



# Glenbank Nursery School



**'Living, Loving, Learning'**

# Glenbank Nursery School

Dear Parents

Thank you for expressing an interest in our nursery school. Through this prospectus we hope to provide you with information about our school, its aims, policies and organisation. Having read it, we hope you will have gained some idea of the wide variety of learning opportunities offered to the children and a sense of what is important to us as a school.

Through partnership we aim to provide education of the highest possible quality for young children at this crucially formative stage of their lives.

We are so pleased that you have come along to visit our Nursery School. Should you have any questions please feel free to ask a member of staff who will be happy to chat with you.

Mrs L Stewart  
Principal



# General Information

**Address:**

Glenbank Nursery School  
117A Ligoniel Road  
Belfast  
BT14 8BW

**Telephone:**

028 90 391502

Glenbank Nursery School was opened in January 1955. Our staff comprises of a principal, a full time teacher and a full time nursery assistant. We also have a dedicated caretaker. Our staff are highly qualified and experienced. All of the staff are encouraged to update their knowledge and skills by attending courses and training.

The school is very much part of the local community and links with local primary schools, nursery schools and playgroups have been developed.

Prospective children and their parents are welcome to visit during the school day. Please telephone to make an appointment. Staff are present in the school from 8.00am to 3.30pm.



# Children's Day:

Monday - Thursday 8.30 - 1.30pm      Friday 8.30 - 12.30pm

Doors open at 8.30am when the children will be supervised by staff.

All children receive a two-course lunch (£12.00, payable weekly). An application for Free School Meals is included with enrolment forms.

School Fund of £5.00 per week is payable to cover trips and all other activities for the children throughout the year.

Holidays are generally in line with other local schools and a list of dates is included with the welcome pack you will receive in June. The children are welcome to attend the Breakfast Club in the main school which is open from 8.05am and costs £1 per day.





# Admission

We issue an invitation to our open afternoon in December to parents hoping to gain a place for their child the following September, application begins online from early January. The Board of Governors have delegated responsibility to Mrs Stewart to draw up a short list and manage admissions. In the event of oversubscription the following set of criteria will be applied.

Parents will be informed whether they have been successful in achieving a place in April.

## Admissions Criteria

Priority will be given in the following order:

- 1 Children whose parent is in receipt of Income Support or Income based Jobseeker's Allowance who will be aged three before 1 September in their final pre-school year.
- 2 Children not falling within 1 who will be aged three before 1 September in their final pre-school year and who at the time of their proposed admission will not have a pre-school education place, whether full-time or part-time, at another school or any other premises.

In the event of applications exceeding places in any of the above, the following sub-criteria will be applied.

### Sub Criteria

- A Children whose brother/sister have attended or currently attend Glenbank Nursery School.
- B Children whose brother/sister currently attend Ligoniel Primary School.
- C Children whose permanent residence is the shortest distance from the school. Distance will be measured using Google Maps distance calculator from the front door of the child's home to the front door of the Nursery School in a straight line.

# Mission Statement

*'Living,  
Loving,  
Learning'*

Living together, Loving all, Learning for the future.

## **Our Aim**

Glenbank aims to provide a happy, relaxed atmosphere where children can learn at their own pace.

We want children to develop skills of good communication and co-operation. Children are helped to become more confident and independent. Nursery is a precious time in a child's development and we will give them every opportunity to be prepared and inspired for their future lives.





# Curriculum Statement

We aim to provide a welcoming, rich and emotionally secure environment for the children in our care. Each child will experience a broad, balanced and relevant curriculum based on sound nursery education principles.

The staff recognise and value the experiences that each child brings to the nursery, acknowledging that parents are a child's first educators. We aim to support parents in the care and education of their child.

A child learns naturally through play, this is their 'work' and helps them to develop skills, knowledge, fundamental concepts and understanding. The child will experience the curriculum through opportunities for exploration, experimental and structured play situations which relate to all aspects of learning. Careful planning by the staff, working together as a team, ensure that progression takes place in the children's learning and by observation, assessment and record keeping, the individual needs of the child are identified and catered for.



The play activities fall into the following main areas:

- Imaginative play eg house, hospital, hairdressing salon etc.
- Natural materials eg water, sand, clay and dough
- Creative play eg art and craft, music, dance and drama
- Physical play eg climbing, balancing equipment, bat and ball, tricycle etc. (this includes both indoor and outdoor play)
- Construction toys and materials
- Tabletop toys eg matching and sorting games
- Picture and story books
- Outdoor play



These are categorised under six curriculum headings:

- Personal, Social and Emotional Development
- Physical Development and Movement
- The Arts
- Language Development
- Early Mathematical Experiences
- The World Around Us



During the year there are three formal opportunities for parents to discuss the educational progress of their child. This is in October to discuss how settling-in has gone, February for a catch up and in June to discuss the Transition Profile. The Nursery teacher is also available to discuss any concerns or to give appropriate guidance or advice at mutually convenient times. We operate an 'Open Door' policy where parents are welcome into school at the start and end of the day and this is a good time to chat about how things are going in a relaxed way with the staff.



# Provision for Children with Special Needs

We recognise that integrating children with special needs into mainstream education not only benefits those who have special needs but also the other children who help and support and thus learn tolerance and acceptance.

