



ENNISKILLEN NURSERY  
SCHOOL

PARENTS HANDBOOK



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September 2010

This Handbook provides you with practical information and how you can help your child when they are in Nursery School.

Each month we print a Nursery Times. This gives you information on the topics we are working around in school and rhymes/songs we are learning, you can try these at home with your child. Notice of important dates and events are also provided in the Nursery Times. The Nursery Times will be on our website if you mislay it or we can e-mail it to you each month.

We do hope you can take some time to read this handbook in your own time.

We suggest you keep this booklet in a safe place so you can refer back to it.

Website: [www.enniskillennurseryschool.com](http://www.enniskillennurseryschool.com)

e-mail: [eknns@btinternet.com](mailto:eknns@btinternet.com)

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Dear Parent

We are very proud of our effective programme of liaison with the parent. We encourage an involved partnership between home and school as we feel it is vital to ensure your child gains maximum benefit from their year in Nursery School.

It is important you take some time to read this booklet.

I have “a staff that are hard working and dedicated, co-operating very well as a team”.

As a team we strive to provide a rich and meaningful range of activities designed to stimulate and develop our pupils.

Mrs McBride, Mrs Reilly and myself are trained teachers with experience in Nursery and Primary Education.

The Nursery Assistants are fully qualified and trained to further develop your child through the medium of play.

We will always act in the interests of your child.

It is my sincere hope that your child will have a happy and enjoyable time in our Nursery School.

Yours sincerely

Miss J Boyd  
Principal

Enniskillen Nursery School  
Dublin Road  
Enniskillen  
BT74 6HH

Telephone Number: 028 6634 2694

Principal:	Miss J Boyd, B Ed, D A S E
Teachers:	Mrs F McBride, B Ed Mrs R Reilly, B Ed, M Ed
Nursery Assistants:	Mrs G Mathews, NVQ Level 3 Mrs C McGourty, BA Hons
Classroom Assistant:	Mrs S Redman, NVQ Level 3
Special Needs Assistant:	Mrs J Lyttle, BA Hons
Secretary:	Mrs M McQuade
Caretaker:	Mr J Curry

BOARD OF GOVERNORS

Chairperson:	Mr D Nixon
Vice-Chairperson:	Mr C Wilkins
Nominated by DENI:	Mrs P Cleary Mr C Wilkins
Nominated by WELB:	Mrs F Brunt Miss M Cunningham Mr D Nixon
Elected by Parents:	Mrs H Balfour Ms L McVey
Elected by Teaching Staff:	Mrs F McBride
Principal/Secretary to Board of Governors:	Miss J Boyd

# WHY NURSERY EDUCATION?

It is now widely recognised that Nursery Education is of great value. The professionally trained teachers and trained nursery assistants provide opportunities for the intellectual, emotional, physical and social development of each child who enters the Nursery.

A Nursery teacher has probably the greatest influence on a young child, apart from parents. The teacher will: -

- **Help your child to build up self-confidence .**
- **Give your child time to enjoy life from a child's perspective.**
- **Help your child to form good relationships and to respect both adults and peers.**
- **Encourage your child to ask questions and seek answers.**
- **Help your child solve problems.**
- **Provide equipment, materials and ideas to extend learning.**

Our Nursery School aims to meet these needs through a variety of play activities where the child is treated as an individual with his or her own needs and rate of development taken into account.

# THE NURSERY CURRICULUM

If we do our job well, the children and you as adults will not be aware of all the learning that is taking place. At this stage, play is a child's work and should not be undervalued.

The child-centred Nursery Curriculum provides a varied programme of progressive play situations, carefully planned and evaluated by qualified teachers and nursery assistants.

The learning environment in our Nursery School allows for the development of: -

- Emotional and social skills including the well-being of your child
- Concentration and involvement
- Physical play both indoors and out
- Language – including maths and science language
- Imaginative play – taking on a role, dressing up, playing music
- Good health and hygiene awareness
- Creativity in using different materials and 'getting messy'

Staff meet regularly to plan a progressive programme to enable children to develop their potential.

Children are observed regularly and their achievements noted. These are used to write Action Plans which will be shared with you each term.

