

St. Luke's Nursery School

Principal: Mrs. Cathy Cassidy, B.Ed.(Hons), P.Q.H.

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Glasvey Drive

Twinbrook

Belfast

BT17 0DB.

24th August 2020

Dear Parents

We are delighted to welcome you to St. Luke's Nursery School. We hope you and your child will have a happy and fulfilling year with us, enjoying all the benefits our Nursery Staff can offer.

This is a very strange and difficult time for the reopening of all schools but we are delighted to be offering a five-day week to all pupils. This has been, without doubt, a difficult time for everyone as we adopt to the New Normal that COVID-19 has thrown upon us. As a school it is our aim to keep all children, families and staff as safe as possible. We have adopted changes to our policies and procedures informed by the Government, Education Authority and Health Guidance to cope with this crisis. It is of the utmost importance that parents read the information detailed in this booklet and adhere to the advice given.

Children will remain within their own "class bubble" throughout the school day. This includes snack and mealtimes. We are fortunate to have extensive grounds which are well resourced so, as recommended and weather permitting, the children will play outdoors as much as possible and where they can naturally socially distance. We will make use of our Front Hall and Parents' Room to increase the space for children whilst playing indoors.

Parents will have received a start date and time. Start and finish times have been staggered to ensure no large gatherings outdoors and we ask that you **adhere to the times given**. Parents are to socially distance outdoors and wait until a staff member guides your child to a designated play area. Children will be passed to a member of staff who will bring them to the bathroom to wash hands. Parents are asked **not to enter the school building** and to remove their child's coat outside. In special circumstances parents may need to enter the building and in this case:

- Hand sanitizer must be used
- A face covering worn
- Remain two meters apart from others and
- Avoid touching door handles and children's play resources.

At home time children should be encouraged to avoid touching their eyes, nose and mouth and to cough into their elbow. Use the phrase "catch it, bin it, kill it" when talking about blowing noses and catching sneezes. It will be reasonable for staff to ask in the morning if your child or any family member has any symptoms of COVID-19.

Parents will be informed if any child in attendance or member of staff contacts COVID-19 and we will follow the latest health guidance on how to deal with this. On a positive note, the risk of pre-school children catching or transmitting COVID-19 has been reported by the Department of Health to be minimal. We must work together to get through this and avoid the risk of a second wave and possible school closure.

It is important **to log on to Seesaw for updates and notifications**. The school also has a school Facebook page for information.

Finally, although information given is very different from what is our school's normal, we are really looking forward to making a success of this school year and we look forward to working in partnership with you and your child.

Yours sincerely,

CATHY CASSIDY (Mrs.)
Principal

"Outstanding Grade"

Following our Inspection by the Educational Training Inspectorate (E.T.I.) on Thursday, 7th February 2013, St. Luke's Nursery School received an "outstanding" report.

Many areas were highlighted for praise in the Report some of which are included below:

- ❖ In the areas inspected, the quality of education provided by this Nursery School is outstanding; the quality of the pastoral care is also outstanding. The Nursery School has demonstrated its' capacity for sustained self-improvement.
- ❖ A key strength of the provision is the excellent quality of the staff interaction with the children to promote all aspects of their learning and development. The staff have appropriately high expectations of the children. They promote a sense of fun, skilfully model a wide range of language and extend the children's thinking skills naturally through the play, daily routines and well managed group activities.
- ❖ The school has made excellent progress in developing very good links with the parents.
- ❖ The playrooms, entrance area and outdoor environment are thoughtfully laid out into richly resourced areas for play which promote independent choice and support the children's language development. The children's own work is displayed attractively throughout the Nursery School. The daily timetable is well managed to ensure that all time and space available is used effectively to promote learning.
- ❖ The quality of the arrangements for pastoral care is outstanding. There are excellent working relationships at all levels. The caring, respectful and inclusive ethos contributes very effectively to the children's well-being, social skills and excellent behaviour.
- ❖ The written comments (by the Parents) indicated appreciation of the very caring and highly professional approach taken by the staff, the high quality of the leadership, the excellent educational experiences being provided, the progress made by the children and the value added by the Nursery School to the local community.

