

# **BROOKFIELD NURSERY PROSPECTUS 23-24**



**WE PLAY, LEARN AND GROW TOGETHER**

Brookfield Nursery  
Brookfield School  
65 Halfpenny Gate Road  
Moir, Craigavon  
BT67 0HP

Tel: 028 92622978

[www.brookfieldschool.org.uk](http://www.brookfieldschool.org.uk)

## A Warm Welcome to Brookfield Nursery Unit

Dear Parents/Carers,

The staff and Governors wish to extend a warm welcome to you and your child to the Nursery Unit of Brookfield Special Primary School.

At Brookfield, we aim to provide a safe and secure learning environment where your child will feel happy and ready to learn. We pride ourselves on providing a varied and stimulating play curriculum supported by a team of dedicated and enthusiastic staff.

We are aware that no-one knows more about your child than you do, and so, we wish to work in partnership with you to build on your child's experiences and further develop their interests and skills.

I trust you will find this Prospectus helpful as you get ready to begin your child's school journey. Please read it carefully and, should you have any questions, do not hesitate to contact us.

We look forward to working closely with you this year.

Mrs Anna Donnelly  
Head of Nursery



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## **ABOUT US**

Our two Nursery classes can cater for a total of 12 children (6 per class) on a part-time programme (9.00 – 11.30 / 12.30 – 3.00). Admission is from 3 years old.

### **NURSERY STAFF**



**Mrs Anna Donnelly**  
**Head of Nursery (Mon, Tues, Wed, Fri)\***



**Miss Chloe Neill**  
**Classroom Assistant\*\***

**\*Teacher on Thursdays – Miss Kerry Grogan**

**\*\*There will be a second Classroom Assistant, name to be confirmed Aug 2023**

## OUR VISION

In Brookfield Nursery we ...



### We aim to:

- Create a safe, secure, stimulating and well-planned learning environment that meets the individual needs and interests of all our children
- Provide opportunities through play which encourage children to develop emotionally, socially, intellectually and physically
- Promote good standards of behaviour and interaction with other children and adults
- Develop and maintain good relationships with parents as we work with them in partnership
- Continue to build upon what the child has learnt at home, broadening their range of learning experiences and stimulating their curiosity and imagination

Every child is an individual. At Brookfield it is our aim to put each child at the centre of their own learning and take our lead from them using their interests to develop experiences that will engage them and help to foster a positive attitude to school and learning. We understand that each child develops in different ways and at their own pace, but with encouragement and opportunities they will reach their full potential.

Children need to feel safe and secure in order to be ready to learn. In Brookfield we will provide an environment that your child feels comfortable in so that they will be ready to access the curriculum. We believe that children learn best through play therefore we offer a rich and varied curriculum of inviting activities. Children will be provided with play experiences across the six areas of learning – *personal, social and emotional development, physical development and movement, language development, early mathematical experiences, the arts and; the world around us.*

## **TRANSITION TO NURSERY**

In order to make the transition from home to starting Nursery as smooth as possible for your child we have a number of transition and settling in procedures in place.

### **OPEN AFTERNOON**

Whenever possible you will be invited to a Nursery Open Afternoon in June. This is an opportunity to let your child see around Nursery. The Principal and the Nursery staff will introduce themselves to you and explain a little about what our Nursery is all about.

### **INDUCTION**

Families are invited to an induction meeting in school as part of our Transition Programme. This will take place closer to your child's starting date.

This is an opportunity to share information about your child in order to help them settle into Nursery. During this time your child's teacher will talk you through relevant forms including data collection, intimate care and medical information. You and your child will be provided with a small welcome pack.

### **SETTLING IN**

Settling into Nursery is an important and anxious time for young children and their families. For some children this will be the first time they may have been left with another person and often the first time they have been left in a larger environment. At Brookfield Nursery we aim to make this process as smooth as possible.

