



HOLY TRINITY ENNISKILLEN

Nursery & Pre-school Centre



We are an inclusive, learning community
striving to meet the needs of all

HOLY TRINITY NURSERY

Derrin Road, Cornagrade, Enniskillen, BT746AZ
Telephone (028) 66323313 Email: btreacy439@c2kni.net
www.holytrinityps.com

**Chairman of Board of Governor
Principal**

**Rev Deacon Martin Donnelly
Mr. Brian Treacy**

Holy Trinity Nursery is a Catholic Maintained Co-educational Nursery Unit

MISSION STATEMENT

We are an inclusive learning community striving to meet the needs of all.

Holy Trinity Nursery

- * has a stimulating, safe environment;
- * nurtures the holistic development of all, in line with their maturity and ability
- * accepts and values each child and family;
- * fosters positive discipline;
- * helps children enjoy learning and have fun;
- * fosters respect for culture and traditions;
- * develop links with the local and wider community;
- * promotes a healthy lifestyle;
- * provides quality learning for the children through play;
- * ensures continual professional development of staff;
- * promotes partnership with parent/families and parish;
- * values all staff within the nursery;
- * helps children learn;
- * develops Christian values in a Catholic ethos.

Admissions: Holy Trinity Nursery caters for 52 children of 3-4 years of age, who will receive full-time Nursery Education during their pre-school year funded through Western Education & Library Board. Information on Admission arrangements and all other information on Admissions is available on the school website www.holytrinityps.com by visiting the Education Authority Website www.eani.org.uk and in Appendix 1 at the back of this booklet. Parents are most welcome to telephone the school at any time to arrange a visit to see the Nursery.

Holy Trinity Pre-school Centre will offer places to pre-school children who are not placed in the nursery. Both Nursery and Pre-school Centre work closely in partnership to ensure that all children enjoy the same wonderful learning experiences and outings.

Nursery times of opening and Holidays: A copy of the Nursery holidays is issued to parents at the beginning of each year and is available on our website www.holytrinityps.com

Opening and Closing	Arrival	9.00- 9.15 a.m.
	Collection	1.15- 1.30 p.m.

PASTORAL CARE

It is important to all of us in Holy Trinity Nursery and Pre-school Centre to create an atmosphere in which children feel secure, know that they are valued as individuals and are encouraged in their learning, growth and social development in a healthy and safe environment. All members are committed to creating an environment of care and trust where the children are confident and happy and are learning to be considerate of others and to share and co-operate. Staff promote good standards of behaviour and foster self-discipline, responsibility and independence.

Throughout the year, parents are encouraged to discuss all aspects of their child's development with the class teacher/pre-school leader. Informal parent/teacher meetings are held throughout the year which give each parent the opportunity to discuss their child's progress and how they can help him/her. Monthly newsletters are issued to parents to provide information about what is happening.

In the event of a child becoming sick during the nursery school day, the guardian/ parent will be contacted. If necessary, the child may be taken home by parent/carer as they can often become quite distressed if sick in school.

Pastoral Care provision is developed and integrated in each of the Holy Trinity School and Nursery policies, Child Protection, Discipline, Settling in and Health and Safety.

These can be found on the school website.

THE CURRICULUM

We in Holy Trinity Nursery & Pre-school centre believe that play is a very effective way of learning in early childhood. It is our aim to plan a varied and well balanced programme of enjoyable activities in which the child is motivated to be active in his/her own learning.



We provide opportunities for safe, challenging and stimulating play to promote the child's holistic development as follows:

Personal, Social and Emotional Development

This area of learning is about children's emotional well-being, understanding of who they are, and respect for others and their environment. They show increasing self-confidence, self-control and self-discipline. They enjoy relationships with adults and other children and can work both independently or as part of a group. They are learning to share, take turns, follow and lead. They are becoming more sensitive to the needs and feelings of others. They demonstrate consideration for others by caring for and helping one another. They have some understanding of rules and routines and engage in acceptable behaviour.

Language Development

Through a relaxed atmosphere, children are encouraged to talk about their experiences, ideas, feelings and achievements. They take part in extended conversations during the course of their play. They have access to wide variety of books and are encouraged to browse independently, listen to stories and participate in rhymes and oral work games.

Early Mathematical Experiences

Through a range of play materials and situations, suitable mathematical language is encouraged. Children will develop an interest in mathematical concepts and begin to solve problems, measure, sort, match, order, sequence and count as they play.



The World Around Us

Children are encouraged to show an interest in and learn to care for their environment. Through play activities they will talk about themselves, their homes, school and begin to know about the people who work within the setting and local community. They will be encouraged to talk about nature and seasonal and festive events.