**Teacher/Parent interviews take place in the first and second terms.**

# HOW YOU CAN HELP BEFORE COMING TO SCHOOL

Children who are unsettled at school find it difficult to benefit from the learning experiences provided. Anything you can do to help make your child's time at school happier will benefit them.

Here are some suggestions to help prepare your child before coming to school: -

- Talk to your child about going to school and make it sound exciting.
- Fill in the Getting to Know Me Booklet with your child.
- Listen and talk to your child and answer questions.
- Allow your child to have opportunities for messy play, ie water, sand, dough and paint.
- Read poems and stories to your child and visit the local Library.
- Create opportunities for your child to mix with other children and adults.
- Help your child to develop acceptable social behaviour.
- Encourage your child to “help” at home.
- Use the gift of paint given to you by your teacher at home.

# HOW YOU CAN HELP WHEN YOUR CHILD IS AT SCHOOL

- Always read the notes and Nursery Times from school.
- Check the Parent Board for any additional notices, eg holidays, trips, etc.
- Use the Nursery Times and recite the Rhymes with your child.
- Listen and talk to your child and answer questions.
- Allow your child to have opportunities for messy play, ie water, sand, dough and paint.

Starting school will be a happy time if parents help to play their part. Remember you are placing your child into the trust of qualified teachers who are always willing to discuss any of your child's problems in a confidential manner and at an appropriate time. Parental contacts with the school are actively encouraged by the teaching staff. The parents' support is essential in working with the school for the child's benefit.

The school encourages parental participation in various ways such as monthly Nursery Times, invitations to meetings with teachers, and other events. Teachers are available at the start and finish of each session to receive any relevant information. Consultations with teachers can be arranged at any time for a more in-depth discussion, if and when needed contact us to make a suitable appointment for all parties.

If you are a working parent who cannot regularly leave or collect your child from school please feel free to telephone your child's teacher for a regular update on his/her progress and well being.

Working together we can strive to provide the best quality education for your child.

# DISCIPLINE & ANTI-BULLYING POLICY

Children will be taught the Golden Rules. Golden Rules apply to 'What' and 'How' we expect the children to live by. They are: -

- We are Gentle
- We are Kind and Helpful
- We Listen
- We are Honest
- We Look after Property

We will spend time teaching these life rules. We also point out the Rules of the Bathroom, Indoors and Outdoors.

- Bathroom Rules include that we flush the toilet and wash our hands afterwards.
- Indoor Rules include we walk inside the school.
- Outdoor Rules include we do not crash the bikes and tractors.

It is our policy that children who display disruptive behaviour will be channelled and directed into more constructive, challenging and meaningful play.

The Principal and Staff will consult parents in the event of any particularly serious problems arising with a specific child.

We teach children to tell others how they feel. If they do not want to be involved in a game or activity we encourage them to put up their hand and say "No".

We in Enniskillen Nursery School believe that bullying of any kind is unacceptable. For further information regarding bullying, please refer to our Anti Bullying Policy held in school.

# SETTLING NEW CHILDREN

We try to smooth the path from home to school. During the first few weeks children are admitted in small groups to ensure that each child has settled reasonably well before any other children are received.

This, of course, means that children will not all start Nursery School on the same day or at the same time, so please be patient and understand that we have the interests of your child at heart.

Your child's first day will last only one hour and I would ask you to stay with him/her during this time. When you bring your child along on the appointed day, please arrange to have any younger children left at home. It is important that you share this day with your child. Time in the Nursery will be built up depending on how well your child settles. Please be prepared to stay on subsequent days if your child is very insecure.

Our aim is to bridge the gap between home and school. This should never be hurried and parents are asked to be guided by the Nursery teacher during this period.

## TISSUES

It would be appreciated if each parent would bring along a box of tissues on your child's first day. It is nearly impossible to keep up with the demand for tissues, especially over the winter months. In this way, at least we can start the year with a substantial supply.

**On your child's first day at school please remember to bring: -**

- **Your child's Getting to Know Me Booklet**
- **A box of tissues**

# ATTENDANCE AT NURSERY

Although Nursery Education is not compulsory, we need to know the reason that children are absent. Constant non-attendance may mean the child's place in Nursery School will be reviewed. Please contact the school as soon as possible to explain your child's absence. (Tel No: 028 6634 2694)

**Children who are unwell should not attend school until they are fully recovered, as infection can spread very quickly with young children.**

Infections are common among children, and Nursery School is an ideal place for infections to spread. It is important, therefore, that the Health & Social Care guidelines are followed.