STAFF

Principal

MRS. C. CASSIDY

B.Ed.(Hons), P.Q.H.
HANEN Certificate
Primary Movement Certificate
Automated External Defibrillator Facilitator
Speech and Language
Autism N.I.
Incredible Years Facilitator
Dino Pre School Certificate
First Aid Certificate
Hearing Impairment Certificate
Child Protection

Assistant Teacher

Nursery Assistants

MRS. D. CAMPFIELD

B.A. (Hons) in Early Childhood Studies
City & Guilds 325 (Management in Care)
D32/33 Assessors Award in Childcare
N.V.Q. 3 Childcare
HANEN Certificate
Primary Movement Certificate
Certificate in Learning Support
Incredible Years Facilitator
First Aid Certificate

MRS. M. McQUILLAN

N.V.Q. 3 Childcare
Primary Movement Certificate
HANEN Certificate
First Aid Certificate
Primary Movement Certificate
Incredible Years Facilitator
First Aid Certificate

General and Special
Needs Assistants

MRS. M. FOSTER

State Enrolled Nurse
Primary Movement Certificate
D32/33 Assessors Award in Childcare
N.V.Q. 3 in Childcare
HANEN Certificate
First Aid Certificate

MRS. P. HUNTER

N.V.Q. 3 in Childcare
Literacy Co-ordinator
First Aid Certificate

Miss R. Malone

N.V.Q. 2 in Childcare
First Aid Certificate
Incredible Years

Caretaker

MR. M. KERR

Dining Attendant

MRS. K. REILLY-RUSSELL

Secretary

MRS. M. McLEAN

MISSION STATEMENT



The statement below sets out the ethos of this school. We provide an enriched environment – considered to be a ‘centre of excellence’ and described as “outstanding” by the Education and Training Inspectorate.

The Staff of St. Luke's Nursery School believe that Nursery Education is both a valuable and important experience in so far that it is an extension and complement of the care and experiences offered to your child at home.

In coming to Nursery School, parents, child and staff enter into a partnership, working together and learning from each other. The core of the partnership is the child. We believe that it is important that parents and staff work together to promote the physical, social, emotional, creative and intellectual development of each child.

We believe that this stage of development in a child's life is one to be enjoyed in its own right. Laying the foundation for later learning is an added bonus.

Our training and experience in early years education enables us to structure the nursery curriculum and provide the children with a rich variety of challenging play activities and other experiences in a stimulating environment.

We provide for children who are able-bodied and for those with specific needs. Our awareness of their individual differences and needs allows us to organise a suitable curriculum for the children in our care at any particular time.

We strive to promote the all-round personal development of the children, nurturing skills and attitudes, which encourage increased independence, self-confidence, gaining a positive image of themselves as learners.

We believe children's sense of wonder, amazement and natural curiosity should be satisfied and it is our role to expose them to experiences and situations appropriate to their stage of development.

As trained and experienced staff, we are aware of the importance of adult interaction and participation at the 'right time'. Through our encouragement, careful questioning, direction and gentle persuasion, we will help the children learn from their experiences.

By providing a safe, secure, interesting, stimulating and challenging learning environment, our children, with the approval and support of their parents, will be gradually weaned from home into the integrated social grouping within the school and later into the wider world.

BOARD OF GOVERNORS

Current term of office is 2018- 2022.