Children will begin to acquire some early scientific concepts and have an understanding of how different construction materials work. They will be encouraged to ask questions, predict and solve problems within their play.

The Arts

Children will explore and use a variety of materials appreciating colour, shape, texture and sound. They will make a personal response to the expressive arts. They will sing, dance and play percussion instruments and develop a love of creative activities.



Physical Development and Movement

Children will enjoy all aspects of physical play both indoors and outdoors. They develop self-esteem, an awareness of space and their own safety and that of others.

They will develop confidence in holding tools and equipment and move with increasing control and co-ordination and balance.

CHILD PROTECTION

Holy Trinity has a child protection policy.

- If you have a concern about your own or another child's safety, please talk to the teacher/leader or to Mrs. Majella Jones, (Deputy Designated Teacher) for child protection, Mr. J. Reihill, Vice Principal (Designated Teacher) or Mr. B. Treacy, Principal (Deputy Designated Teacher).
- If there are concerns that a child may be at risk, the school is obliged to report the matter to social services.
- Unless there are concerns that a parent may be the possible abuser, parents will be informed of a referral being made.
- Where there are concerns about possible abuse, the Principal will inform:
 1. Social Services.
 2. The designated officers in EA

All concerns will be dealt with as a matter of urgency.





EDUCATION FOR MUTUAL UNDERSTANDING

The children, parents and staff help develop mutual understanding in school through experiences which help and develop respect for people and appreciation of what is alike and different. These experiences take place within school and the local community.

SPECIAL EDUCATIONAL NEEDS

Places for children with Special Educational Needs are available, provided that the school has the resources for the children and that provision doesn't impact on the efficient education of other children.

Parents/guardians are advised to inform the nursery teacher if their child has special needs or is receiving help, e.g. speech therapy, occupational therapy or has been assessed by the Psychology Service. Information shared will be taken into account, when meeting the needs of this child.

If there are any particular problems concerning a child, parents are encouraged to contact the child's teacher or the principal.

Sometimes we may feel that your child may have a problem, which requires expert help, in this instance we will consult with the parent/guardian before making a referral.

POSITIVE BEHAVIOUR POLICY

In Holy Trinity Nursery, the staff have a positive, patient, and consistent approach to discipline, which allows for flexibility in the application of rules in order to meet individual needs. These may include allowing time for a child to adjust, accepting a child's problems and helping a child to right a wrong.

Nursery/Pre-school Rules for Play

The need to respect another child's right to play is carefully explained to help children towards an understanding and acceptance of other children's feelings, so that effective ways of interaction can be achieved.

These few, simple rules are taught to children to ensure the health and safety of all. The rules are explained to the children as situations arise.

When a child is not accepting the rules, an adult in the nursery will take the child aside and explain the importance of this simple rule and remind them to keep it. Persistent refusal may require a brief time out from the play area to settle and to distract the child.

In Holy Trinity Nursery/Pre-School we follow The Golden Rules

- | | |
|-------------------|-----------------------------|
| 1. We Listen well | 4. We are kind and helpful |
| 2. We are gentle | 5. We are honest |
| 3. We work hard | 6. We look after our things |

When planning the curriculum, teachers and pre-school leaders will provide opportunities which will encourage the development of self-control and self-discipline through turn taking and sharing, and stories will be included to help children understand their feelings of frustration and anger.



ASSESSMENT AND RECORD KEEPING

We in Holy Trinity believe that in order to recall accurately the children's performance and to plan accordingly, it is necessary to keep confidential, systematic records for each child. These are completed by staff, having observed the children as they play and engage in other activities.

These records provide information for:

Staff

- To give them a better understanding of the needs of each child and to enable them to plan a relevant programme. Teachers and leaders also use these records to help them evaluate the curriculum and assess the nursery environment.

Parents

- Records will be used as a baseline for discussion with parents about their child's progress and to support the parents with strategies to help their child's development if appropriate.

Primary One Teachers

- To enable them to provide a programme which will ensure continuity of learning and progression in the school to which the children are transferring.

Principal, SENCO, Educational Psychologist or any other outside agency.

- To assist them in an early identification of children with Special Educational Needs.

Uniform

We encourage all pupils to wear the correct school uniform neatly. The Holy Trinity School uniform consists of a sunbeam yellow polo T-shirt and a "blazer blue" sweatshirt or cardigan. It has a grey pinafore, skirt or trousers, plain grey socks/tights and black walking shoes. If trainers/runners are being worn, these are in black, not fluorescent. The school has a school fleece or waterproof coat, which may be worn but is optional. Uniforms are available from School Days, Enniskillen.



