



ENNISKILLEN NURSERY SCHOOL

29 DUBLIN ROAD
ENNISKILLEN
BT74 6HN



PARENT HANDBOOK

2022-2023

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

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

We regularly issue a Nursery Newsletter. These will give you information on the topics we are working around in school and rhymes / songs your child is learning, you can try these at home with your child.

Notice of important dates and events are also provided in the Nursery Newsletter.

The newsletter is issued by email to parents and is also available to view on the website.

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

Website: www.enniskillennurseryschool.com

e-mail: eknns@btinternet.com

Principal's email: lquigley736@c2kni.net

Facebook: [Enniskillen Nursery School](#)

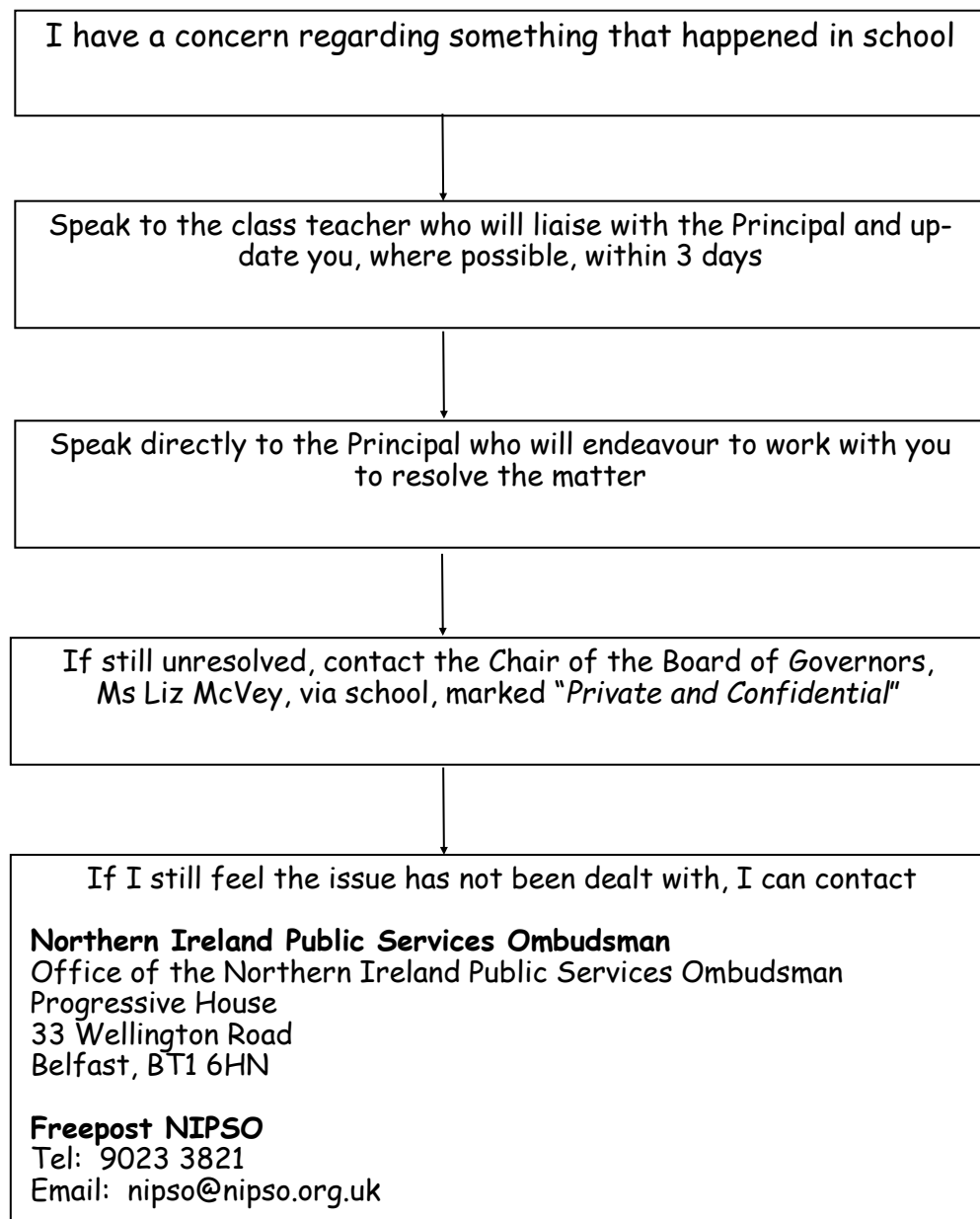
Tel: 028 6634 2694

We highly recommend that you use these media platforms to keep up to date with us, as we often share important information using these as well as our text message service. We ask you to download the "School NI" app. This will be our primary means of contacting you.