Board Representatives

Councillor B. Heading

Trustee Representatives

Mrs. R. Markey
Mrs. E. Wilson
Mr. S. Lawless

DENI Representative

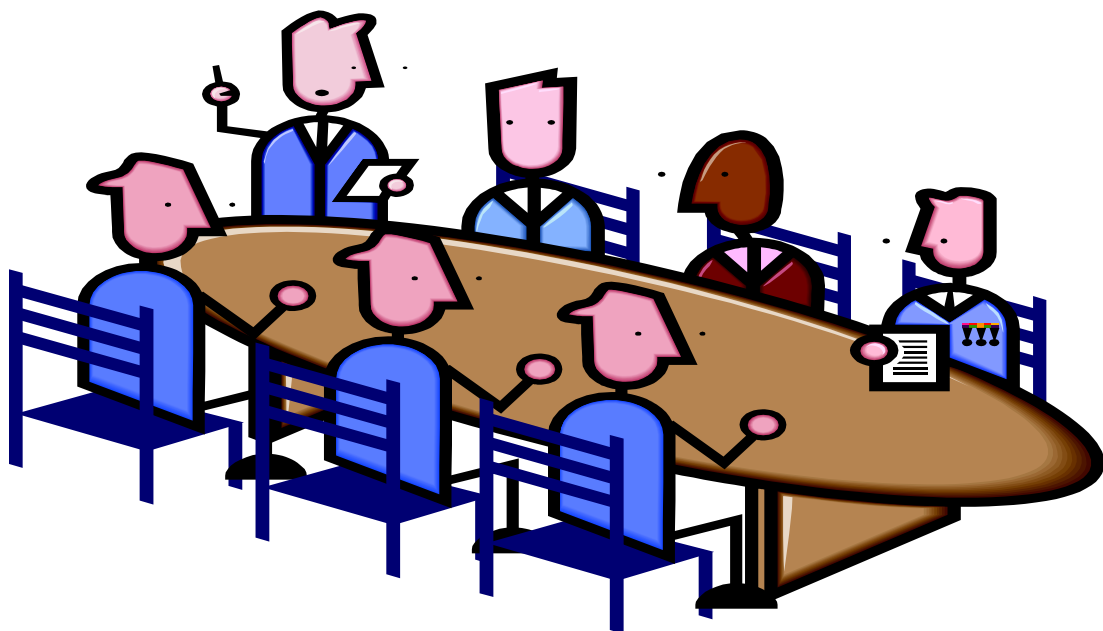
Mrs. A. McCotter
Mrs. L. McDonnell

Parents' Representative

Mrs. C. Campbell

Teachers' Representative

Mrs. N. Taylor



Preparation for Nursery School

For many children Nursery School will be their first formal break from the home situation. Whilst most children adapt to their new surroundings easily, others can often find the whole experience very traumatic. Taking time to prepare your child for Nursery will have a positive effect on the way he/she will settle into the Nursery routine.

The following are some ideas for helping to build confidence in your child:

1. Familiarise your child with the name of the teachers and assistants.
2. Tell your child about the type of experiences he/she will encounter.
3. Read books, sing songs and jingles. Teach your child simple rhymes/poems. Join the local library.
4. Encourage your child to paint, draw and cut out.
5. Teach your child to flush the toilet, wash hands and to dry between fingers. Discourage your child from touching his/her nose, mouth and eyes (COVID-19).
6. Encourage your child to finish a task once started. This will help develop a sense of achievement.
7. Encourage your child to be independent.
8. Finally, encourage your child to help in tidying up and caring for his/her own personal belongings.



TOILETING

We expect your child to be toilet trained before coming to Nursery. We can cope with occasional accidents - but don't leave toilet training too late. We have different arrangements for children with Special Needs.



Settling-in Policy

It is our policy to assist the smooth transition for children from home to Nursery School. We do this by slowly building up the time the child stays in the Nursery. Each child is an individual and it is not unusual for some children to settle into school at a slower rate than others. For those children who find it especially difficult to settle, we have a step-by-step guidance for parents which we feel is successful with full co-operation from parents and staff.

The gradual phasing in of small groups enables staff to make the new children feel important and welcome. The child will be shown the toilets, where the aprons are, and where the different activities are set out.

A child will not stay for a full day with dinner until he/she is well settled and happy to do so. Some children settle very quickly while others take a few weeks. At times, some children will settle at first then become unsettled as more children arrive and they realise that they are coming to school each day. It will be explained to parents that this does happen and that a little reassurance usually rectifies this. Very occasionally a child will not settle in the early weeks despite following the guidance procedures. Parents will be reassured that their child will settle in time. Parents are asked to be patient during this settling-in period.

Children will start school on a Tuesday or Thursday. First day for new children is for one hour only. Each day after will be for 2 hours and gradually lengthen as the month progresses.

School dinners start the first week of October (for children who are well settled) and their day will be extended to 4½ hours All children must have a school dinner. Arrangements will be made for children with allergies.



If your child is having problems settling, please adhere to the procedure below - it really works.

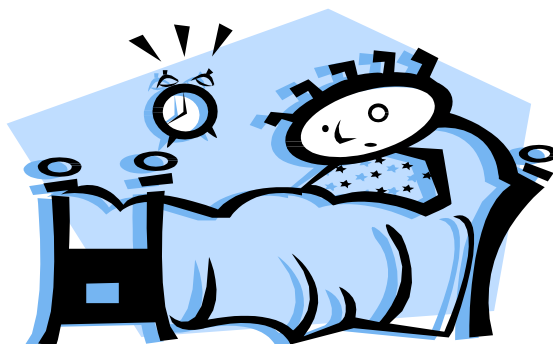
Procedure for children who continue having difficulty settling into the Nursery.

For these procedures to work, it is essential for parents to follow the guidelines below:

- Parents stay at a point in the outdoor area within the child's view.
- When a child is happy to play for a sustained period of time, the parent can leave the Nursery for a short period. The parent should tell the child that he/she is leaving.
- When the child is ready to stay in school, it is vital that you tell him/her that you are going home and that you will be back.

And finally - please DO NOT leave without telling your child. This could undermine the child's confidence in us all.

SCHOOL HOURS FOR PUPILS



Eventually, when all children are settled, the school hours will be $4\frac{1}{2}$ hours long. We would ask you to be punctual and adhere to given designated time when leaving your child to school in the morning and again when collecting him/her at home time - especially important this academic year. Small children can become very anxious when parents are late at 'home time'. If you know you are going to be late, please ring us so that we can prepare your child for a change in plan. Remember - good attendance and punctuality is vital if your child is to reap the benefits of Nursery education.

