



parent handbook

St. Kieran's
Nursery School

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St. Kieran's Nursery School

Dear Parent/Guardian,

You and your child are warmly welcomed to our nursery school. We look forward to a happy and enjoyable year with you in which every child will have access to the full pre school curriculum and will be given the opportunity to flourish.

We depend greatly on your input and we support and value the contribution you make. We will work closely with you to ensure that your child's first experience of school is a positive one and hope that you will take the opportunity to share in this experience.

If you have any questions or need any further information please do not hesitate to contact me.

Yours sincerely,

Mrs J Burns
Principal

Nursery Staff

Mrs. J. Burn	-	Principal
Mrs. A. O'Rawe	-	Assistant Teacher
Mrs. S. Kane	-	Nursery Assistant
Mrs. M. McArdle	-	Nursery Assistant
Mrs. S. McVeigh	-	Special Needs Assistant
Miss C. Finn	-	Special Needs Assistant
Ms. Lyndsay Corey	-	Secretary
Mrs. Annemarie Tabb	-	Building Supervisor
Mrs. Jean Hall	-	Dining Attendant

Dear: _____

Your teacher's name is:

Please come to school

on: _____

We look forward to meeting you.

Points for parents:

School Hours:

School hours are from 9:00am - 1:30pm.

Please hand your child over to a member of staff in the mornings. Do not leave them in the hall.

Please collect your child promptly as staff have meetings to attend in the afternoon.

Please note that only adults agreed by you will be allowed to take your child home from school. Your child must always be collected by someone over 14.

School Uniform:

School uniform is a pair of black tracksuit bottoms with a white polo shirt and school sweatshirt. This can be purchased from Truly Fare. Please put sensible footwear on your child (lace free if possible).

Please label all items of clothing carefully

Children should not wear jewellery to school as this can present a safety risk. Those with pierced ears should wear studs.

Please provide a change of clothes for your child in case of little accidents! You should leave this on your child's peg.

Snack time/Dinner time:

All children will receive a mid morning snack and should not bring food to school. School dinners are provided by the South Eastern Education and Library Board at the cost of £2.10 per day. Please return the enclosed free school meals form to your child's teacher is applying for free school meals.

N.B School dinners do not commence until all children are settled into school. This is usually around the beginning of October. Your child should not bring any food to school as there may be children with allergies. If your child is allergic to anything please let the staff know.

Money:

School fund

Parents are asked to pay £3.00 per week to cover snack, baking ingredients, parties etc. This should be paid to the secretary in the morning. Please do not ask other members of staff to take money.

After School Club

The After School Club runs from 1.30-2.30pm Monday - Friday at a cost of £1.00 per day. Please ask staff for further information.

The Pre-School Curriculum:

Personal, Social and Emotional Development

Be confident and secure in relationships with adults and peers and work independently and within a group.

Have a sense of personal worth.

Display increasing self confidence, self control and self discipline, share, take turns, follow and lead.

Become sensitive to the needs and feeling of others.

Care for and help each other.

Organize his/her time and make his/her own choices.

Understand rules and routines and engage in acceptable behaviour.

Persevere with tasks, seek help when needed and delight in his/her own achievements.

Develop well being and self-esteem through all daily activities and nursery curriculum.

The Arts

Explore a variety of materials appreciating colour, shape, texture and sound.

Express/communicate feeling using a range media.

Explore his/her imagination via role play, stories, songs, rhymes, and music, movement and 3D materials.

Develop his/her manipulative skills by using various tools in various ways, e.g.: sponging, rubbing, hammering, etc.

Value his/her own work and the work of others/displays.

Language Development

Feel confident and allow conversation to flourish in a relaxed environment.

Use language for a variety of purposes.

Express feelings and ideas using verbal and non verbal communication.

Avail of adult interaction throughout the nursery day.

Use a growing vocabulary and increasingly complex sentences.

Have the experience of print in the environment.

Have the opportunity to listen and respond to stories, song, rhymes in small/large groups or in one-to-one situations.

Experiment with a diversity of writing materials.

Recognise his/her own first name.

Talk about his/her experience, ask questions, and follow direction and instruction.

Early Mathematical Development

Develop language to express early mathematical concepts, e.g. weight, number, size, space, pattern, time, problem-solving, quantity and comparison.

Know and understand a wide range of stories, songs and poems with a mathematical theme.

Adopt a positive attitude to early mathematical experiences.

Talk about shapes and colour in the environment

Talk about daily routines, seasonal events and waiting to take turns, to show an awareness of time (sequences).

Develop an ability to count objects.

Physical Development and Movement

Have an overall awareness of the need for safety.

Enjoy physical play while developing co-ordination and bodily control.

Confidently explore challenging and appropriate physical environment.

Have the choice of many resources to provide opportunities for fine and gross motor skills.

The World Around Us

Show care and respect for living things and their environment.

Be familiar with the names of materials and equipment being used daily.

Talk about home, school, family, friends and events in their life.

Know the names of all the people who work in the nursery setting and people in the local community.

Be aware of the growth and development of people, plants and animals.

Discuss items on nature table, seasonal and festive events.

Explore and recognise features of the natural world using their 5 senses.

Explore how and why things work.

Make observations while cooking, mixing, having dinner.

Know the names of the parts of the body.

Be familiar and confident with ICT environment.

School Policies

Policy on Pastoral Care and Promoting Positive Behaviour

The policy on promoting positive behaviour in St. Kieran's Nursery School has been developed with close reference to the DENI guidelines and should be viewed in close connection with the school's policy on Pastoral Care.

In keeping with the school's pastoral care policy the staff of St. Kieran's Nursery School work hard to promote an atmosphere of care and respect in which both the pupils and the staff feel secure, welcome and valued and where pupils take pride in their work, behaviour and achievement.