MISSION STATEMENT

A PLACE WHERE CHILDREN ARE VALUED,

PROCEDURE FOR RAISING A CONCERN



Contents

Pages 1&2	- Staff and Board of Governors
Page 3	- Letter to Parents
Page 4	- Timetable of the school day and school year
Pages 5&6	- Friends of Enniskillen Nursery School Helping your child before they come to school and when they are at school
Page 7	- School Clothing
Page 8	- Expectations
Page 9	- Coming and going from Nursery School
Page 10	- Settling In and Housekeeping
Pages 11&12	- Attendance & Special Needs
Page 13	- Toileting Policy and Social Media
Page 14	- Mobile Free School and Pastoral Care Policy
Page 15	- School Trips, Links with Primary Schools
Page 16	- Breakfast Club, Nursery Fund and Snack
Page 17	- School Dinners, Allergies and Special Celebrations
Page 18	- School Terms and School Holidays
Pages 19&20	- Child Protection and Complaints Procedure

Enniskillen Nursery School
29 Dublin Road
Enniskillen
BT74 6HN
Telephone Number: 028 6634 2694
E-mail: eknns@btinternet.com

SCHOOL TIMINGS

Session timings are:

- ♦ Full time (with lunch) 9.00am - 1.30pm
- ♦ AM session 8.50am - 11.30am
- ♦ PM Session 12.30pm - 3.00pm

SCHOOL TERMS

Christmas Term - 30 August - 21 December 2022

Spring Term - 5 January - 4 April 2023

Summer Term - 18 April - 28 June 2023

HOLIDAYS FOR CHILDREN

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

30 September 2022 - Staff Training Day

31 October — 4 November 2022 - Halloween/Half Term

22 December 2022 - 4 January 2023 - Christmas

13 - 17 February 2023 - Mid Term

17 March 2023 - St Patrick's Day

5 - 17 April 2023 - Easter

1 May 2023 - Bank Holiday

26 — 30 May 2023 - Bank Holiday

***NB** The above dates are inclusive and may change slightly. If there are any changes, parents will be notified.*

Principal: Mrs L Phair, B Ed (Hons)

Teachers: Mrs F McBride, B Ed (Hons)
Mrs R Reilly, B Ed, M Ed (Hons)

Nursery Assistants (Full time): Mrs C McGourty, BA Hons
Mrs J Whitton, NVQ Level 3

Nursery Assistants (Part time): Mrs C Mullan, NVQ Level 3

Caretaker: Mrs P Briggs

BOARD OF GOVERNORS

Chairperson: Ms L McVey

Vice-Chairperson: Mrs P Rainey

Nominated by DENI: Ms L McVey
Mrs P Cleary

Nominated by EA: Mr D Collins
Mrs M Hicks
Mrs P Rainey

Elected by Parents: Mrs J Brewster
Mr G Kennedy

Elected by Teaching Staff: Mrs F McBride

Principal/Secretary to Board of
Governors: Mrs L Phair

SCHOOL DINNERS

Children in the full-time session will have a mid-day meal. School dinners currently cost £2.50 per day - £12.50 per week.

Dinner money should be paid on a Monday morning for the complete week. The correct amount must be enclosed. This money must be in the pre-printed money envelope provided, with your child's name on it and posted in the box at the playground gate. If your child is absent from school, deduct the relevant dinner amount from the following 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 COMPLETE THE FREE SCHOOL MEAL APPLICATION FORM.

ALLERGIES

It is the parent's responsibility to inform us of any specific allergies (diagnosed by a doctor) their child may have, eg nuts, eggs, milk, etc. We have had experience of a variety of allergies and will work with parents to accommodate these.

CELEBRATING SPECIAL DAYS

As part of the Christian calendar Enniskillen Nursery School celebrates many festivals and birthdays. To celebrate your child's birthday in Nursery School you are welcome to send in a cake. For children who have celebrated their birthday during the summer months we will supply a group cake and let them blow out the candles. We will take a photograph for your child's school book.



Mrs L Phair

Principal



Mrs F McBride

Teacher (job share)



Mrs R Reilly

Teacher (job share)



Mrs K Pattison

Part Time Teacher



Mrs C McGourty

Nursery Assistant



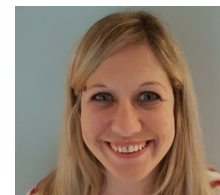
Mrs C Mullan

Nursery Assistant



Mrs J Whitton

Nursery Assistant

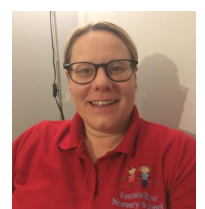


Mrs S Fitzpatrick

SEN Assistant



Mrs O Doherty



Mrs P Briggs

Caretaker

Dear Parent

Welcome to Enniskillen Nursery School. We are delighted that you have chosen to start your child's educational journey with us.

