



Earlview Primary School

& Nursery Unit



Induction Booklet
September 2018



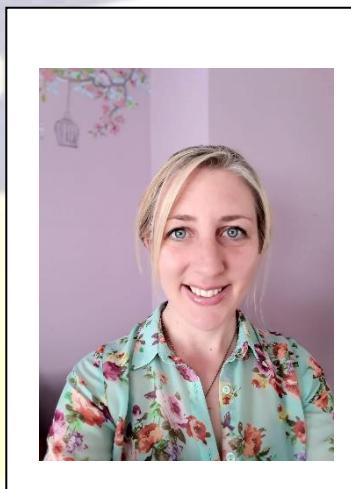
Welcome to Earlyview Nursery Unit

Earlyview Nursery Unit is an integral part of Earlyview Primary School.

It is a purpose built Nursery Unit within the school grounds. The Unit is staffed by a fully qualified Nursery Teacher and Assistant. We currently offer 26 full time places.



Mrs. Dennison
Nursery Teacher



Mrs. Sharpe
Nursery Teacher



Mrs. Child
Nursery Assistant



Principles of Nursery Education

Childhood is a stage of life in its own right, to be enjoyed. It is not merely a preparation for something else yet to come.

Children have individual differences and needs, which must be recognised. There is a natural curiosity, sense of wonder and amazement in each child, which needs to be fostered.

Children need to be actively involved as they learn more quickly from real tasks.

Young children need encouragement and help to learn how to learn. A child's understanding comes after they gain the knowledge. The primary responsibility for a child's development and education rests with his/her parents/carers. The home influence should be supported and strengthened as we build on whatever he/she brings from home to school.

Children are weaned into the wider social group of school and thus into the wider world.



Main Aims of Nursery Education

We aim to provide opportunities for each child to grow in self-confidence, experience success and develop a good self-image.

We aim to provide opportunities for the child to deepen and lengthen his/ her concentration, develop cognitively and achieve a work attitude towards play so that skills and concepts are learned through experience and interest.

We aim to provide opportunities for the child to become aware of his/her environment and to explore a wide range of materials creatively, allowing him/her to express themselves appropriately.

We aim to provide opportunities for the child to share in the wonder and excitement created by books, stories and rhymes.

We aim to encourage the child to develop at his/her own rate through challenging, progressive play.

We aim to provide opportunities for the child to practice and understand social skills and to be able to communicate his/her thoughts and feelings to other adults and his/her peers.

We aim to involve parents/carers, thus bridging the gap between home and school and allowing each child the opportunity of reaching his/her full potential. Our nursery unit recognises that it reflects the needs of the community and does not exist in a vacuum.



A Nursery Day

Session time: - 9.00am to 1.45pm

Places in the Nursery are allocated in line with the statutory criteria and further criteria drawn up by the school's Board of Governors.

9.00 – 9.15am	Welcome to Nursery
9.15 – 10.30 am	Free choice play
9.30 – 10.15am	Snack time
10.30am	Tidy up Time
10.40am	Outdoor play
11. 30am	Starting to get ready for lunch
11.40am	Lunch time
12.30pm	Story time
12.45pm	Outdoor Play / Indoor Activities
1.30pm	Rhyme and song time
1.45pm	Home time



When does my child come to Nursery?

We are delighted that your child is joining us in September. Please check carefully the date and time your child will start Nursery and also the finishing time. Please stay with your child during their first session until you and your child are both happy to separate. This will give you time to share the Nursery experience with your child and will also help them to settle and feel safe with you close by. This time will also be useful to meet your child's Teacher and give any important information regarding your child.





Nursery Groups

Our new intake of pupils have been divided into two groups.

Please check which group your child is in and follow the chart on the next page to see the session times for your child from now until half term.

Group A

Group B



Nursery Timetable

	<u>Group A</u>	<u>Group B</u>
<u>Week 1</u> Tuesday 28 th August – Friday 31 st August	9:10 – 10:10	10:30 – 11.30
<u>Week 2</u> Monday 3 rd –Friday 7 th September	9:00 – 11.00	12.30 – 2.30
<u>Week 3</u> Monday 10 th – Friday 14 th September		9:00 – 11.00
<u>Week 4</u> Monday 17 th - Friday 21 st September		9:00 – 12.00
<u>Week 5</u> Monday 24 th – Friday 28 th September		9:00 – 12:30
<u>Week 6</u> Monday 1 st October – Friday 5 th October <u>Children begin to stay for dinners this week</u>		9:00 – 1:00
From week 7 all children in full time unless they are not yet ready to stay a full session.		