- Children who are ill should not attend Nursery School. If a child becomes ill while in Nursery School a parent will be asked to take the child home as soon as possible.
- Children with diarrhoea or vomiting illnesses should not attend Nursery School. The exclusion period should last until at least 48 hours after the last episode of diarrhoea or vomiting.
- It is good practice that if a child requires antibiotics that they do not come into Nursery School for 48 hours after they have begun treatment. This is so that the child's condition has an opportunity to improve, and that in the unlikely event of a reaction to antibiotics, that the parent will be with their child.
- On our Parent Board we have on display a chart giving general guidance on exclusion for childcare settings for the more common or important infections, ie Chicken Pox, German Measles, Slapped Cheek, etc.

- We will advise parents if there are known cases of infection within the Nursery School.
- It is particularly important that parents of children whose immunity may be impaired due to illness or treatment, eg leukaemia, HIV, are given this information.
- It is also important that staff and mothers who are pregnant be made aware of the following infections: Chicken Pox/Shingles, Rubella, Slapped Cheek Syndrome and Measles.



## GREAT EXPECTATIONS

In September we would expect children in their Pre-School year to be able to: -

- say 'Please' and 'Thank You'
- be wearing pants and be able to use the toilet
- drink out of a cup
- leave their dummy at home
- attempt to blow their nose and use a hanky.

## COMING AND GOING

Please do not bring children to school too early. Between 8.50 and 9.00 am is most suitable for the morning and full-time sessions, and 12.30 to 12.45 pm for the afternoon session. Please make sure that your child is placed into the care of a member of staff.

**Your child should never be left at the door but must be brought into the classroom.**

At home time try to be at school in good time. Children soon become anxious if they are kept waiting. If for some reason you have to arrange for another person to pick your child up from the Nursery, please make sure that both the child and teacher are aware of the arrangement.

It must be clearly understood that the person bringing and collecting your child should be a responsible adult (ie over the age of 16).

Cars cannot be driven into the front of Nursery School. We have use of the large car park at the back of the school. This can be accessed from the entrance into Tesco's. There is a gate in the fence surrounding our play area. Access to school is via the conservatory doors leading into the classrooms. Children's coats will be hung up on their peg in the conservatory.

If you walk to school we unfortunately do not have enough room to store buggies anywhere in school, as on wet days all available space in school is used for play activities.

# CHILDREN WITH SPECIAL NEEDS

Parents are encouraged to inform the Nursery School at an early stage if their child has any special educational needs. The special educational needs of most children are met quite adequately within the Nursery setting. Other children may have needs which require specialist advice, intervention or support.

Some children may come to Nursery School with a Statement of their Special Need. For other children their needs may only be identified when they are in school. Parents will be involved at an early stage if this is the case.

Staff in Enniskillen Nursery School have been trained in the use of Makaton which is an aid for communicating. Along with the oral word children and adults use signs, symbols and gestures to help convey what they want or need. As children become more confident with using the oral word, often the signs, symbols and gestures become redundant.

# PLEASE HELP ME



Wash and dry my face  
and hands.



Tidy/clear away my toys.



Wear sensible clothes. Use  
the toilet properly and  
flush toilet after use.



Use a handkerchief  
efficiently.

# TOILETING POLICY

We accept that when some children come to Nursery School they may already have problems about using the toilet.

When they first come to Enniskillen Nursery School all children and parents are given reassurance about the availability of the toilets and are also shown these and where to find their hand towels.

It is accepted that children who are known to have difficulties in connection with using the toilet and do not have an additional assistant, may require extra help and support for a time, however, the education and supervision of the other 25 children in the class must be met.

## **Strategies**

- Parents must inform the school of toilet training problems.
- The Principal will advise parents if an individual toileting plan has to be agreed and implemented for their child. This may involve retraining the child at home/contact with the health visitor/referral to the Doctor by the parent.
- During the time of retraining children will have to stay at home. Retraining will take place in the home and not at school. The child will not lose his/her nursery place during the retraining period.

## SUITABLE CLOTHING

Ideal clothes are those which you would not mind becoming dirty and something which your child can manage when going to the toilet, ie avoid dungarees, belts and braces. There will be no school uniform.

