



# Earlview Primary School and Nursery



## Induction Booklet September 2021





Dear Parent/Guardian,

I take great pleasure in welcoming you and your child into the Earlview family. We are honoured that you have chosen to entrust us with the care and education of your children.

We view your child's year in nursery as the beginning of their eight-year journey with us. Our nursery is a warm, happy place where staff aim to provide a nurturing and caring learning environment to give all the children the best possible start to their school career.

This booklet is designed to provide an insight into what we as a school can offer your child and family. There is only so much information you can get from a booklet, so we have prepared an induction video for you and your child to learn more about life in nursery.

Alongside myself, our staff will ensure that your child is given the stimulating, hands-on nursery experience and attention that they deserve. I believe that every child can do amazing things and it is our job to help make their potential a reality. With an outstanding education, every child has the freedom to choose their own future.

In Earlview Primary School and Nursery Unit we realise that you are the most influential person in your child's life, therefore, we understand the importance of working together to ensure your child gets the best education possible.

I look forward to seeing you soon.

Yours sincerely,

Mr. Paul Smith BSc (Hons), PGCE, PGCert, MEd.





## **Welcome to our Nursery**

Nursery is an integral part of our school family. It is a purpose built Nursery within the school grounds. We are staffed by a fully qualified Nursery Teacher and Assistant. We currently offer 26 full time places.



**Mrs. Dennison**  
**Nursery Teacher (Wed.- Fri.)**  
 (returning from maternity leave  
 October 2021)



**Mrs. Sharpe**  
**Nursery Teacher (Mon. & Tues.)**



**Miss. Shannon**  
**Nursery Teacher (Wed.- Fri.)**  
 (covering maternity leave until  
 October 2021)



**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**

Our session times and our settling in procedures will be communicated in due course.

A Day in Nursery will include:

Morning welcome

Free choice indoor play

Snack time

Tidy up Time

Outdoor play

Starting to get ready for lunch & Song time

Lunch time

Story time

Outdoor Play / Indoor Activities

Rhyme and song time

Home time





## **When does my child come to Nursery?**

We are delighted that your child is joining us in August. All children will start nursery on Friday 27<sup>th</sup> August. This will be a phased process, with the children attending in smaller groups before joining together as a full class. We will send further information on your child's starting times in due course, this will be in line with guidance from the Department of Education, due to the current global pandemic.

### **First visit to Nursery**



Due to the current global pandemic of Covid – 19 unfortunately, we will not be able to host our normal first visit to Nursery days. However, we will release a special video which we would encourage you to watch with your child on Seesaw. **Please follow the instruction page which is included within your pack to download Seesaw onto a home device.**

Our Nursery induction video will be available to watch on your child's Seesaw journal from the 2<sup>nd</sup> June 2021. You will also receive a transition book and it is important that you look at this book together with your child.



## **Nursery Curriculum**

Our Mission Statement at Earlview 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.



Our nursery curriculum lays the foundation for life-long learning, and is developed and progressed within our school, from primary one to primary seven.





## **Nursery Curriculum**

The Nursery Curriculum is carefully planned and provided by qualified teachers and an experienced nursery assistant. It is monitored by the Principal and Board of Governors. 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 as:

Sand and  
Water Play

Play Dough &  
Natural Tray  
e.g. soil, paper,  
lentils

Writing area  
and Jig-saw  
Table

Creative  
Table and  
Painting

Small World  
and  
Construction

Reading  
Corner and  
Role Play  
area

Computer  
and Ipad  
area

Table top  
Activities e.g.  
threading,  
matching and  
sorting



## **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.



**Seesaw**

Throughout your child's school journey, nursery to primary seven, we use an app called "Seesaw". Seesaw is a multimedia journal that empowers students to showcase what they're learning at school. Seesaw will give you a window into our classroom and into your child's learning process. Please download Seesaw onto a home device using the information page provided within your pack.





## **Keeping You Informed**

Each month you will 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.

We also use our Seesaw app as another way to communicate with our parents. We encourage you to write a comment on your child's work and we also communicate daily messages or reminders for parents on Seesaw.

From TERM 2 we hope to have **FRIENDLY FRIDAY** on the first Friday of every month. Our Friendly Friday's provide 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! We will continue to monitor Government guidance on this area and keep you up to date with information.







## **Celebrating Success**

As a school family, we want to celebrate your child's successes and let them know how much their achievements mean to us!

From Term 3, we will be recognising a “Star of the week” who will receive a certificate and sticker. This is part of our whole school ethos, where the success of our children is celebrated.

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 Payments**

### **PAYMENTS**



Earlview Primary and Nursery are cashless and make all of our payments for dinners, nursery fund and trips e.t.c online though Schoolmoney (Eduspot). We use your primary one contact telephone number and email address for messaging.

You will be set up and receive a welcome message on Friday 3rd September were you will be asked to register and create a password.

When your account is set up you can download the app for easier use. Your first Nursery payment will then be due Friday 10th September and you will receive a message on the first week of every month reminding you to make each payment.

You can contact the school office if you have any queries or need further guidance.

### **Nursery Fund**

When your child starts Nursery we will provide your child with a snack and milk. This will cost £12.00 per month and should be paid via Schoolmoney each month. The nursery fund is also used for buying new resources, craft activities, subsidising school outings, Birthday presents etc.

### **Nursery Dinners**

**All children** in Nursery will have a school dinner as they are in Nursery full time hours. All money should be paid via Schoolmoney. Parents who wish to apply for free school meals should complete and submit the appropriate form.







## **Healthy Eating**

### **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 water 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. **All Nursery children will have 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 will enable your child to 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 request that all parents 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 Earlview Primary Nursery 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 Principal, Nursery Teacher, SENCO (Special Educational Needs Coordinator), 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.
- All statutory requirements regarding a child's special educational needs will be met.
- Nursery staff will prepare and pass on systematic records to our primary one teacher and have a comprehensive handover meeting.
- As the SENCO carries out their role for all pupils, nursery to primary seven, this makes for a smooth transition to P1 as they will already be familiar with the needs of your child.





## **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 and monitored by the Principal and Board of Governors.



## **Positive Behaviour Strategy**

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 Smith, 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. Smith.

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.



## **The Earlview Family**

We are an integral part of the Earlview school family and love using all school facilities to their full potential. 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 attend assembly with all pupils on a Thursday morning.

We take part in special occasions throughout the year such as the Christmas Carol Service, shows and productions and our special End of Year Awards Assembly, including our graduation section. Our Nursery parents are warmly invited to attend all these celebrations and would also be warmly welcomed to join our thriving P.T.A!

These visits to our main building help ease the transition to Primary One as the building and indeed staff are a familiar sight to the children. Our principal, Mr. Smith, visits the nursery frequently and builds a relationship with your child from the very start of their time with us.







## **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, should a query arise by booking an appointment at the front office.

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**

We view your child's year in nursery as the beginning of their eight-year journey with us and anticipate your children moving 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 engage frequently 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.

***We look forward to sharing your child's educational journey with you over the next eight years and helping you build your child's future.***