Holy Trinity Nursery/Pre-school Achieves by...



Appendix 1: Holy Trinity Nursery Admissions Criteria

Respective Functions of the Management Committee and the Principal in relation to admissions. The Admissions Criteria will be applied by a Selection Committee consisting of the Principal and one other Governor. Children who are not normally resident in Northern Ireland at the time of proposed admission will not be considered for places until all children in Northern Ireland have been considered. When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it. Examples of such information include whether the child has brothers/sisters, half-brothers/half- sisters, foster/adopted brothers/sisters attending or previously attending the school. The Board of Governors has determined that, in the event of more applicants than the places available, the following criteria will be applied in the order set down, to select children for the available places. Preference will be given to those applications that place Holy Trinity PS Nursery Unit as their 1st choice of pre-school provision.

Admissions Criteria - Statutory Criteria

- 1 Children from socially disadvantaged circumstances born between 2 July 2016 and 1 July 2017 who reside in the Parish of Enniskillen.
- 2 Children from socially disadvantaged circumstances born between 2 July 2016 and 1 July 2017 who reside within the former traditional boundaries of St Michael's Parish, Enniskillen.
- 3 Children from socially disadvantaged circumstances born between 2 July 2016 and 1 July 2017. Note: Children from 'socially disadvantaged circumstances' means a child whose parent is in receipt of (i) Income Support, or (ii) Income-based Jobseeker's Allowance, or (iii) an award of Income Support which has been converted into an Employment and Support Allowance and the level of benefit remains the same, or (iv) Universal Credit. When parents apply for places for their child on this basis they must have their Benefit Verification stamped by the Social Security/Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment. This should then be sent by the parent directly to the provider of first preference.
- 4 Children born between 2 July 2016 and 1 July 2017 whose parent(s)/guardian(s) reside in the Parish of Enniskillen.
- 5 Children born between 2 July 2016 and 1 July 2017 who reside within the former traditional boundaries of St Michael's Parish, Enniskillen.
- 6 Other children born between 2 July 2016 and 1 July 2017.

Sub-Criteria

In the event of more pupils satisfying the last criterion which can be applied in the order of priority set down above then selection for the remaining places will be on the basis of the following sub-criteria. a) Children with brothers/sisters/half-brothers/half-sisters presently enrolled and / or have been past pupils of Holy Trinity Primary School or the former schools St Michael's/ St Theresa's. In the event of over-subscription in the last criterion which can be applied, then selection for all places remaining in this category will be on the basis of the initial letter of surname as per the birth certificate using the randomised alphabet order set out below:-

Mac N C A P K Z B L R Mc O I W T X Q H D U F M J O ' E Y G V S

The order was determined by a randomised selection of letters of the alphabet. In the event of surnames beginning with the same letter the subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the initials of the forenames as printed on the birth certificate will be used, both in ascending order.

Admissions Criteria - Penultimate children

These places will only be allocated after all those children born between the 2nd July 2016 and 1st July 2017 have been allocated first. Children born between 2 July 2016 and 1 July 2017. These children will be taken in strict chronological order of age, eldest child first. In the event of two identical dates of birth the random selection alphabet published above will be used.

It is important that parent(s)/guardian(s) when submitting the application form give all the relevant supporting information and written evidence that may be needed. Where applicable, application forms must be appropriately stamped. If a place is offered on the basis of incorrect or misleading information then the Board of Governors may withdraw the offer. In completing the application form please ensure that you include all relevant information which fulfils criterion and sub-criterion. If parents have any difficulty in completing the application form then they should consult the Principal of the school. Admissions Criteria after 1 September 2020 The same criteria will be used for applicants after 1 September 2020. Duty to Verify The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any applicant's Application Form. If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

Waiting List Policy

Should a vacancy arise after the issue of offers of placement, all applications for admission to the Nursery Unit that were originally refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until the end of the 2020/2021 school year. The Nursery Unit will contact you in writing if your child gains a place in the school by this method. Your child's name will be automatically added to the list. Please contact the Nursery Unit if you wish your child's name to be removed from the list. Parents should also note that if their child is seeking nursery provision for the 2nd year they MUST reapply. Admissions criteria for entry September 2020 Updated October 2019 www.eani.org.uk/admissions

Changes to Nursery Arrangements: Changes may occur from time to time in the organisation or staffing of the Nursery and parents will be informed of these changes as necessary. The summary in this booklet gives the present arrangements with effect from the beginning of the 2019/20 school year.



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