

Millington Nursery School

Where we learn, laugh and grow together

Millington



Nursery School



Prospectus

Welcome to Millington Nursery School

We would like to welcome you, as a parent, to Millington Nursery School. With your decision to send your child to Millington Nursery School, you have embarked on the first important step in your child's education. We aim to contribute by providing a strong foundation for your child's years at school.

This booklet aims to provide some information about our school - its aims, the curriculum and some of the activities in which we are involved in.

We hope you will extend your knowledge through contact with myself and members of the staff, and take advantage of the parent/teacher interviews and parenting programmes.

At Millington Nursery School we endeavour to create a stimulating, learning environment, and encourage the children to learn through exploration and active participation. We hope you will be pleased at the progress your child makes as the year unfolds.

The education of your child is a partnership between school and home. Our staff strive to work closely with parents, with the aim of developing the full potential of the children in our care.

Throughout the year in Millington Nursery School we will endeavour to do everything possible to ensure your child is well settled, happy, content and enjoying nursery life.

The information in this booklet is correct at the time of publication. However, it cannot be assumed that changes will not occur in the school organisation during the course of this year or in subsequent years.

Mrs Tanya Millar
Principal



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About our School

Millington Nursery School is the largest full time Nursery School in the Portadown area and caters for 78 children of pre-school age. The school is open to all, with preference to children who live within the local catchment area, and enrolls both boys and girls. Millington Nursery School has an excellent reputation and offers all children a wonderful learning experience that reflects our mission statement: "Where we learn, laugh and grow together".

Our School Building

Particular features of our bright and well-resourced School include:-

- A large multipurpose entrance hall, incorporating the school lending library data projector and screen.
- Three main classrooms with story rooms.
- A sensory/special needs room.
- I-pads are available in each classroom.
- Staff/parents' room.

The school grounds include a forest area, climbing areas, and extensive areas for imaginative, creative and physical play.



The children are divided equally between three classes in an open-planned setting. The curriculum is well planned by all staff and aims to develop the children's curiosity; independence, physical and emotional wellbeing, their self-confidence, self-esteem and social interaction skills. Children are given opportunities for both indoor and outdoor play in addition to having visitors to School and trips outside of School to broaden their experiences; knowledge and skills and prepare them for their future education.

The staff of Millington Nursery School encourage the development of a friendly and caring family atmosphere, bridging the gap between home and school. We aim to work closely with parents and the wider community for the long term benefit of the children in our care. We are aware that parents play a vital role in this and their help and support are appreciated by both staff and Governors of the School.

There are occasions when some children require additional assistance with their development, and we work closely with parents and other professionals to ensure they are being catered for, to enable them to realise their full potential and to overcome any problems or difficulties they may have.



We first and foremost promote a Christian ethos within the School but welcome children from all sections of the Community.



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School Information

Address:	Millington Nursery School, Craigavon Avenue, Portadown, BT62 3HQ.
Telephone:	(028) 38354717
Email:	millingtonnursery@gmail.com
Website:	http://www.millingtonnurseryschool.co.uk
Facebook:	Search 'Millington Nursery School' and like to receive updates.
School Classification:	Controlled Nursery School Education Authority – Locality Southern Region
Age Range of Pupils	3-4 years
Number of Full-Time Places:	78

School Location

The main entrance to the school is in Craigavon Avenue. Here there is the entrance to the staff car park as well as the main pedestrian entrance for our children and their parents/guardians. The entrance is also shared by Millington Primary School which, although is on the same campus, is a separate school. For safety reasons, parents and children must use the pathway and not the staff car park. Cars must not be driven into the School grounds when collecting or dropping off children.

Parents wishing to visit the school can make arrangements to do so by contacting the Principal on 028 3835 4717.

Further information can be found on our School website.

The School is under the control of:

Education Authority Southern Region
3 Charlemont Place, Armagh
BT61 9AX

Telephone Number 028 3751 2200

Information about education in our area can be obtained from the Pupil and Parent Unit of the Education Authority.