Nursery Curriculum

Our Mission Statement at Earlyview is: -

This school is committed to making a positive difference in the lives of our pupils, through rewarding effort, encouraging success, building confidence and raising self-esteem.

In the nursery we aim to offer the best possible start to education to those children who have secured a place. This can only be achieved in an environment that offers fun, security, attention and affection.

Within this framework, and following the N.I. Nursery Guidelines, the Teacher will plan the activities to promote your child's development in the following areas:-

1. Personal, Social and Emotional Development
2. Physical Development
3. Language Development
4. Early Mathematical Experiences
5. The World Around Us
6. Creative Development.





Nursery Curriculum

The Nursery Curriculum is carefully planned and provided by a qualified teacher and experienced nursery assistant. Through the delivery of a broad and balanced curriculum, you will see your child 'grow and develop' as they:

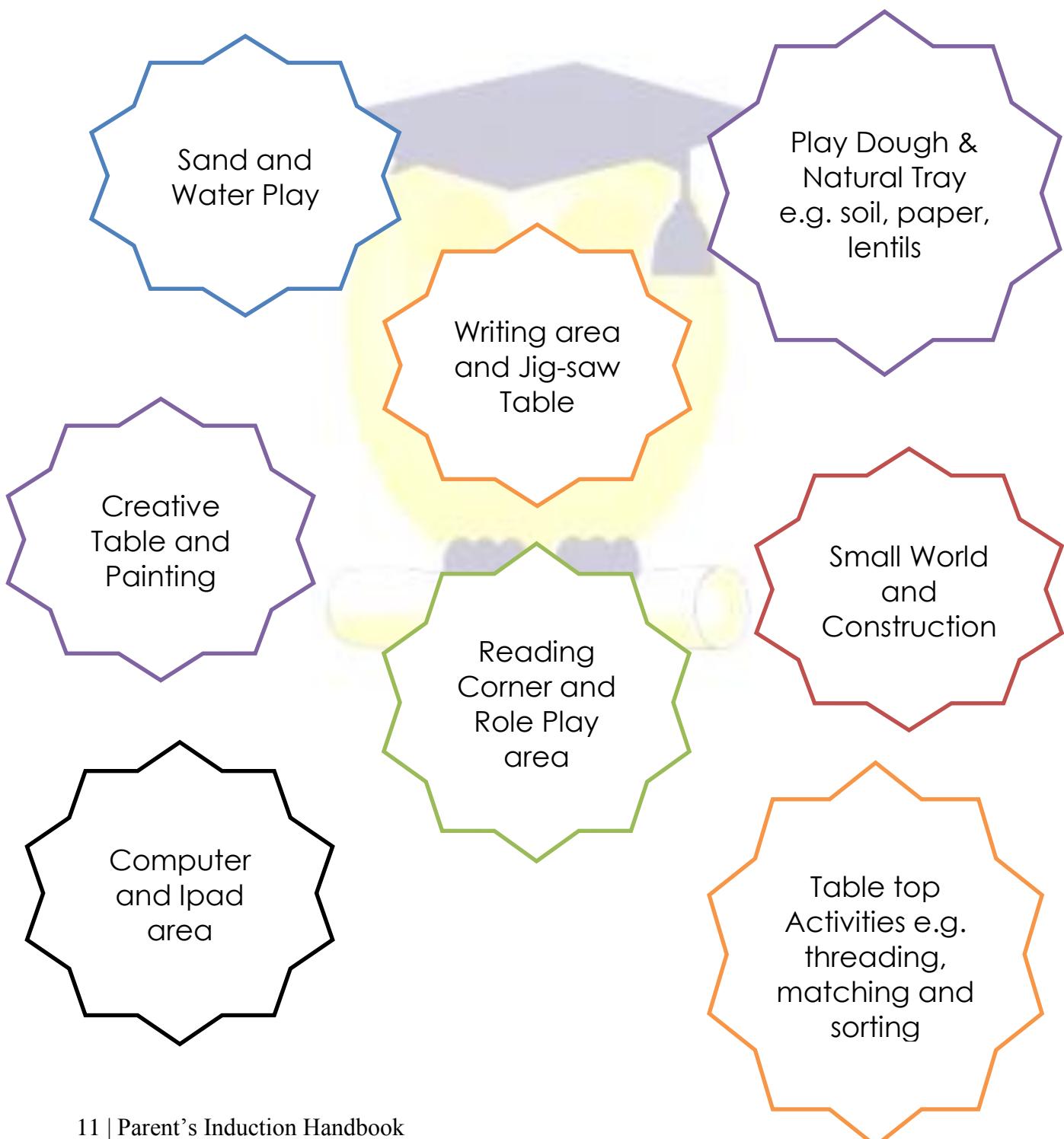
- work with others in a group
- share toys/ tools and take turns
- form relationships/ make friends
- use a wider range of language
- listen for longer periods
- concentrate for longer periods
- express thoughts, feelings, ideas and needs
- learn to create and express themselves through art
- explore early mathematical and scientific concepts
- develop co-ordination and gross and fine motor skills
- become aware of their place in the world