A complete change of clothes must be left in school. This is in case your child would happen to have a little accident! In the event of a mishap, a plastic bag with the soiled clothes will be left on your child's peg for collection. The clothes should be replaced when your child subsequently returns to school.

All outdoor coats must be named and should be brought to school every day regardless of the weather. During the winter months a hat, scarf and gloves are necessary for cold and windy days. For safety reasons children are not permitted to wear open-toed sandals or jewellery of any description in the Nursery.

## TREATS

We encourage children to work hard in school and then we can reward their efforts. "Treat Day" is on Fridays.

We give the children a variety of things as a treat. These treats are generally valuable to their development. Whistles develop oral muscles, finger puppets develop imaginary play and chalk develops fine motor skills.

Please encourage the children to value these and enjoy them with your children. They may help you to think of things you can use a treat!

## MILK/SNACKS/DINNERS

We operate a Nursery Fund whereby, through parental contributions, we are able to provide all the children with a mid-session snack. Snacks range from biscuits to toast and always include a variety of fruit. The Nursery Fund is £10.00 per month regardless of holidays. This money should be in an envelope with your child's name on it and left in our snack box at the beginning of each month at the start of the session.

The Nursery Fund is also used for running repairs to bikes and trikes, buying of second-hand toys, ongoing art and craft equipment, parties and entertainment, baking ingredients and other incidental items.

As the children are being provided with a snack – sweets or any other edible products should not be brought to school.

Children in the full-time session will have a mid-day meal. School meals currently cost £2.10 per day - £10.50 per week.

Dinner & snack money should be paid on a Monday morning for the complete week. The correct amount must be given, as we do not provide change. This money must be in an envelope with your child's name on it and left in our dinner box. If your child is absent from school, deduct the relevant dinner amount from the next week's envelope.

**If you are in receipt of Income Support or Job Seekers Allowance you may be eligible for free school meals. IT IS YOUR RESPONSIBILITY TO CONTACT WELB (TEL: 028 8241 1411) AND ASK FOR AN APPROPRIATE FORM.**



## SCHOOL TRIPS

We value going on outings from Nursery School. We will seek your permission to take your child on trips. All trips are well organised and adult to child ratios will be appropriate for each trip.

We need parents to accompany us on some of these outings. In accordance with our Child Protection Policy parents who come 'regularly' on trips will be required to be vetted by Access NI. We define 'regularly' as once a week during a period of one month. If you wish to be included on our Rota please inform your child's teacher and we will supply all the necessary forms.

Parents accompanying their own child once a term on a trip will not be vetted but a register of parent helpers for each trip will be held in school.



## LINKS WITH PRIMARY SCHOOLS

Please remember that your child does not automatically transfer to Primary School from Nursery School. We are not linked to any school and there is no automatic transfer.

A system has been devised whereby parents should make contact with their first preference school during late December/early January. You will be given an application form to complete and return by a given date.

# PROCEDURE FOR REPORTING AN INCIDENT OF CHILD ABUSE

Every school will have its own policy and procedures for dealing with any child protection issues and schools must tell parents of these. This is a legal requirement.

## How a Parent can make a Complaint

I have a concern about my /another child's safety



I can talk to the class teacher



If I am still concerned, I can talk to the designated teacher for child protection, who is the Principal, Miss Boyd



If I am still concerned, I can talk/write to the Chairman of the Board of Governors, Mr Derrick Nixon

*At any time a parent can talk to a social worker at the Gateway Team (Western Trust) Tel: (028) 7131 4090 or the PSNI at the Public Protection Unit Tel : 0845 600 8000*

# SCHOOL TERMS

Christmas Term: 30 August- 21 December 2010

Spring Term: 6 January - 19 March 2011

Summer Term: 3 May - 28 June 2010

# HOLIDAYS

Enniskillen Nursery School will be closed on the following dates: -

28 October - 2 November 2010 - Halloween/Half Term

22 December 2010 - 5 January 2011 - Christmas

14 & 15 February 2011 - Half Term

17 & 18 March 2011 - St Patrick's Day

20 April- 2 May 2011 - Easter

30 May 2011 - Bank Holiday

10 June - Induction Day for new children

**NB** The above dates are inclusive.