

Dundonald Primary School Nursery



Information Booklet



Welcome to Dundonald Nursery

Our aim is to provide a safe, caring and stimulating environment for the holistic development of your child. Your child will be treated as unique and individual with planning tailored to suit their needs.

Our address is

Dundonald Nursery
Dundonald Primary School
10 Church Green
Dundonald
BT16 2LP



Our Phone Number is 02890482680

Email: kmccconaghy985@c2ken.net

The Staff

Nursery Teacher- Mrs Karen McConaghy BA (Hons) P.G.C.E

Nursery Assistant – Mrs Gillian Wilson N.V.Q III



WHO'S WHO

At Dundonald our aim is to ensure your child feels safe and secure each day in school. There are lots of people who make this happen.



Principal
Mr Massey



Vice Principal
Mrs S Burns



Learning Support



Head of Foundation



Miss Mahood



Mrs McClean



Mrs McElveen

Office Staff



**Building
Supervisor**
Mrs Boyce



**Assistant
Building
Supervisor**
Mr Boyce



I will play with toys in the classroom



I will play in the gardens



I will put my coat/ belongings here



Welcome to Dundonald Nursery



I will go to the toilet here



I will wear a school uniform



Mrs McConaghy and Mrs Wilson will look after me

PIC•COLLAGE



Settling In

Children are gradually introduced to the nursery during the month of September . During the first week the children will stay for one hour and their time *may* be increased each week until they are staying for 2½hours.

However, we don't put a definite time scale on the settling in period as each child has specific individual needs and they may take varying amounts of time to feel happy about being left and to cope with nursery routines. Please be guided by the staff's experience regarding how we can work together to ensure your child can fully benefit from the nursery experience.

Please note: Settling-in times will not be brought forward; no matter how well your child is settling-in or what their previous experience is as every child needs adequate time to become familiar with new routines, new people and a new setting. It can also be very unsettling for children if others are going home at different times.

Time and patience during the settling in period will help your child develop their confidence, become familiar with new routines and build relationships with other children and adults.

We will keep you informed about your child's settling in progress during daily interactions and a parent/teacher meeting in November. Please feel free to speak to us at any time regarding your child's progress.



The Nursery Day

Start of the Day



Nursery Classroom Opens: **9.00am & 12.30 pm**

- We encourage parents to say your goodbyes in the playground as a member of staff welcomes your child into the nursery. Please ensure that staff are aware that your child has entered the building. If your child finds it difficult to leave you in the morning we will work with you to help settle your child into nursery.
- Please attempt to bring your child into nursery within 10 minutes of their start time. Arriving late makes it difficult for your child to settle and interact with friends. It may also disrupt the adults teaching opportunities with other children.

End of the Day

11.30pm & 3 pm Children should be collected from the main door at this time.

We ask that adults wait in the playground and form a queue to collect your child.

We will open the door and bring each child out to the parent/carer.

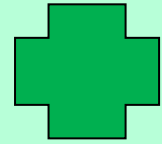
Please be considerate and ensure your child is collected on-time, as staff must prepare for the next session.

- Please attempt to arrive on time at the end of the day - as your child may become fretful or distressed if you are late. If you are delayed, please contact the school to let us know.
- Make sure a member of staff knows if there is someone else collecting your child. For your child's safety we will not let your child leave with someone unfamiliar to us. We are unable, by law, to allow a child in our care to leave with anyone *under the age of 16*, even if they are related. Please send a responsible adult to collect your child.





Absence/Illness



Please let us know if your child is ill and likely to be absent for more than a day or two. If your child has developed any illness/condition, that could be passed on, please let us know for the consideration of others.

If your child has diarrhoea/sickness – please keep them at home for **at least 48 hours** since the last episode of illness and have eaten something without further symptoms. Please do not send your child if he/she is unwell, even though they plead to go, as they may not be able to fully participate in nursery activities. We cannot give medication unless under special circumstances – you will be asked to sign a consent form with the dosage required.

First Aid

For your information, Mrs McConaghy is First Aid trained. If your child hurts themselves in nursery, we will treat your child accordingly and inform you at home time or via Dojo.

If your child has a head injury in nursery, it is school policy to call the parent/guardian to inform them. We will advise you on the severity of their injury and you may be asked to collect your child so they can be more closely observed for signs of concussion.



How can I help my child in nursery?

Practical things that you can encourage your child to do to be more independent and self-confident.