We will strive to ensure that children with special educational needs attending our school have the same opportunities and educational experiences as their friends whilst still having their individual needs taken into account.

Through detailed observations of their particular needs, the staff structure and modify the curriculum, so that the experiences offered to the children match their level of development. Where it is deemed necessary or appropriate a child may be encouraged towards certain areas of the curriculum in order to address a specific developmental concern.

Often it is at nursery school that a problem may be identified for the first time. The staff are well trained in recognising when to seek further help and will deal sensitively with parents.

At all times the staff will liaise and co-operate with parents and any other professionals who may be involved with the child. We feel very strongly that a multi-disciplinary approach is necessary to address special needs effectively.



It is the parent's responsibility to inform us of any special needs that have been identified before the child comes to school.

# Safeguarding & Child Protection, pastoral care.

We have a primary responsibility for the care, welfare and safety of the pupils in our care. We carry out this duty through our Safeguarding & Child Protection and Pastoral care policies, which aim to provide a caring, supportive and safe environment, valuing individuals for their unique talents and abilities and enabling them to achieve their full potential. We seek to protect our pupils by watching for signs of possible abuse and giving them the communication skills to tell us if they feel uncomfortable or unhappy.



All our staff and students have been subject to appropriate Police background checks. All those working with the children in the nursery have also adopted a code of practice for behaviour towards pupils. Our Safeguarding and Child Protection procedures are designed to protect our pupils by ensuring that everyone has clear guidance on the action required where abuse or neglect is suspected.

The nature of the job and the age of the pupils, requires nurturing the children, and certain intimate care tasks will present themselves from time to time. These tasks will be carried out in an appropriate manner, giving the children some privacy but keeping the staff in view of each other. Close liaison with parents means that there is trust and understanding of such situations.

Issues such as the changing of children and taking of photographs are explained in detail during the induction process and parents are required to sign appropriate consent forms. All parents receive a copy of the Safeguarding & Child Protection Policy as part of the induction process. All other policies are available for parents to read at any time.

Designated teacher for child protection - Mrs L Stewart  
Deputy designated teacher for child protection - Mrs E Roberts

# Positive Behaviour Management

It is our intention to work in partnership with parents to promote a safe and secure environment in the nursery where children can play and learn free from harm. We aim to encourage self-discipline, consideration for others, our surroundings and property.

It is essential that all parents realise and agree that good discipline practices create the conditions for effective learning and help to develop in children responsible attitudes and values for life.

## **Positive behaviour in our school is promoted through:**

- Praising children and acknowledging positive attitudes and actions.
- Ensuring that the children know that they are valued and respected by the nursery staff.



- Ensuring that all children know and understand the rules of the nursery and know why these rules exist.
- Showing children how to co-operate with their peers and resolve conflicts without aggression.
- Setting appropriate limits for children that are consistently maintained by all staff members.
- Working in partnership with parents to lay foundations from which children will grow into happy, self-confident, well adjusted individuals.

Should a child display challenging behaviour, a range of strategies will be employed to support the child, enabling them to change their responses and move towards more positive behaviour. Teachers and parents will work together in partnership to ensure a consistent approach.

The school has prepared an Anti-Bullying Policy and is available to parents on request. During the school year a parents' course, Promoting Positive Behaviour is offered.

# Charging and Remissions Policy

Nursery education is free, however we do ask for a voluntary contribution of £5.00 per week. Any remaining money is used to purchase treats such as Santa presents, books, baking ingredients, entrance charges on trips and odd items like topical dressing up clothes.

All children stay for lunch. School dinners cost £2.50 per day.

We also provide a healthy and varied early morning snack for the children. Milk or water is offered to drink and the children have a choice of fruit, yoghurt, cereal or toast each day. As the year progresses they learn to serve themselves. Please inform us if your child has any food allergies.

## Uniform

The nursery tracksuit with the logo embroidered on the chest is available at Kay's Corner. Sweatshirts are red, polo shirts are blue and jogging bottoms are blue or navy. There is also a waterproof, fleece lined coat to match. All of these items can be seen at the meeting in June, they can be ordered from Kay's Corner on the Shankill Road. These are easy for the children to manage and they wash well. We provide aprons for water play and painting.

If children have their ears pierced they can wear small plain studs.

Children should wear trainers or shoes that they can put on and take off themselves. The children also need a pair of wellington boots for outdoor play and must bring a coat in every day.





# Medicines

The staff need to know of any medical or other problems which may affect your child's well-being (all information will be treated confidentially).

Medicines should be given at home. Teachers cannot administer medicine unless parents have signed permission slips.

If your child has asthma or a nut allergy the staff will be trained to use their medication and you will be asked to sign permission for them to administer these medicines in extreme circumstances.

Please don't send your child to school if they are sick. As well as passing on infections to others, sick children are unhappy in school and cannot concentrate or play properly.

Please phone school to let us know if your child won't be in.

# Links with other schools

Our partners at Ligoniel Primary School visit to play in our garden and let us use their hall for PE lessons, the Christmas show and graduation among other activities.

When the children are ready to leave us in June we get in touch with their new teacher and pass on a 'transition profile' and relevant information. Most of the children transfer to Ligoniel Primary School.