We recognise that children learn best when there is an effective and valued partnership between home and school and feel it is vital to ensure your child gains maximum benefit from their year at Nursery School. We look forward to working together with you in this.

My staff are extremely hardworking and dedicated, they co-operate well as a team and are exceptionally committed to the well being of your child.

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, Mrs Pattison 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 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

Mrs Lisa Phair
Principal

BREAKFAST CLUB

We offer a supervised Breakfast Club for children from 8.20am for children in the AM and FT sessions. Cost is £2 per day. There is fruit, breakfast juice, cereal, porridge, pancakes and toast.

NURSERY FUND

We operate a Nursery Fund whereby, through parental contributions, we provide all children with a healthy snack each day in line with our Health Promoting Policy. The Nursery Fund is £15.00 per month regardless of holidays. This money must be in the pre-printed money envelope provided, with your child's name on it and posted in the box at the playground gate at the beginning of each month.

Nursery Fund also pays for buses when we go out of school on trips, special events, eg Belfast Community Circus, trips to the café, baking ingredients and other incidental items.

SNACK

Each session offers a snack. Staff do not keep a register of what children eat. Where possible individual likes and dislikes will be taken into account.

Snacks includes cereal, pancakes, toast, baked bread, crackers and cheese. There is fresh fruit and milk/water available every day.



SCHOOL TRIPS

We value going out of school on Educational visits. Parents are asked for written permission at the start of the school year to allow your child to go on all school trips. Trips are well organised and a risk assessment is completed for each trip, which includes an adult to child ratio appropriate for that trip.

We need parents to accompany us on some of these trips; please inform a member of staff if you would be available to help. All parents are given an Educational Visits leaflet with information on responsibilities and safety. We keep a register of parent helpers accompanying us on each trip.

LINKS WITH PRIMARY SCHOOLS

Please remember that your child does not automatically transfer to Primary School from Nursery School.

We are not connected to any specific primary school, so there is no automatic transfer.

Parents should make contact with their first preference school during late December/early January. An application for primary school will need to be made using the same process as your pre school application.

TIMETABLE

A typical day for your child in Enniskillen Nursery School will be as follows:

- Free choice of structured play activities, both inside and outside
- Snack time
- Tidy up routine, followed by music and movement
- Group Time and Quiet Time
- Preparation for dinner time / home time

The Pre-School Curriculum

The Pre-school curriculum is carefully planned into 5 learning areas: *Personal, Social and Emotional Development, World Around Us, Language, Early Numeracy, Physical Development Skills and the Arts.*

These are delivered through play based activities that aim to develop your child and provide a solid foundation for their future learning.

All our planners are available for parents on the school website and we encourage parents to be an active part of their child's learning.

Pre-Pre School Curriculum

Sometimes, depending on admission numbers, children may be offered two years at nursery school. Children who are eligible for two years at nursery will be offered an afternoon session in their first year. The curriculum for these children will look different to those in their pre-school year.

Children in their pre-pre year do not participate in class trips due to their age. We also follow a carefully planned programme for these children focusing on developing experiences that will equip them for their pre-school year.

FRIENDS OF ENNISKILLEN NURSERY SCHOOL

We have a parent group that provides vital practical and financial support to the school and we would encourage you to invest in this group.

They hold regular coffee mornings and it is a great way to meet others and create lasting friendships.

HOW YOU CAN HELP BEFORE COMING TO SCHOOL

Children must be happy and settled in their environment to learn.

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

- Talk to your child about going to school.
- Listen and talk to your child and answer questions.
- Allow your child to have opportunities for messy play, ie water, sand, dough and paint.
- Encourage your child to listen to a story and sing rhymes.
- Encourage your child to "help" at home, eg tidy up toys, etc.
- Talk about your child staying in school without you.
- Watch the videos on our website to introduce staff and familiarise the children with what happens in school.

MOBILE FREE SCHOOL

Information for Parents/Carers

Greet your child with a smile and not a mobile phone!

Our school building, school grounds and when on out of school trips are **mobile free** - except in case of emergency.

We feel it is important to be engaged with your child, especially coming to and going from school.

PASTORAL CARE POLICY

Parents will receive a copy of the Anti Bullying Policy and information on our Pastoral Care and Child Protection Policy.

Staff provide a caring environment and will let you know if they have any concerns regarding your child. If you have any concerns please speak to a class teacher.

TOILETING POLICY

Children must be able to use the toilet themselves.

Nappies and pull-ups are not allowed unless the child has a medical condition.

When they first come to Enniskillen Nursery School all children and parents are given reassurance about the availability of the toilets. Children do not need to ask permission to use the toilet, they can go at any time.

All Policies are available in school for any parent to read.



Use the toilet properly and
flush toilet after use.