- Let your child get dirty!! It is quite normal for children to come home a little 'grubby' after a busy session at nursery. Many of our teaching and learning experiences involve getting messy.
- Attend the toilet by **themselves**. We encourage children to use toilet roll/wipes by themselves and develop good personal hygiene routines.
- Blow and wipe their own nose using a tissue. Encourage your child to **'Catch it, Bin it, Kill it!'**
- Put on their own coat and attempt to fasten.
- Feed themselves using cutlery and attempt to cut up their own food/pour their own drink etc.
- Give up dummies and bottles that he/she may be attached to, which may affect their speech

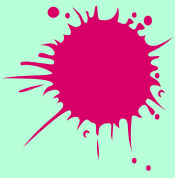


Parental Support

As the most important person in your child's life we value and encourage your involvement. You can play a huge part in your child's development by supporting the work we do in nursery.

- Take home all pictures/models children leave in their 'picture box' and value their efforts.
- It is essential that you sign up for the **school payment app and class dojo** and that you take time to read the newsletters and join in the monthly theme songs/rhymes at home.
- Keep in frequent communication with the school regarding your child's development. We would encourage any discussion that may be in-depth, to be by phone or email.
- Talk to your child about their day – what they did and who they played with.
- School policies can be accessed via our school website.





What will your child do at nursery?



Dundonald Nursery is staffed by a qualified teacher and qualified nursery assistant. We work together to plan specific activities and learning opportunities based on the 'Curricular Guidance for Pre-school Education' –which we adapt to support and challenge the individual needs of your child.

Please take time to read the monthly plans that are on display at the entrance and highlighted within the monthly newsletter. Weekly activities are displayed on the nursery whiteboard.

Through play and other experiences we develop the learning associated with:

The Arts

painting, creating, drama, music

Early Mathematical Experiences

mathematical language, awareness of time, shape, counting, numbers and colour

The World Around Us

senses, curiosity, technology, seasons, festivals, investigation, living things

Personal, Social & Emotional Development

social skills, independence, confidence, well being

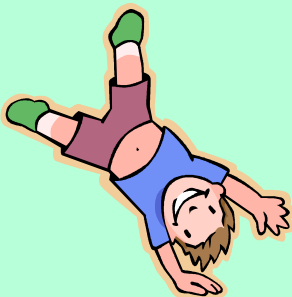
Physical Development

co-ordination, running, jumping, ball skills, climbing, pencil & scissor skills

Language Development

attention and listening skills, early reading, early writing skills, enjoyment of books/songs

Research has demonstrated that the 3 and 4 year olds learn effectively through play based activities. We provide rich and varied challenging play experiences, giving children opportunities to explore and learn through trial and error. Our children will investigate and satisfy their natural curiosity in a safe and stimulating environment with the assistance of experienced adults.



Record Keeping

We keep detailed records of every child's progress. This is done by carefully documenting your child's learning through photographs, videos, written observations and recording what the children are doing. We also keep an electronic 'pupil profile/ 'journal.' Over the nursery year we build a picture of your child's interests and progress as the children contribute work towards it. You will have access to this through Class Dojo.

Sharing Information

We believe a strong link between home and Nursery will be extremely beneficial for your child. We will provide opportunities to discuss your child's progress and development throughout the year:



- Daily interaction between parent/staff
- Class Dojo – please sign up for the app when requested.
- Parent/teacher meeting – settling in period
- Second Term parent/teacher meeting (optional)
- Parent/teacher meeting - Transition Form
- Via Telephone 028 90482680 (8.30a-9am or after 3pm)

Promoting Positive Behaviour

During the settling in period and throughout the year, the children are encouraged to discuss and understand feelings, emotions and the kind of behaviour we expect in nursery. It is the practice of our nursery to primarily focus on promoting positive behaviour and reinforce good behaviour through various methods.

If a child displays disruptive behaviour, they shall be encouraged to participate in more constructive, challenging and meaningful play. If inappropriate behaviour becomes persistent or if it poses a risk to other children or themselves, the nursery staff will carry out observations and the situation will be discussed with parents. The nursery will then work alongside the home to implement strategies to improve the child's behaviour.

On rare cases reasonable force to restrain or control pupils may be required:

- to prevent the child harming other children
- to prevent the child harming himself
- to prevent the child harming an adult (only to secure safety and wellbeing)



Supporting your child's development in Nursery

Children who come to nursery vast widely in their age, stage of development and previous play experiences. Throughout the nursery year, children will progress at different rates, which we will observe and monitor. If, after monitoring your child's development we notice any concerns, we will work with your child to support their needs in nursery. We may also arrange a meeting with you to discuss them and put strategies in place to help support your child in nursery and at home.