Please note - children cannot be admitted to the classrooms until 8.30 a.m. Staff are setting up rooms and outdoors/serving breakfast.

Recent Education Authority Guidance allows us to run a Breakfast Club. If interested, speak to Mrs. Cassidy. The Breakfast Club is £1.00 per day and runs from 8.30 a.m. to 9.00 a.m.

Children who attend Breakfast Club - school day will be 8.30 a.m. to 1.30 p.m.

All other children will finish between 1.00 p.m. and 1.30 p.m.

The early theme is "**Getting to know you**". This will make the Nursery as welcoming as possible with the children surrounded with their own work and photographs.

The intake for September 2020 is as follows:

Week 1:

First group (6)	1 st - 4 th September	As advised in your letter dated 28 th June 2020. First day - one hour. Every day until 18 th September - two hours.
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Second group (4)	3 rd - 4 th September	As above.
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Week 2:

Third group (4)	8 th - 11 th September	As above
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Fourth group (4)	10 th - 11 th September	As above
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Week 3:

Fifth group (4)	15 th - 18 th September	As above
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Sixth group (4)	17 th - 18 th September	As above
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Week 4:

21 st - 25 th September	Children attend for 3 hours
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Week 5:

28 th September - 2 nd October	Children attend for 3½ hours
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Week 6:

5 th October	Dinners start - times as stated in letter of 28 th June
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The above dates may be subject to change.



COMING TO SCHOOL AND COLLECTING YOUR CHILD

Please note that a responsible adult aged 16 and over must bring to and from school all children. Under no circumstances must a child be left off at school or collected by a Primary School child. Please ensure that your child is brought to the school building and handed over to a member of staff. Never leave a child to come in by his/herself.



On arrival at the Nursery, bring your child to the front door and a member of staff will greet your child and bring him/her to bathroom for handwashing.

EXTREMELY IMPORTANT NOTICE	CAR PARK - This is for staff cars ONLY. No taxis are allowed to enter the Staff Car Park as a serious accident could occur.
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In the interests of Child Protection, no child will be handed over to an unfamiliar adult without the parent having informed us beforehand. Please do not put us in the position where we have to refuse to hand over your child. We will not allow a primary age child or young teenager to take a child home.



EMERGENCY TELEPHONE NUMBERS

It is essential that we have three emergency telephone numbers for each child in case of sickness or accident. Please do not give a home number if you will be out during the day. If you change your phone number, please inform us immediately in order to amend our records. Make sure you inform others that you have left their number with the Nursery as an emergency contact number.

With many parents using mobile phones now we must be able to contact a landline at all times as sometimes mobile phones are switched off.

SUITABLE CLOTHING FOR NURSERY

PLEASE

put your child's name on everything



One of the aims of Nursery education is to make the child as independent and as confident as possible. The more a child can do for him/herself the better. Comfortable, easily managed clothing helps in this process. **It is essential for you to write your child's name on all items of clothing.** We cannot take responsibility for clothing mixed up or left if they have no names.

Uniform should be worn, where possible, and changed every day.

COVID-19

Children should not bring toys, bags or other items to school. Coat to be removed by parent at door and taken home. Children will have their own coat, provided by the school, with their name on it.

IDEAL CLOTHING:

- ✓ Leggings
- ✓ Jogging bottoms

**EARRINGS ~ No hooped earrings.
Studs only.**

RECORD-KEEPING

The children's interest in and response to the curriculum is carefully and continuously observed by all the staff. These observations are recorded, assessed and used by staff when determining future curriculum plans. In this way an attempt is made to match, as far as possible, the educational needs of all the children.

- ✓ Observations made using Book Creator on the iPad will be emailed during Term One and Term Two.
- ✓ Last term a Record of Achievement will be given at the End of Year Concert.
- ✓ A collection of photographs, observations and children's work will be gathered throughout the year. This will be sent home in June.

Throughout the year the staff will be observing your child using the iPad.

Seesaw App and Facebook will inform you of upcoming events.

Each child will have their own iBook and this will be sent each term. We must have an email address. Please respond so we know they have been received.

St. Luke's Nursery School Behaviour Management Policy – The Golden Rules

It is our intention to work in partnership with the parents to promote a safe and secure environment in the Nursery where children can play and learn, free from harm. Parents and staff (including temporary staff and students) will be given a copy of the school's Behaviour Management Policy (pages 14 and 15).