Board of Governors

The Governors are ultimately responsible for the overall management of the School and are required to meet a minimum of three times each year.

Some of their roles and duties include:-

- Control of the budget
- Oversight of the curriculum
- Selection of staff
- Maintenance of the premises
- The Admissions Policy
- Provision of information to parents



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The Nursery School Team



Mrs Tanya Millar
Principal/Teacher



Mrs Laura Stretton
Teacher



Mrs Claire Savage
Teacher (Job Share)



Mrs J McKitterick
Teacher (Job Share)



Mrs Pauline Hewitt
Nursery Assistant



Mrs Lisa McCreanor
Nursery Assistant



Mrs Ann Smyth
Nursery Assistant



Mrs Allison Gillespie
Nursery Assistant

Building Supervisor

Mr Robert Clarke

Cleaner

Mrs Tanya Proctor

Secretary

TBA

Meals Supervisor

Mrs Gail Walker

Catering Assistant

Mrs Valerie Douglas

Our Nursery School has a highly qualified and experienced team of teachers, Nursery assistants and support staff, who work together to ensure that your child has a high-quality learning experience. Together, we plan, organise and progress childrens learning by:

- Developing nurturing relationships with children.
- Teaching using adult-led and child-led learning experiences.
- Using natural, stimulating and progressive play materials.
- Encouraging children to take on new and different challenges.
- Evaluating the teaching and learning on a regular basis.
- Using open-ended questions to promote creative and critical thinking and imaginative skills.
- Modelling conflict resolution strategies and social and emotional regulation.
- Listening to, observing and documenting the learning journey.

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A day in Nursery



8:45 – 9:00 am
Doors open / welcome of children



8:45 am – 11:30 am
Choice of Indoor and Outdoor play



11:30 am – 11:40 am
Tidy-up time



11:40 am – 12:00 noon
Story, Rhyme, preparation for lunch



12:00 noon – 12:45 pm
Lunch time

1:20 pm – 1:30 pm
Staggered home time

Collection of children

Under 18s must not be responsible for leaving or collecting children. Children must be dropped off and picked up by a responsible adult.

Authorisation cards for all adults responsible for collecting your child must be completed by a parent.

For the safety of the children and security of the Nursery, the front door is locked and has a door entry system. On arrival, please press the buzzer and wait for a member of staff to greet you.

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The Curriculum

In Millington Nursery School we aim to provide each child with the opportunity to realise their full potential. We aim to provide a happy, exciting and stimulating environment, which will encourage children to flourish in the 6 areas of the nursery curriculum.

In all areas, children are encouraged and supported by adults. Our activities are planned but are flexible, allowing children to follow their own interests and develop at their own pace. The 6 areas of learning are interwoven into the areas of play in each classroom.

We also plan for individual interests and respond in a spontaneous way to possible learning opportunities as they arise.



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Personal, Social and Emotional Development

Good personal, social and emotional development gives children the best opportunity for success in other areas of learning. Children bring a variety of personal and social skills, values and attitudes. We aim to develop every child's sense of personal worth. They will develop self-confidence, self-control and self-discipline. We encourage children to work both independently and as part of a group. They will learn to share and take turns and become more sensitive to the needs and feelings of others. They will gain some understanding of rules and routines. They will also develop an awareness of the importance of healthy food and good hygiene.



Language Development

To encourage the development of speech fluency, vocabulary, coherence and comprehension. Help develop expressive skills through drama and storytelling. Encourage conversation skills between adults and children. Develop pre-reading skills, pencil control and listening skills. They will engage in role-play and use appropriate language to express their feelings. Children will be given opportunity to enjoy and use books and develop ability to recognise their own names.

The Arts

Children will be given the opportunity to develop an appreciation of music and are encouraged to take part in songs and rhymes. Develop use of imagination and dramatic play. Participate in a wide range of activities using different media, equipment and stimuli to extend their creativity and develop originality of thought. Children will also have the opportunity to use a range of ICT equipment which will motivate them and enhance and extend their learning.