Nursery Activities

Young children learn an immeasurable amount through play. Our nursery curriculum will be largely provided through play based activities. A typical day consists of both structured and free play activities such :-





Your Role as Parents

Parents are valued in Earlview as the first educators of their children and we aim to build a trusting and beneficial partnership with you. The Nursery is an extension of the home. Our aim is simple – to provide a happy, stimulating environment in which each individual child feels valued and secure, experiences love and adopts a positive attitude to learning and indeed towards school. The partnership between teachers and parents is vital. Please feel free to discuss with us any worries or queries you may have, either about your child's development or educational matters.

Monthly newsletters keep you informed about our topics, interest, shape and colour tables. Please talk to your child about their daily activities and help him/her to contribute to our interest tables.



Over the last 2 years we introduced a new app called "Seesaw". Seesaw is a multimedia journal that empowers students to showcase what they're learning at school. Seesaw gives your child creative tools to capture and reflect on their learning - in real time. Then this work is shared with you. Seesaw will give you a window into our classroom and into your child's learning process. You will receive further information on Seesaw in your transition booklet.



Keeping you informed and part of our Nursery

We operate an “open door” policy at Earlview Nursery Unit. We want you to feel very much a part of our Nursery and for you and your child to enjoy your time with us

From TERM 1 we would like you to come into the Nursery in the morning with your child and help them settle at an activity before you go. This will offer security to your child and you will feel reassured that they are happy at play when you leave.

Each month you will also receive a **MONTHLY NEWSLETTER** relating to our Nursery. Here we will give you all the relevant information needed for that month including Topics and Themes for the month, visitors and outings and any other important information.

From TERM 2 we have **FRIENDLY FRIDAY** on the first Friday of every month. This is an opportunity for you to pop in and see what life in Nursery is really like. It is also a good way to spend some time with your child at Nursery and your child will love you coming to visit!

Friendly Friday is after lunch, from 12:45pm – 1:45pm.

You will be reminded of the dates in the Monthly Newsletter.

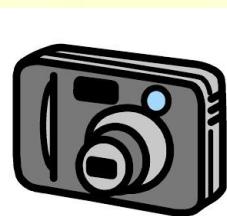


Celebrating Success

At Earlyview Nursery we want to celebrate your child's successes throughout the year and let them know how much their achievements mean to us!

From **Term 2**, we will be celebrating a "Star of the Day" who will receive a special trophy and sticker. The trophy should be returned to nursery the following day.

Throughout the year all children's success and happy times at Nursery will be recorded by photographs and displayed both in nursery, on our school social media sites and on Seesaw. These will be added to often and will run throughout the year.





How can I help prepare my child for Nursery?

- ✓ Make sure your child can go to the toilet by himself/herself.
- ✓ Make sure they can manage their shoes and are aware of personal hygiene.
- ✓ Make time for reading stories and saying rhymes.
- ✓ Point out colours and numbers etc.
- ✓ Get your child to bed early.
- ✓ Encourage your child to draw and paint.
- ✓ Talk to your child.
- ✓ Let your child take part in things around the house.





Nursery Fund

There is no charge for the nursery education your child will receive.

Nursery Fund

From Tuesday 28th August, we will provide your child with a snack and milk. This will cost £3.00 per week. See your child's teacher for details at the time.

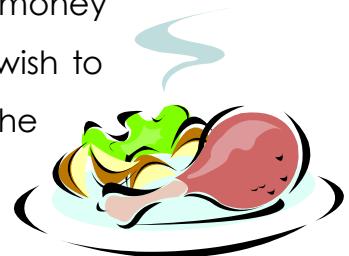
Nursery Fund must be paid weekly whether your child attends Nursery or not.