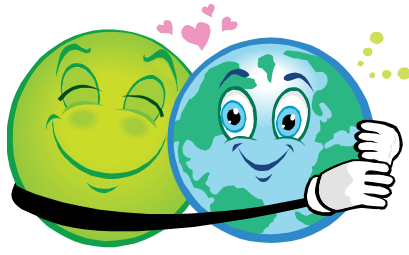
It is the policy of St. Luke's Nursery to ensure that pupils are given a secure, well-ordered school environment, which will allow for the spiritual, social, emotional and intellectual growth of the children. We follow this through with our "Golden Rules" and Incredible Years strategies from the very start of Nursery.

The school promotes good relationships between teachers, pupils and the whole community. Mutual respect between these parties is essential for the smooth running and efficiency of the school.

Staff are entrusted with the education and care of the children in the school and are entitled to the support and respect of parents, school management and society. The influence of the home and society and the values placed on the school by these, have a major effect on the building of sound relationships.

It is essential that all parties realise and agree that good behaviour management creates the conditions for effective learning and helps to develop in children responsible attitudes and values for life.

Rules, regulations and the Golden Rules in the school are necessary for the safety, well-being and enjoyment of others.



1. In the event of poor behaviour, a child will be spoken to by a staff member and a reason given as to why that behaviour is not acceptable.



2. For serious misbehaviour or causing danger to him/herself or others, the child will be withdrawn from the situation, spoken to quietly and clearly, and redirected to another activity.

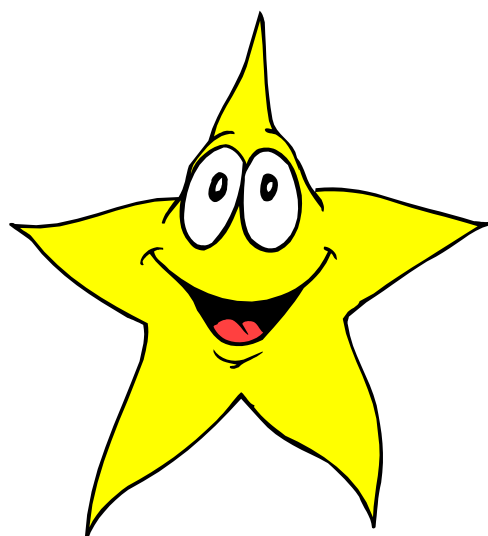


3. For a very serious incident of poor behaviour we will speak to parents and inform them of the serious nature of the incident. It is hoped that the parents would support and reinforce the teacher's actions at home.



Where a child is continually disruptive or destructive in the Nursery and our procedures have proved ineffective, the Principal will act on advice given by the Education Authority advisers.

At all times the children will be encouraged to show consideration and respect towards others, their needs and their property. Allowances will be made for a child with Special Needs who may not comprehend basic discipline requirements. Good manners will also be encouraged. Staff will praise or reward children who comply with our simple yet 'golden' rules:



GOLDEN RULES

- ❖ Do be gentle - don't hurt each other
- ❖ Do be kind - don't hurt feelings
- ❖ Do be honest
- ❖ Do listen carefully to the teachers and each other
- ❖ Do look after our Nursery - don't damage things
- ❖ Do work hard

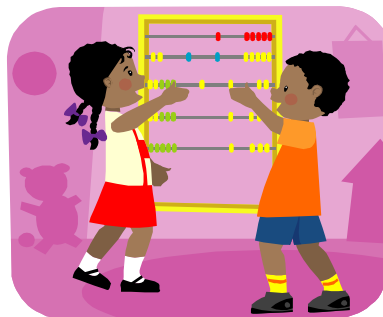
"Parents have the legal duty to ensure that their children do not cause injury or damage to others or to any property. They, therefore, have the obligation to promote to as great extent as is reasonably possible and secure the adherence on their children's part to the general policy and rules of discipline as laid down from time to time by the school".

(Towards a School Discipline Policy, CCMS, page 5)

Learning Through Play

In the Nursery the children will learn through play in a carefully structured programme, suitable to his/her age and needs. We aim to provide a happy and secure environment where the child will experience success and have fun while learning many new concepts. The play activities fall into the following main areas:

- Imaginative play, e.g., house, hospital, jungle, bedroom, etc.
- Natural materials, e.g., water, sand, clay and dough
- Creative materials, e.g., art and craft
- Physical play, e.g., climbing, balancing equipment, bat and balls, swings, tricycle, etc. (this will include both outdoor and indoor play)
- Construction toys and materials
- Tabletop, e.g., matching and sorting games
- Picture and storybooks



These are categorised under six headings:

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

VETTING PROCEDURES AND CHILD PROTECTION

A strict collection procedure exists at the Nursery School for the safety of your child. Staff must be introduced to the adult(s) who are collecting your child and children will not be handed over to unknown adults without parents having previously informed staff of the change.