Mathematical Development

To develop understanding of mathematical concepts including patterns, shapes, size, quantity, sequence, counting, sorting, logic and comparison. Develop use of mathematical language. Through talking about routines, seasonal events and taking turns children develop an awareness of time. They will begin to understand and use positional words.



The World Around Us

To develop the child's natural curiosity of the environment. Encourage them to ask why? how? where? and when? Children will observe, explore, investigate and select materials and equipment in a range of situations. They will develop skills such as cutting, sticking, folding, pouring and building. They will develop an understanding and respect for living things and will handle them sensitively and be aware of environmental issues. The children will be encouraged to talk about their families and familiar events.



Outdoor Learning in Millington Nursery School

We have an extensive outdoor area. Outdoor play is available daily in all weathers but exceptional circumstances. To develop gross motor skills the children have an opportunity for climbing, balancing, running, developing ball skills, etc. We also provide resources for large construction, water and sand play, imaginable play, art activities and reading. We have a fabulous outdoor forest school which includes digging area, house area, music area and a campfire. We plan for outdoor play weekly.



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Important School Information

SCHOOL MEALS AND HEALTHY SNACKS

Meals are freshly cooked on the premises by our own kitchen staff. A healthy and nutritious meal is provided for all children as an integral part of our Nursery day as it develops social skills and independence. Application forms for free school meals are available from the office.

To cover the cost of the snack, we ask for a small contribution to be paid on a Monday morning.

The buffet style snack consists of the following: - Milk and filtered water and a selection of:

- Toast
- Crackers and cheese
- Selection of fruit
- Raw vegetables
- Pancakes, bread, and muffins
- Cereal



Please do not send any food into school unless for a birthday.

SCHOOL CONTRIBUTIONS

Education in Millington Nursery School is provided free of charge. On occasions parents may be asked to make a small contribution to cover the cost of activities, but it is stressed that no child will be disadvantaged in any way if parents choose not to make a contribution.

The School Fund pays for many items in school including snacks, outings, fun activities and new equipment. Currently it is £2.50 per week.

The Charging and Remissions Policy will be applied in accordance with the EA Policy

School Uniform

This contributes much to the ethos and identity of the school and we appreciate the support given by parents in this matter. Uniform is not compulsory but makes it easier for children to develop independence and also protects their everyday clothing.

The uniform consists of: -
Red school jumper with Teddy logo
Navy tracksuit bottoms
Sky blue polo shirt
Red coat with
Teddy logo

To ensure the safety of the children in our care, track shoes with VELCRO fastenings must be worn at all times.

During the summer months shorts or a red or blue check dress may be worn (with shorts underneath).

All children must have a change of clothes kept in the Cloak Trolley at all times. This change may be required because: (for example) :-

- children may have fallen outdoors.
- children may have got their clothes wet playing at the water tray.



Millington Nursery School uniform may be purchased from Davidson's and Jameson's clothing outfitters in Portadown.

MEDICINES IN SCHOOL

Parents should note that no pupil is allowed to hold medicines. Where a child requires lifesaving medication, staff will facilitate the taking of such medication, but only if a parent supplies both written permission for its administration and detailed instruction for its administration. Otherwise, if a child is on medication for a routine illness, staff will not administer such medication.

If a child is unwell the best place for them to be is at home.

A defibrillator is held on the premises.

SCHOOL HOLIDAYS

Parents will be notified of these in writing as soon as possible. We try to arrange similar holidays with our main feeder school, Millington Primary School, to facilitate parents with children attending both Primary and Nursery classes. However, it is not always possible to co-ordinate the closures as both schools will be involved in different development work.

Please be aware that the School may have to close during local elections.

FURTHER INFORMATION

The Board of Governors of Millington Nursery School realise that the information given in this Prospectus is limited and may change. Parents are very welcome to make arrangements with the Principal to visit the School.

