statement;
- a subsisting 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 and “subsisting” means in force or effect at the time of application. Printed online bills are acceptable.

For applications stating Knockbreda Nursery as the first preference school in January 2024, these documents must be uploaded online in line with the EA timetable, by the 31st January 2024.

Please refer to the Application Checklist on our Website
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. Applicants seeking alternative verifying arrangements should contact the school.

Any queries regarding admissions criteria etc. can be made to the school Monday – Friday 9.15am – 12.15pm.

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

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.

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

Should a vacancy arise after 13th June 2024, all applications for admission to nursery that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. The waiting list will be in place until the end of the academic year. The school will contact you in writing if your child gains a place in the school by this method. Your child's name will be automatically added to the list. Please contact the school if you wish for your child's name to be removed from the list.



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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.

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>	Mrs Devine
<u>Assistant Teacher:</u>	Mrs Welsh
<u>Nursery Assistants:</u>	Mrs Beggs, Mrs O'Leary
<u>Building Supervisor:</u>	Mr McClelland
<u>Clerical Officer:</u>	Mrs Benson
<u>Catering Assistant:</u>	Mrs Ditty

School Governors

Representative Type	Governor Name
Education Authority	Dr A De La Torre
Education Authority	Mr R McNeill
Education Authority	Mr J Shields
Department of Education	Ms J Durkin
Department of Education	
Parent	Mr D Rafferty
Parent	Ms M Fisher
Parent	Ms J Marjoram
Teacher	Mrs M Welsh
Secretary	Mrs A Devine

School Day

The classes have free flow play across both rooms and outside 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.

Our Daily Routine Includes:

- Self-registration and meet/greet in separate classrooms
- Welcome Time in each Quiet Room
- Free play outdoors/ indoors
- Tidy up routine
- Together Time in Quiet Room
- School Meal served in each classroom
- Home time/Collection

All children should be collected by 1pm prompt.

The Induction Process

During the summer term, parents/carers and their children will be invited to visit the Nursery. This is an opportunity to visit the school and meet the staff team. A welcome pack will also be issued with information regarding routines and important information.

Prior to their child commencing Nursery in September, 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.

There will also be a 'Play and Stay' session where parents/carers and children will be able to stay for a short while in Nursery, meeting fellow classmates and have a chance to speak to other parents/carers.

Starting School

In order to ensure a smooth start, during the month of September pupil 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 end 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/ start of October.

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. For some children, a more personalised and tailored plan may be offered. This may include an extended period of settling-in for your child and if required, this will be advised at an early stage by your class teacher. This may mean that your child is not staying for school lunches or taking up their full day place until school staff are sure that their needs can be fully met.

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 reflects our 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 School 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! We are proud to play outdoors each and every day, even when it is raining!

Forest School

Each week we enjoy 'Forest School' when we take part in 'forest free-play' in our Woodland Area. 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 within our ratio of 1 adult to 13 children. 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 via email or by phoning the school office.

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 £50 per term (£150 for the year; 81p 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 £6 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 Signature Works online or by calling into their premises on Castlereagh Road Business Park.

School uniform:

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



Contact Information

Knockbreda Nursery School
Wynchurch Road
Belfast
BT6 0JJ

Telephone Number: 02890 401567
Web Site: www.knockbredanursery.co.uk
School E-mail Address: info@knockbredanursery.co.uk

Online applications should be submitted through the Education Authority Portal between 12noon on Tuesday 9th January 2024 and 12noon on Friday 26th January 2024.

For applications stating Knockbreda Nursery as the first preference school, documents must be uploaded in line with the EA published timetable.

Please do not hesitate to telephone if you have any queries that are not answered through our Prospectus or website and we will be happy to speak with you. The School Office is open each Monday – Friday from 9.15am – 12.15pm.

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:
Friday 26th January 2024 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.