USING SOCIAL MEDIA/INTERNET

We use our Facebook page and website as a means of communication and to showcase the great work that your children do.

You will be asked for your permission to post pictures of your child on these.

Parents, carers and children **should not** use social media to contact staff or governors with school related matters. ALL queries should be via telephone (left on our answerphone if there is no-one in the office and it is an urgent message) or via email to eknns@btinternet.com

HOW YOU CAN HELP WHEN YOUR CHILD IS AT SCHOOL

- Always read the Nursery Times from school.
- Regularly check the school App (Schools NI).
- Use the Nursery Times and say the Rhymes with your child.
- Listen and talk to your child and answer questions.

You are placing your child into the trust of qualified teachers who are always willing to discuss any of your child's issues in a confidential manner and at an appropriate time. Parental contacts with the school are actively encouraged by the teaching staff. Your support as parents is essential in working with the school for your child's benefit.

The school encourages parental participation in various ways such as out of school educational trips, invitations to meetings with teachers, and other events. Teachers are available at the start and finish of each session to receive any relevant information. Meetings with teachers can be arranged at a suitable time for a more in-depth discussion.

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

**WORKING TOGETHER WE WILL STRIVE TO PROVIDE
THE BEST QUALITY OF EDUCATION FOR YOUR CHILD.**

In the Google/Apple Play store search for the *Schools NI*



Search for Enniskillen Nursery School.

You will receive a prompt to accept the app.

Please ensure you enable notifications on your phone.
Notifications will be via email and text

SCHOOL CLOTHING

Children wear a nursery sweatshirt with the school logo on it. This is available from SD Kells in 3 colours — green, blue and red. We highly recommend the purchase of these as they are practical, durable and comfortable for all activities undertaken throughout our school day.

We insist that ALL children must wear tracksuit bottoms or leggings, any colour. Shorts and dresses can be worn in warm weather. **Shoes MUST have rubber soles**, otherwise children will not be permitted to use climbing equipment. **ALL CLOTHES MUST BE NAMED.**

A complete change of “named” clothes must be left in school in your child's drawer. This is for when your child needs to be changed in the event of an accident or playing with water. The wet/soiled clothes will be given to you in a plastic bag. For practical reasons we are unable to wash clothes. Please remember to replace the spare change of clothes when your child 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, these should also be named. Please teach your child to put these items down the sleeve of their coat when they take it off to keep them safe.

For safety reasons children are not permitted to wear open-toed sandals or jewellery of any description in school.

- 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.

For full information see the Public Health poster -

[https://www.publichealth.hscni.net/sites/default/files/Guidance on infection control in%20schools poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance%20on%20infection%20control%20in%20schools%20poster.pdf)



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. Parents will be involved in this process.

ATTENDANCE AT NURSERY

Although Nursery Education is not compulsory, we need to know the reason that children are absent. Constant non-attendance may mean your child's place in Nursery School will be reviewed. Please contact the school as soon as possible to inform us of 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 starting on medication. This is to give the child's condition an opportunity to improve, and that in the unlikely event of a reaction to the antibiotic, the parent will be with their child. We do not administer medication in school without a form completed by the parent and the doctor authorising us to do so.
- On our Parent Board we display a chart giving general guidance on exclusion from childcare settings for the more common infections, ie Chicken Pox, German Measles, Slapped Cheek, etc.

EXPECTATIONS

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

- say 'Please' and 'Thank You';
- be wearing pants, be able to use the toilet and attempt to "wipe" themselves;
- drink out of a cup;
- leave their dummy at home;
- attempt to blow their nose and use a paper tissue;
- attempt to put on their coat;
- take off their own shoes;
- try to put on wellington boots;
- pull up their tracksuit bottoms/leggings.



Use a handkerchief efficiently



Wash and dry my face and hands.



Tidy/clear away my toys.

COMING AND GOING

Please do not bring children to school before the start of their session.

A member of staff will open the gate and greet your child at their starting time.

At the end of their session, children will be brought back to the gate by a member of staff for collection to go home.

You must make sure that your child is placed into the care of a member of staff.

Assume the school will always be open, regardless of the severity of the weather. You will be notified via the Parent App if the school has to close.

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 Nursery School, please make sure that both the child and teacher are aware of this arrangement.

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

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.

SETTLING NEW CHILDREN

We offer a visit in late August. Your child's teacher will visit you and your child in your home for a short chat, about 10 minutes. The teacher will talk about the information you have provided and chat about what we will do together in school.

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

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

Your child's first day will be for only one hour. You will receive an Induction Timetable for your child's first few weeks.

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.

HOUSE KEEPING

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

- A change of clothes for your child (named)
- A box of tissues
- A dispenser of non perfumed Anti Bacterial Liquid Soap for our bathroom