If these strategies do not help your child, it may be beneficial for your child's teacher to consult with the school SENCO (Special Educational Needs Co-ordinator) to discuss alternative methods of support to help your child. This may include involving outside agencies/organisations. We will discuss these options with you and seek your approval before support is sought.

If we consider your child's needs require further assessment to support them, we will ask your approval to speak to the school's Educational Psychologist who will discuss our concerns and may observe your child in the classroom setting to ascertain if they require further assessment and support whilst in school.

We want to ensure that all children achieve their full potential during their time at Dundonald Nursery. We understand that it can be difficult to hear that your child might need support in certain areas of their development, but it is done with the best intentions of your child, with early intervention being a key priority.

As a parent, you know your child best. If you have any concerns regarding your child's behaviour or development before or during their time in nursery, please speak to Mrs McConaghy at any time to discuss your concerns or speak to your Health Visitor.





Snack/Birthdays

Snack is provided every day during classroom activities. The children will get a choice of healthy snacks, based on 'The Food Standards Guidelines'. The weekly snack list will be posted on Dojo. The children will also have a choice of milk or water. Snack time is a learning opportunity for your child to practise good hygiene and develop independence. **Please keep us up to date regarding any food allergies your child may have.**

Birthdays are a very special time in Dundonald Nursery! We provide a cake which the 'Birthday Child' chooses the decoration for their cake and shares with their friends. After everyone sings 'Happy Birthday' they get to choose a gift from the birthday box. Birthdays are carried out in this way to ensure that every child is treated equally and everyone has their 'special' moment. During this period, children will blow candles out on a pretend cake, before sharing out the real cake.



★In order to provide daily snack, presents, birthday cakes, play dough material, cooking materials, photographs, treats, educational visitors etc, we ask for a small contribution of **£12** a month from the parents to be paid online through our **online payment app**. You will be given access to this app when your child begins nursery.

★ Thank you for your support!!! ★



Toileting



Children should be **fully toilet trained** and be able to attend to the toilet by **themselves** before starting nursery. We understand that sometimes children of nursery age will occasionally have toileting accidents and we will ensure that you are adequately informed and that your child is treated with dignity if this happens. If toileting accidents occur on a regular basis, we will work with parents to discuss possible strategies to help your child in nursery. This may include positive reward systems (linked with home) or a reduced time in nursery until they can cope with independent toileting.

If you have any concerns regarding this matter, please don't worry and speak to Mrs McConaghy to ensure a positive solution is reached to help your child in nursery.

We acknowledge that some children may not be fully competent attending to the toilet by themselves for various reasons (age/development/medical needs). We have found the organisation ERIC (www.eric.org) particularly helpful with various issues including constipation/bedwetting/soiling etc. Please access their advice/ information on your toilet training journey.

Please ensure your child becomes familiar with the regular routine of cleaning themselves, flushing and washing/drying their hands properly. We regularly sing the song 'wash your hands' and read the story 'I don't want to wash my hands' by Tony Ross (available in the lending library) to teach these skills.

Wash Your Hands

(tune of row, row, row your boat)

Wash, Wash, Wash your
hands

Thumbs and fingers too
Rub a dub, rub a dub that's
the thing to do.



Parents **must** provide a spare change of clothes (which does **not** need to be a school uniform) in a **clearly labelled** drawstring bag which is to be kept in the nursery toilet area at all times and items replaced when necessary.



Concerns & Complaints Procedures

Dundonald Primary and Nursery is committed to providing a high quality education service. We believe that this is achieved and sustained through good relationships at all levels and in particular through open and honest communication with parents and others. We recognise, however, that despite the best efforts of teachers and non-teaching staff, there may be occasions when someone may feel that our service is not good enough and they may want to bring a concern or complaint to our attention.

- If it relates to an individual teacher, class or child, please discuss this with the teacher concerned by telephone, letter or in person.
- If you feel your concern or complaint has not been dealt with satisfactorily, please bring it to the attention of the Principal or the Vice-Principal.
- If, after the informal procedures outlined above, you feel your concern or complaint has not been satisfactorily dealt with you can raise the matter with the Chairman of the school's Board of Governors. You should do this in writing.