Parents will be given a brief copy of our Child Protection, Pastoral Care and Behaviour Management Policies within this booklet. Full copies are available for any parent who wishes to read them. There are detailed policies available on the Parents' Notice Board in the Front Hall.

Parental Contribution

A charge of £5.00 is made to cover snack, cooking activities and to purchase additional resources for indoor and outdoor play, parties, Christmas and Easter treats, etc.



Our parents have always been very supportive of our fund-raising events. We will have a Christmas and Easter Ballot and a Sponsored Toddle in the third term.

In recent years the fundraising amounts were:	Amount:
Christmas Ballot (St. Vincent de Paul + School Funds)	£300.00
Easter Ballot (Trocaire)	£514.00
Sponsored Toddle (for school equipment)	£474.00

SCHOOL DINNERS AND SNACK MONEY

School dinners cost £2.50 per day (i.e., £12.50 weekly- *at the time of going to press*) and must be ordered by the Nursery Staff by 9.45 a.m. each morning. The snack fund contribution is £5.00 per week. Dinner and snack money should be paid on Monday morning to the secretary -

Mrs. McLean. If you wish to pay monthly in advance, please see Mrs. McLean (Office) and she will take note of this. Please try to bring the correct money as the queue to pay can get very long on Monday mornings. It would be a great help if you could put the money in an envelope with your child's name on it. **IT IS SCHOOL POLICY THAT ALL CHILDREN MUST HAVE A SCHOOL DINNER.**

St. Luke's Nursery School has a Healthy Eating Policy. The day begins with a healthy snack which includes a selection of the following:

Toast
Yoghurt
Assorted breads

Pancakes
Crackers and cheese
Muffins



All children are offered fresh fruit every day. The School Dinners follow the new Nutritional Standards Guidelines.

Breakfast Club offers fruit, cereal, pancakes, toast and yoghurts.

Tissues + Baby Wipes

Parents are asked to supply:

one Box of Tissues }
one packet of Baby Wipes } each term

i.e., three of each for the whole school year. We appreciate your co-operation in this.

Please leave in box provided outdoors with your child's name on them.

HEALTH AND YOUR CHILD

Please inform the teachers of any illness or condition from which your child may suffer. Children should not be brought into the Nursery if they are unwell or have been up during the night. It is reasonable for staff to ask in the morning if a child or family member has any symptoms of COVID-19. Some parents tell staff at the door that their child "really wanted to come to Nursery". It is important that common sense is used in this case and that the adult keeps the sick child at home!!! There are many important reasons for this:

1. Children cannot enjoy their time at school if they are unwell. The Nursery Staff cannot give one sick child the attention he/she needs without neglecting others.
2. We need to try to prevent the unnecessary spread of infection among other children. This applies to any illness including heavy colds, diarrhoea and symptoms of COVID-19.
3. Encourage your child at home to wash hands regularly, cough into their elbow and avoid touching eyes, nose and mouth.
4. Talk to your child about social distancing and what it means.

The above information is of critical importance at this time. We do not want to risk the spread of COVID-19 which could result in school closure.

ILLNESS

Please inform the school of any illness or medical condition your child may suffer from in order that staff members can be suitably prepared for any emergency situation. We would be grateful for a letter from your doctor, where applicable.



IMPORTANT

1. Only staff and nursery children are allowed to enter the school building.
2. Parents must keep their distance outdoors. Parents must wear a mask and use the sanitiser if, under special circumstances, they need to enter the Nursery School.
3. It is important for Parents to note that only staff cars are allowed into the car park. This is for the health and safety of all our children and parents. The gates are left open for the School Meals to be delivered only. Taxis are NOT permitted access.
4. Regular attendance is important if your child is to reap the benefits of Nursery Education. However, if your child is unwell, especially with a childhood illness, for example Chicken Pox or signs of COVID-19, please be sensible and keep him/her at home. Remember - we have 51 other children and staff to consider. We abide by the guidelines on the management of childhood illness and their incubation periods. We would appreciate your co-operation.

THIS IS EXTREMELY IMPORTANT AT THIS TIME!!!



NON-SMOKING AREA

The school is a non-smoking area. For the benefit of both adults and children alike, please observe and respect the "NO SMOKING" signs.



N.B. Under **NO** circumstances is anyone to bring a dog into the school grounds. Many nursery age children are afraid of dogs and this causes extreme distress to everyone. Dogs also can spread infection into the playrooms.

PROVISIONAL HOLIDAY LIST 2020-2021

Halloween:	26 th to 30 th October 2020
Christmas:	23 rd to 31 st December; 1 st to 6 th January, 2021
Mid-term:	15 th to 19 th February
St. Patrick's Day	17 th and 18 th March
Easter:	2 nd to 9 th April
May Bank Holiday:	3 rd to 7 th and 27 th , 28 th and 31 st May

The staff will also have some additional training days during the year but dates of these will be provided giving parents advance notice to make any arrangements needed.