The nursery fund is also used for buying new resources, craft activities, subsidising school outings, Birthday presents etc.



School Lunches

School lunches will cost £2.60 per day or £13.00 per week. All money should be paid, in full on a Monday morning. Parents who wish to apply for free school meals should complete and submit the appropriate form.



Envelopes

All money should be put in an envelope with your child's name and the amount enclosed written on the front. Money envelopes are available to purchase from the school which are very helpful. These envelopes cost £2.50 per book.



Healthy Eating in Nursery

Snack Routine

Snack usually begins half an hour after the children arrive and they will come in small groups or individually to the snack table. Before coming to the table they wash their hands and 'post' their symbol and name into the snack tub. If all chairs at the snack table are filled they will be asked to return when a space is available. The children will eventually be encouraged to pour their own milk or juice and butter their own toast etc. Children will not leave the table until they have finished eating.



Lunch Time

As part of your child's socialisation and general development, he/she will receive lunch in the nursery. **We would prefer it if ALL children had a school dinner during their time in the Nursery.** We feel that there is a lot of learning taking place during the lunch hour and we don't want any child to miss out!



Having school dinners your child will learn about table manners, how to use a knife and fork correctly, about sharing a meal with friends, how to pour their own drinks, how to serve food safely remembering about hot/ cold dishes and how to tidy up including scrapping plates and wiping table mats.

If your child has exceptional circumstances and you feel he/she could not have a school dinner please discuss this with your child's Teacher.

No child should bring a packed lunch to Nursery without prior agreement.



What should my child wear?

We encourage all parents to purchase nursery sweatshirts as this promotes a sense of belonging for the children. Jogging pants are also available. These items can be bought from The Jeanery, 2 Goland Buildings, Glencairn Park, Glengormley.



In order that your child can become independent and enjoy all activities in nursery it is essential that they wear clothes that they can manage by themselves when they go to the toilet. The easiest garments are **elasticized waists**. Please try to avoid garment with buttons, belts or dungarees.

There are many pieces of climbing equipment and so children must have suitable footwear in order to avoid accidents. **Trainers/shoes** with **Velcro fastenings** are the most suitable

All items of clothing should be clearly labelled to avoid confusion or children going home with a wrong piece of clothing.

Outdoor play

Please dress your child suitably for outdoor play as this takes place all year round! Each child should have:-

- A hat, mittens and scarf in the winter months.
- A sun hat and sunscreen (applied at home) in the summer.

Jewellery should not be worn and items such as toys and money should be left at home. Children wearing jewellery will not be allowed to take part in P.E. or to play on climbing equipment due to safety reasons.



Change of clothes

"Accidents" will happen from time to time. Your child will feel happier if he or she can change into his or her own clothes. You need to supply a complete change of clothing in a named slipper bag which we will keep in school.

What happens if my child is ill?

If your child is ill or unable to come to school for family/personal reasons, please telephone or contact us as soon as possible:-

Telephone: 028 9034 2203

Please notify school if your child has an infectious illness e.g. German Measles, Mumps, Chicken Pox etc. If your child is sick please keep them at home.

According to the Health Centre children should be free from vomiting and/or diarrhoea for 48 hours before returning to nursery.

If your phone number/address changes throughout the year you must inform us as soon as possible of the new one.



Equal Opportunities

We believe that all children should be regarded equally, regardless of their religious persuasion, racial origin, culture, linguistic background, sexual preference or any disability they may have.

Each child is treated as an individual. Play materials/books/posters/ classroom visitors reflect a multi-racial society. 'Circle Time' and Assembly Topics cover broader issues. No negative remarks, attitudes or discriminatory practice are acceptable.

Special Educational Needs

It is the policy of Earlyview Primary Nursery Unit that:

- Nursery staff will ensure that the Unit is able to accommodate the child's needs from within its own resources as far as is reasonably possible.
- Nursery staff will also ensure that the other children attending the Unit will not be adversely affected by the admittance of a child with special needs.
- Some children with special needs may require reduced hours in Nursery. The hours spent in Nursery will depend on the individual needs of each child and may change through the year.
- The sharing of experiences will enrich the learning opportunities for other children attending.