The staff promote a positive ethos which:

Nurtures children's self-esteem and confidence.

Encourages children to value each other.

Promotes a strong sense of belonging.

Sets expectations of pupils which are appropriately high.

This is how we play and
behave in school:

In the classroom...

We listen to our teachers and each other.

We share and take turns with each other.

We use our indoor voice.

We walk.

We look after our toys and our classroom.

We are kind to one another.

During outdoor play

We play safely and carefully on equipment.

We take turns and look after each other.

We look where we are going.

We play nicely with each other.

We tell our teacher if we need to go to the toilet.

At story time

We listen attentively and join in songs and discussions.

We sit nicely and let our friends enjoy the story too.

We take turns to speak and listen to our friends.

We look after our books.

Eyes are watching.

Ears are listening.

Lips are closed.

Feet are quiet.

Summary of Policy and Procedures for Child Protection

The aims of the policy are to provide all staff with guidelines and procedures for the reporting of suspected child abuse and to make the parents aware of the schools complaints procedure.

The policy describes categories of child abuse and lists signs and symptoms of abuse.

The procedure which staff must follow when reporting an incident of suspected child abuse are clearly outlined together with information regarding referrals to Social Services or PSNI.

The policy includes a code of conduct for all staff and details of the procedures to be followed in the event of a complaint against staff.

Designated Teacher for Child Protection:

Mrs. O'Rawe

Deputy Designated Teacher for Child Protection:

Mrs. Burns

If a parent/guardian has a concern about the safety of their child or any other child who is a pupil at St. Kieran's nursery school they should contact the designated teacher or the deputy designated teacher without delay.

Child Protection Procedure for Parents

How a parent can raise a concern

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

I can talk to the class teacher

If I am still concerned, I can talk to Mrs. A O'Rawe
thr designated teacher for child protection.
(Telephone: 028 9060 1293)

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

At anytime I can talk to
CCMS (028 9032 7975) or the
Duty Social Worker (028 9060 2931) or the
PSNI at Woodburn Station, Child protection and
Sexual Offences Unit (028 9025 9909)

Do not hesitate to contact the school if you have a concern or a complaint. We all have a duty of care to protect children and their welfare must always be our priority.

Settling in Policy

The settling in process is a vital time in which each child is given the opportunity to get to know the members of the staff in the school as well as the routines of the day. It is also a short time, usually about two hours. As they settle in and become more familiar with their new surroundings the length of time they spend at school will be increased.

It is important to be aware that some children may take longer to settle than others and so parents are urged to be patient. It should also be noted that each individual child's day will be lengthened at the discretion of the class teacher who will work closely with parent'/carers in the best interests of the child.

Role of Parent/Carer

Stay with your child for as long as they need you – support staff in settling your child and do not leave without telling your child you are going.

Bring your child to school on time and collect promptly.

Always bring your child every day – don't worry if you are a little late.

Enjoy the time you have with your child during the settling in process - it is a special time for you both.

Do not hesitate to talk to staff about any queries or concerns you may have.

Parental Involvement

Ways you can help your child prepare for nursery school.

Help your child to:

Manage toilet time.

Wash and dry hands.

Speak politely.

Show good manners at eating time.

Play nicely with others.

Listen to stories and say basic rhymes

You may also want to get your child used to leaving you for short periods of time as this may help them settle more easily into school.

At St. Kieran's Nursery School we greatly value your input as partners in your child's education - if you would like to volunteer to become more involved in the work of the nursery speak to a member of staff.

Special Needs Policy

The staff of St. Kieran's Nursery School are whole-heartedly committed to the entitlement of all our pupils, regardless of physical, emotional or intellectual ability to enjoy, experience and ultimately, benefit from the wealth and breadth of our curriculum, within the ultimate concept of inclusiveness. Such adaptations as are required, will be evolved and reviewed in consultation with all staff, on the basis of information supplied by parents and appropriate professionals.

Our Nursery has always offered a warm welcome to children with a range of Special Needs as this serves to underline our commitment to integration and inclusion. We will continue to strive, as a staff, to offer every possible opportunity to children with special needs and in doing so increase awareness and consideration in the other children. Our involvement with the statutory and non-statutory bodies increases our professionalism and our capacity to assist our Special Needs pupils.

Healthy Eating Policy

In St. Kieran's Nursery School we promote healthy eating as part of our daily routine.

We provide a selection of fresh fruit and full cream milk daily, so the children may choose according to their preference and try out new tastes. Children's allergies and dietary requirements are taken into consideration.

We aim to:

Eat a healthy snack everyday.

Talk to the children about healthy and unhealthy foods.

Establish a tooth brushing routine after dinner everyday.

Keep parents informed of our healthy eating policy.

We encourage parents to work in partnership to eliminate food and drink with a high sugar content which causes dental decay and gum disease.

Parents please note that as we have children in school with severe food allergies your child should not bring any food to school.

If your child is bringing a packed lunch to school please discuss this with the class teacher first. Lunches should follow the school's healthy eating policy and consist of sandwiches, fruit and yoghurt. Drinks will be provided by the school.

Please note that crisps, chocolate and fizzy drinks are not allowed.

Hopefully this parent handbook gives you the information you need as you prepare your child for nursery school.

If you require any further information or advice do not hesitate to contact the school and we will be happy to help.

School Office: 028 9060 1293

Notes...

St. Kieran's Nursery School

Bell Steel Road, Poleglass, Dunmurry BT17 0PB

Telephone: 028 9060 1293 Fax: 028 9061 5846

email: info@stkieransns.belfast.ni.sch.uk

Principal: Mrs Joanne Burns BEd (Hons) MEd PQH (NI)

South Eastern Education and Library Board