The Chairman
The Board of Governors (Concerns and Complaints Procedures) Dundonald Primary
School
10 Church Green
Dundonald, BT16 2LP.



HOW A PARENT CAN RAISE A CONCERN/MAKE A COMPLAINT OF CHILD ABUSE

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



I can talk to class teacher (Mrs K McConaghy is Deputy Designated Teacher for Child Protection)



If I am still concerned, I can talk to the Vice Principal, Mrs S Burns)
the designated teacher for child protection



If the Vice-Principal is not available, you can speak to the deputy designated teacher (Mrs M Savage) or the Principal, Mr D Massey



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





Nursery Uniform

Your child will come to nursery in their nursery uniform which consists of:

- Red jumper with logo (see stockists below)
- Navy polo shirt
- Navy jogging bottoms or leggings
- Comfortable shoes/trainers with Velcro / slip on (no laces)
- Waterproof coat

Summer Uniform

Option for summer uniform includes:

- Girls – red checked dress
- Boys – Navy shorts and polo shirt
- Waterproof coat

Most of the above items may be purchased from any supermarket/clothing stores.

Items with logos (**jumpers** / coats) and other uniform can be purchased at local uniform supplies:

David Crawford School Wear

61 High Street

Newtownards

BT23 7HS

Schooldays

432-434 Newtownards Road

Belfast

BT4 1HJ





Clothing

Please bring a full change of clothes with you when your child starts nursery, in a clearly labelled drawstring bag. This will be kept in nursery at all times.

Change of Clothes

If your child needs changed throughout the day, they are encouraged to change themselves. Staff will help in emergencies. For toileting accidents we will need your signed permission to help change your child if they need help or are distressed. We may send an explanation note home to state why they were changed. We will make your child as comfortable as possible but there may be times when you will be contacted.

Suitable Clothing

To ensure your child can participate fully in nursery activities both indoors and outdoors, and allow for independence at the toilet, it is important that children's clothes are appropriate.

Appropriate footwear: **Flat soled trainers**
Boots or shoes
Velcro straps/buckles

*** (please avoid open toed sandals or heels & laced up shoes)***



Appropriate Clothing: **School Uniform** (Shower coat/fleece (with logo), red sweatshirt (with logo), navy polo shirt, navy jogging bottoms)

If you wish your child to wear lighter clothing in the summer

Summer Uniform: (Red & White checked summer dress or navy shorts with navy polo shirt)

*** Please do not wear belts, braces or dungarees ***

It is nursery practise to enjoy outdoor play in most weather situations. Therefore, please send your child in clothes according to the daily weather.



E.G. *Winter:* School coat, hat, gloves. *Summer:* hat, sun cream.



A pair of wellie boots, clearly labelled with your child's name should be provided at the beginning of the school year and kept in nursery for possible use on a daily basis.

Jewellery: As nursery children are often engaged in active play and interaction with others – jewellery is **not** allowed. (If your child already has their ears pierced, they must wear 'stud' ear rings whilst in school, for their own safety)

Online Communication

At Dundonald Nursery we value the opportunity to communicate effectively with parents on a regular basis and to share what their child is learning in nursery.

This is done very effectively through our Dojo app). Through this app parents can share private messages with the teacher or see images/photos of their child and classmates on a regular basis. (Please see permission forms for consent to post your child's image on the App).

It is essential that you download this app when given the codes, as vital information (such as closures, non-uniform days etc) are posted on there.

You will also receive a link to sign up to our payment app. This app is used to send you information from the main primary school and is also used for you to make 'Nursery Fund' payments, as we do not accept cash/cheque. Please sign up to this app asap, when you are sent a message to do so.

Please talk to Mrs McConaghy if you have any difficulties using the app.



We hope that your child will be happy in the nursery and that you and your child will share and enjoy the many and varied experiences that Dundonald Nursery can offer. If at any time you are anxious about your child or any part of the nursery curriculum, do telephone the school and talk to us.

Our Philosophy

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism, she learns to condemn.

If a child lives with hostility, he learns to fight.

If a child lives with ridicule, she learns to be shy.

If a child lives with shame, he learns to feel guilt.

If a child lives with tolerance, she learns to be patient.

If a child lives with encouragement, he learns confidence.

If a child lives with praise, she learns to appreciate.

If a child lives with fairness, he learns justice.

If a child lives with security, she learns to have faith.

If a child lives with approval, he learns to like himself.

If a child lives with acceptance, and friendship, he or she learns to find love in the world.