- A child's special educational needs will be taken into account when planning and implementing the curriculum.
- Where necessary, individual educational plans will be devised by the Nursery staff in order to meet the requirements of the child.
- A positive learning environment will be established and maintained to enable children to integrate successfully with their peers within the Nursery.
- Nursery Staff will be prepared to give additional support and reassurance to the parents/carers of children with special educational needs.
- Regular consultation with the Nursery Teacher, SENCO, parents/carers and, where necessary, external agencies will be maintained to monitor and evaluate the child's progress.
- Detailed records of children with special educational needs will be maintained and made available to other professionals involved in their care and/or education.



Observation and Record Keeping

It is the policy of Earlview Primary Nursery Unit that:

- Careful and detailed observations and recordings will be made of individual progress and achievement throughout the year.
- Observations carried out will cover each area of the curriculum.
- All assessments will be carried out informally and unobtrusively.
- Assessment will inform planning and be used to evaluate teaching.
- Close monitoring and observation will help identify individual needs.
- In addition to monitoring progress, records will highlight children's attitudes to their learning.
- All records will be confidential and kept in school.
- Parents/ carers will have the opportunity to discuss records with the Nursery Teacher at least twice a year.
- Record keeping will be kept under review.



Discipline

Very few behaviour problems exist at this stage of education. Any unacceptable behaviour is usually due to the age and social experience of the child. If however a child does display disruptive behaviour he/she will be spoken to gently and redirected into more constructive and challenging activities. If the behaviour exists over an extended period of time, the matter will be discussed privately with the parents, and in persistent cases together with our school principal, Mr Smyth, so that together we can alleviate the problem. In such cases a child's hours may be reduced in the setting until it is felt the child is ready to follow Nursery routines. Any decision to reduce hours is made in consultation with Nursery staff and Mr. Smyth.

We promote good behaviour with lots of praise and reward children frequently with stickers and certificates. We believe love and a period of individual attention can work wonders!

We also have in our nursery a 'Calm Corner'. This is an area where children are free to go throughout the day.

Very rarely will 'Time Out' be used unless a child has been violent towards another child in Nursery. If this is the case the parent will be informed when the child is picked up.

At NO time will a child be excluded from partaking in any activities or made to feel embarrassed or humiliated.

Simple rules, mainly for the children's safety, develop during the 'settling in period' and are soon grasped by all children. These rules are on display in our Nursery.



Links with our Primary School

We are an integral part of Earlyview Primary School and have strong links with the school throughout the year.

We have weekly P.E sessions in the school hall from Term One onwards and in Term Two we also have a Library Visit to the school library for story time once a week. In Term Three we have a weekly session in our school computer suite and attend Assembly with the school on a Thursday morning.

We also take part in special occasions throughout the year such as Harvest Thanksgiving, Christmas Carol Service and End of Year Awards Assembly. Our Nursery parents are warmly invited to attend all these celebrations!

These visits to the primary school help ease the transition to Primary One as the school building and indeed staff are a familiar sight to the children.

The Nursery feels very much a part of school life at Earlyview.





Progress Reports

You will be amazed at how much your child will absorb in the next year!

There are three formal occasions where your child's progress will be reported to you.

A settling in meeting in October with your child's Teacher will give a chance to assess how your child has settled at Nursery and will give the opportunity to discuss any concerns or worries (no matter how small!) you may have. Often solving a problem early on will help alleviate any hesitancy your child has about Nursery.

You will be informed at a Parent/Teacher consultation in early February about your child's progress in the first term at Nursery.

In June you will receive a written report which will also be forwarded to your child's Primary One Teacher.

Of course you may speak to the Nursery Teacher, or Principal, at any other time should a query arise.

It is our aim that all children will be confident, happy, well prepared and ready to face the challenge of Primary One.



Transition to Primary One

As we are an attached Nursery the majority of our children move into Primary One in our own school. This is very reassuring for the children as they move collectively as a class and friendships have already been formed and the children therefore settle much quicker into 'big school'.

To further ease this transition and make it as smooth as possible the Nursery children are introduced to the staff around the school throughout the Nursery year. In particular we have a lot of links with the Primary One and Two Teachers, joining together for fun activities and practical learning.

Once accepted into Primary One there will be a formal meeting with our Primary One Teacher, Mrs. McConkey, for the parents and a 'getting to know you fun morning' for the children. Both these events are held in June.

Finally

We hope that your child will enjoy his/ her time with us at Earview Nursery and that you, as parents and carers, will enjoy them as they grow and develop during the year and support them as they take their first steps in their school life.

***We look forward to sharing this special time with you and helping
you build your child's future.***