Please check the school website for further information.

www.millingtonnurseryschool.com

Pastoral Care, Child Protection And Positive Behaviour

Pastoral care is seen as a vital part of a child's school life. In Millington Nursery School we have a responsibility for the pastoral care and general welfare and safety of the children. The duty to care is seen as a partnership between teachers, parents and support services. We aim to provide a safe, caring and supportive environment in which the children feel confident and secure, which in turn will promote their learning.

Teachers are grateful for information about any difficult home circumstances which may cause anxiety or distress. Please keep contact details up to date so we may care for your child if an emergency situation arises.

The school has excellent procedures in place and copies of all our policies are available from School. The Designated Teacher for child protection issues is Mrs Tanya Millar and her Deputy is Mrs Claire Savage.

Special Educational Needs

Some of the children attending our school will have special needs. In order to make appropriate provision for these children we will follow the stages outlined in the Code of Practice (NI Order 1996) and the S.E.N. and Disability Order (SENDO) 2005. We work closely with outside agencies to ensure we are providing for their needs.

Teachers will continually monitor progress but if they find that a child is experiencing difficulties they will give additional help and support as necessary. An Individual Education Plan will be drawn up, progress monitored and plan reviewed. We are also committed to providing for the needs of those for whom English is an additional language. Extra support through small groups help these children integrate fully into the life of our School.



Procedures

Procedure where the School has concerns, or has been given information, about possible abuse by someone other than a member of staff.

Child makes a disclosure to teacher/member of staff or there are concerns about child either as a result of one observation or many observations over a period of time. Member of staff should make notes of what was said or observed and must ACT PROMPTLY

Discuss disclosure/concerns with Designated teacher. Give record of concern to Designated Teacher.

Designated Teacher meets with Principal to plan course of action and ensures that a written record is made and treated confidentially.

If doubts remain seek advice from SELB and /or Gateway Team/PSNI

If a referral is necessary Designated Teacher will refer to Gateway Team/PSNI and advise SELB Designated Officer

If referral to Gateway/PSNI is not necessary

Tell Complainant

If referral to Gateway/PSNI is not necessary

Yes – discuss with Gateway team/police how parent will be informed

Is parent the alleged abuser?

No – tell parent

Contact Numbers

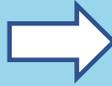
Southern Health & Social Care Trust

Central Gateway Team –
028 37415285

PSNI Public Protection Unit –
084560080000

How a parent can make a complaint

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



I can talk to the Class Teacher



If I am still concerned, I can talk/write to the chairman of the Board of Governors,
Mr D Causby



If I am still concerned, I can talk to the Designated Teacher for child protection
Mrs Tanya Millar
Or the Deputy Designated Teacher
Mrs Claire Savage

At any time, a parent can talk to a Social Worker at the Gateway Team - 0800 7837745
Or the
PSNI Public Protection Unit – 0845 600 80000



Parent Communication

Visiting the School

Prospective parents are welcome to visit the School but in order to avoid disrupting the ongoing activities this should be done by prior arrangement with the Principal. An Open Day is held at the beginning of January. Parents are welcome to speak with staff and take a look at the facilities of our School.

Induction Days

Early in June we hold an Induction meeting for parents. At this meeting you will be provided with all necessary information required to help your child. This is followed by our Children's Induction Day at the end of August, which provides an opportunity for children to meet staff and see their new classroom.

Progress Meetings with Parents and Reports

Parents are welcome to chat with staff for a short time at the beginning or end of the School day. Please make an appointment with the child's Teacher if you need to speak in greater detail.

The children are assessed by staff on a daily ongoing basis throughout the year. This information is used for formal reports to parents in October, after the children have settled and again in the third term. Reports will be given in the second term as necessary.

The third term formal written reports, called a Transition Form, will be completed and forwarded to the Primary Schools to which the children are transferring.

Whenever possible, staff will discuss ways that the child's development can be enhanced.



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