All children and families are unique and as such their individual needs are met throughout the settling in process. After your child's induction, we encourage you to talk to your child in a positive way about going to Nursery. In your child's welcome pack, we have included a count-down calendar in preparation for their start of Nursery. Children's entry into Nursery is staggered to enable staff to spend time welcoming and settling new children. If your child finds separating from you difficult on their first day the teacher will give you a call to let you know how your child has settled. If you have signed up to our SEESAW communication app you will receive a few photos of your child on their first day.



## **CURRICULUM**

### *The Aims of Pre-School Education*

*As all children are different and develop at different rates, pre-school education aims to develop the whole child by:*

- *promoting emotional, social, physical, creative and intellectual development;*
- *developing self-esteem, self-control and positive attitudes towards others;*
- *developing language and communication skills to encourage the sharing of thoughts and feelings; and*
- *creating confident, eager, enthusiastic, independent, curious learners with a positive attitude to problem solving*

*Curricular Guidance for Pre-School Education CCEA 2018*

In Brookfield Nursery we follow the Northern Ireland Curricular Guidance for Pre-School Education. Through this play based curriculum, we offer a wide range of pre-school learning experiences through indoor and outdoor play, social interaction activities, creative and physical activities, sensory play and more. We take a child-centred approach to learning and allow the interests and skills of the child to inform our planning. As each child settles into the Nursery environment and we get to know them we will develop an Individual Education Plan catered specifically to your child's needs and which we aim to achieve through practical and enjoyable learning experiences.

## **COMMUNICATION**

At Brookfield Nursery we pay particular attention to developing your child's communication skills. We aim to foster your child's ability to communicate independently and will build upon their current form of communication whether this is language, gestures, Makaton or the use of visual aids. We work closely with the Speech and Language Therapy team in school to find the best way to help your child communicate their needs.

## **OUTDOOR PLAY**

*Being outdoors helps to improve children's well-being, happiness and readiness for formal learning. (Khan, Bell and Wood, 2020)*

Outdoor play is an important part of our day. It provides children with countless opportunities to explore their environment, become immersed in the natural world, to take risks and to engage in physical activity. This in turn helps to develop social and communication skills and is also beneficial to health and well-being. At Brookfield Nursery we play outside every day, whatever the weather!

## **THERAPY**

### **SPEECH AND LANGUAGE THERAPY**

Three Speech and Language Therapists from South Eastern Trust work in school on a part-time basis. There is a close liaison between therapist, teaching staff and parents. Children in nursery receive group Speech and Language sessions and may be given a programme of work to follow at home. The Speech and Language Therapy team provide advice and guidance on how best to support your child in developing their speech, language and communication needs.

### **OCCUPATIONAL THERAPY**

We are also lucky to have an Occupational Therapist from South Eastern Trust work in school on a part-time basis. The Occupational Therapist also works closely with teaching staff and is available to offer advice on developing children's fine and gross motor skills and also on how to best meet a child's sensory needs.

## **HOME SCHOOL COMMUNICATION**

We like to keep you informed about events in Nursery through our 'home-school' app called SEESAW, the school website, through termly Nursery newsletters and on the school TV screen in the main school reception area. This will keep you up to date with our monthly topics and related activities that your child will be doing in Nursery. We will provide ideas on how to reinforce our topics at home. As part of the wider family of Brookfield, you will also receive the termly Principal's Newsletter.

Throughout the year there will be opportunities for you to visit the nursery either for "Stay and Plays", parent workshops, or more formal occasions such as a parent teacher interview or your child's Annual Review meeting.

Please note it is extremely important that school is informed of:

- a) Change of address
- b) Change of telephone number / mobile / email address
- c) Change of contact persons e.g. In case your child falls ill at school
- d) Any medical condition that the school is not already aware of.

**Up to date mobile numbers/email addresses are essential to communicate important information through our school communication service.**

Should you have any concerns or anything you wish to discuss please do not hesitate to contact us via telephone.

## HEALTHY SNACK

Snack time is an important period in your child's daily routine. During this time staff encourage social skills such as turn taking, good eating and drinking habits and waiting at the table to eat.

We ask parents to send in £3.00 per week which is used to purchase snack for the class. Our snack includes, but is not limited to, toast, pancakes, cereal, fruit, ham and cheese. Although we encourage healthy eating, we are aware that many of our pupils have limited diets and aim to accommodate this as best we can.