Please Note: These dates could be subject to change.



CHILD PROTECTION / SAFEGUARDING POLICY **INFORMATION FOR PARENTS**

The fundamental principle in our Child Protection / Safeguarding Policy is that the welfare, care and safety of the child must always be our paramount consideration, adhering to the provisions of The Children (NI) Order 1995.

All our staff and volunteers have been subject to appropriate background checks. Our policy and procedures on child protection/safeguarding are designed to protect our pupils by ensuring that everyone who works in our school – teachers, non-teaching staff, volunteers – has clear guidance on the action which is required where abuse or neglect of a child is suspected.

Definitions of abuse:

Neglect: The actual or likely persistent or significant neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold and starvation, or persistent failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

Physical abuse: Actual or likely deliberate physical injury to a child or wilful or neglectful failure to prevent physical injury or suffering to a child.

Sexual abuse: Actual or likely sexual exploitation of a child. The involvement of children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate social taboos of family roles.

Emotional abuse: Actual or likely persistent or significant emotional ill treatment or rejection resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child. All abuse involves some emotional ill treatment. This is where it is the main or only form of abuse.

Child

<p>The Designated Person for Child Protection is: Mrs. C. Cassidy (Principal) The Deputy Designated Person is: Mrs. N. Taylor (Teacher) Chairperson of the Board of Governors: Mrs. E. Wilson</p>
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All visitors to the Nursery School must sign in and follow the Code of Conduct as set out in the front page of the booklet.

All Contractors to the Nursery School must also sign in and sign out of the school building.

ROLE OF THE DESIGNATED TEACHER – Mrs. Cathy Cassidy

In all cases where abuse is suspected, or where an allegation has been made by a pupil that abuse has taken place, or where serious concerns exist about the welfare of a child, all staff members should report verbally and in written format to the Principal (Designated Teacher).

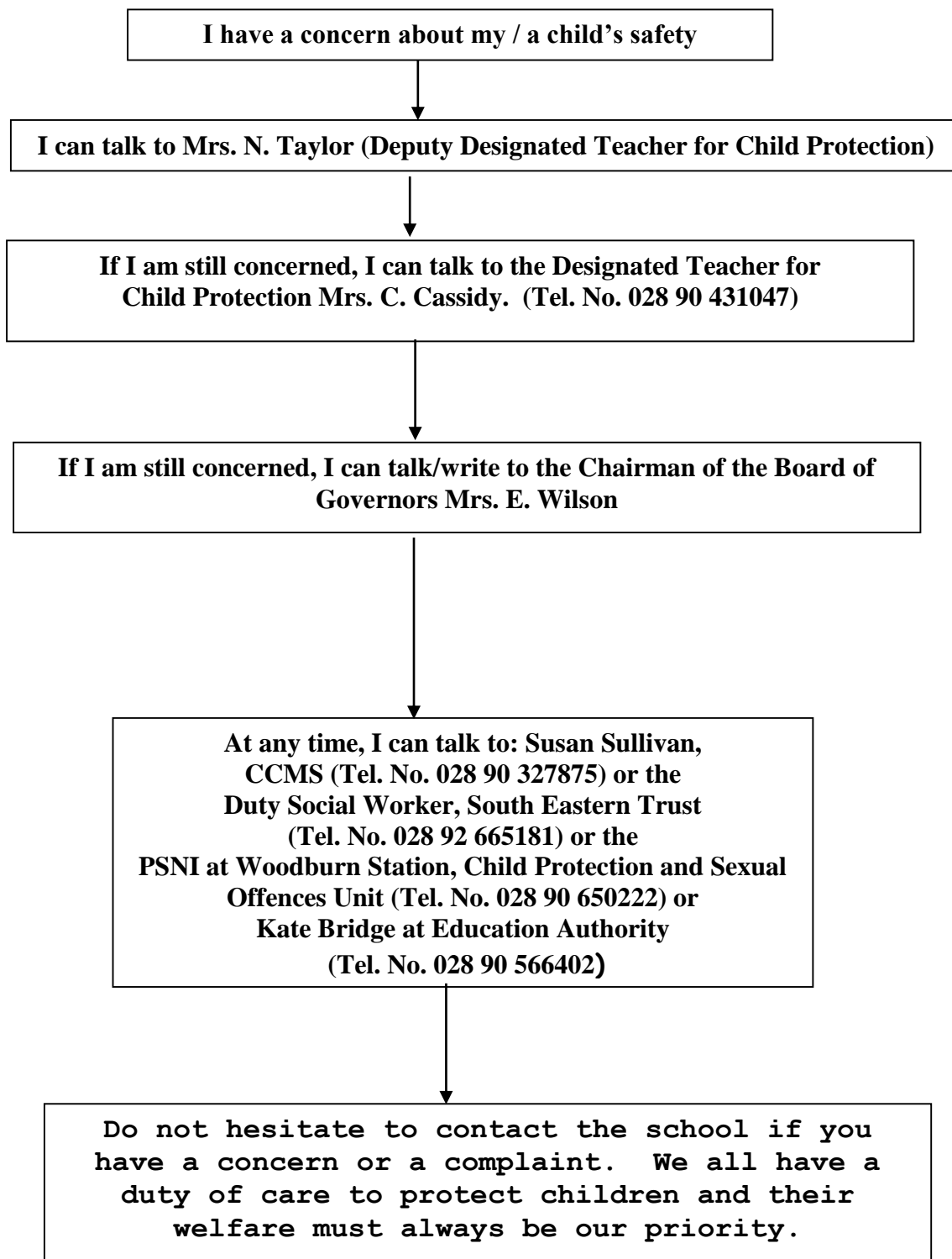
She- will then plan a course of action and ensure that a written record is made. She may refer these cases to Social Services or consult with Social Services for advice. She will also notify the Designated Officer of the Education Authority and the CCMS Senior Management Officer.