**\*PLEASE NOTE WE ARE A NUT FREE SCHOOL\***

## SCHOOL FUND

School fund is £25 per year and can be paid in instalments or as a lump sum. School fund is used to buy things which the children use in school e.g. materials for messy play and can go towards fun events throughout the school year.

*Snack and school fund can be paid via our School Money App.*

## TOILETING

Please encourage your child to be as independent as possible when using the toilet. If there are any issues with toileting, please discuss these with Nursery staff and we will do our best to be sensitive to these.

*Q) What if my child is still in nappies when they start Nursery?*

*A) Don't worry!*

All children develop at different rates and this includes toilet training. When your child is ready to begin toilet training we will work in partnership with you to continue this in school. Please send a bag clearly labelled with your child's name, spare nappies and a change of clothes.

## USEFUL INFORMATION

### SCHOOL UNIFORM

The Nursery uniform consists of a red nursery school sweatshirt, white polo shirt, navy jogging bottoms and velcro shoes/trainers.

Our school uniform is available to purchase at

Mc Calls of Lisburn  
20-24 Market St.  
Lisburn  
BT28 1AB  
Tel: 02892675111



We ask that you also provide a change of clothes to keep in school in case of accidents, a pair of wellies and some “wet gear” (waterproof bottoms and coat) to wear outdoors in wet weather. Your child **does not** need a PE uniform.

***Please ensure that all of your child’s clothing items are clearly labelled.***

### ATTENDANCE

Regular attendance at school is essential. Parents should inform us immediately (by phone) if your child will be absent from school. All absences must be explained.

CHILDREN SHOULD NOT BE ABSENT FROM SCHOOL DURING TERM TIME TO GO ON HOLIDAY.

### HOLIDAYS AND EVENTS

Please check the main school website to be kept up to date with holidays and events. We will also send reminders via the See-Saw App

### SCHOOL TRANSPORT

All pupils are transported to and from school by E.A. Details of travel arrangements are forwarded by the Transport Officer to parents at the beginning of each school year.

Transport Office Telephone number: 028 95985959

If there is a change to transport due to an unforeseen circumstance, please inform the school secretary Mrs McCormick and the class teacher by telephone. Mrs Donnelly is the senior teacher in charge of transport in school. Parents must inform the Transport Office, in writing, and the school secretary of any change of address and/ or telephone number as soon as possible.

## **PASTORAL CARE**

At Brookfield it is the responsibility of each teacher to be involved in the pastoral care of their pupils, under the leadership of the Principal, Vice-Principal and Safeguarding Team. Pastoral care reflects the caring ethos of the school. Within our Child Protection Policy, the following principles are promoted:

- The welfare of the child as paramount;
- The development of pupils' self-confidence;
- Partnership between school and home;
- Honest, open relationships amongst staff, parents and external agencies.

The Educational Welfare Service is used as a home-school link in matters relating to welfare and attendance.

Mrs Cochrane is the Designated Teacher (DT) for child protection and Mrs Brand is the Deputy Designated Teacher (DDT). Parents can access copy of our Child Protection Policy on the school website. The health and safety of our pupils is a priority at Brookfield and procedures exist to ensure that within school and during any outings from school each child is protected and safe. Please contact the Principal or Designated Teachers if you have any concerns about your child's safety.

## **OTHER POLICIES AND PROCEDURES**

Please check our school website to keep up to date with certain school policies and procedures; the wider school prospectus is also available to view on the website.

## **KEEPING UP TO DATE**

Please keep up to date with all our activities and achievements via our school website and our twitter page:

**[www.brookfieldschool.org.uk](http://www.brookfieldschool.org.uk)**  
**[@brookfieldschni](https://twitter.com/brookfieldschni)**

- We will keep all parents informed of events that take place throughout the school year via SEESAW app, text and email. The website will also be updated on a regular basis with dates, events and photos. Should you require any further information, please do not hesitate to contact the school office.

**PLEASE KEEP THIS PROSPECTUS AND REFER TO IT THROUGHOUT THE YEAR.**