In any case where a school has concerns about possible child abuse a record is kept at all stages. This will include dates, events and action taken.

CHILD PROTECTION

RECORD OF CONCERN PROCEDURE PARENTS

How a parent can record a concern:



RISK ASSESSMENT POLICY

Educational Visits

Statement:

We in St. Luke's Nursery School feel that it is important to plan and manage all our activities in such a way as to minimise opportunities for our children to suffer harm of any kind while in our care.

Good management and efficient administration practices for all staff will help to ensure the smooth and responsible running of our Nursery School.

When leaving St. Luke's Nursery School to go on educational visits we will ensure the following:

- a) There is a suitable adult/child ratio taking into account any special needs our children may have.
- b) All volunteer helpers will be thoroughly briefed as to their responsibilities when on educational visits.
- c) All venues will have been risk assessed **in advance** of our visit to ensure that there will be no unforeseen difficulties.
- d) The parents will have signed Consent Forms in advance to allow their children to leave St. Luke's Nursery School premises with staff. The staff will have first aid box/tissues/several changes of clothes/emergency phone numbers with them in case of an accident. There will always be someone fully qualified in First Aid on every trip.
- e) When on bus staff will ensure children are wearing seatbelts and will double check number of children before leaving school, on arrival at venue and before return to school.
- f) If any child behaves in such a manner as to be a danger to him/herself or any of the other children, that child will not be allowed to go on subsequent educational visits.
- g) On return to school the staff will evaluate how the trip went and decide on any changes that may be needed for a return visit (if necessary).

**A detailed Policy on Educational Visits is available in the school
for any parent who wishes to have a copy.**

Dear Parent/Guardian

CONCUSSION AWARENESS – WHO NEEDS TO KNOW?

The Department of Education has requested that all schools should write to parents/guardians to highlight the need for you to keep all organisations informed if your child receives a concussion injury.

Concussion is a brain injury which is usually caused by hitting the head or a fall. It can happen at any time, anywhere: for example during sports, in the school playground, or at home.

Concussion must always be taken seriously and it is vitally important that any child/young person suspected of having concussion should **IMMEDIATELY** be stopped from continuing whatever activity they are doing and be assessed by a medical professional for diagnosis and guidance.

A second injury when a child has concussion can be extremely serious and may even be fatal. It is vitally important therefore that medical clearance is sought before your child returns to school/play. Children should not resume physical activities such as Physical Education (PE), sports or games until permitted to do so by a medical professional.

Concussion may also affect your child's ability to learn at school. This must be considered and medical clearance should be sought before the child returns to school. As symptoms vary from child to child, a graduated return to school programme may be needed.

If your child suffers a concussion in school or outside school, it is vitally important that you keep all people/organisations with responsibility for caring for your child informed so that they are aware of the potential dangers and any restrictions that may apply to the activities your child is permitted to do.

The “**Recognise and Remove**” leaflet produced by the Department of Education and the Department of Culture, Arts and Leisure is available on the Department of Education's website <http://www.deni.gov.uk> and provides guidance on the signs to look out for.

Keeping everyone informed about concussion is in your child's best interests and parents/guardians have a key role in making sure that information is passed on to their child's teacher, sports coach, youth leader or other care provider.

Yours sincerely,

CATHY CASSIDY (Mrs.)
Principal.