



KYLEMORE NURSERY SCHOOL

ANNUAL GENERAL REPORT 2022/2023



Kylemore Nursery School

INTRODUCTION FROM THE CHAIR

Dear Parents and Carers,

As the Chair of the Board of Governors I am proud to present to you the School's Annual Report for the year 22,23.

I would like to express my appreciation to the Principal and all the staff for their commitment and dedication to the school. We are fortunate in having such a dedicated and talented staff to work with our children and I thank them, on behalf of the Board of Governors, for all the effort they put into providing a stimulating learning experience to support the growth of our children.

I also must thank you, the parents on behalf of the Board of Governors for your on-going and generous support for all the activities engaged in by the school. I look forward to your continued interest and support for the school.

I commend this report to you.

Yours sincerely,

Nicola Carruthers

This report is produced by the Governors of Kylemore Nursery School and is an account of the work that we have undertaken in carrying out the responsibilities of the management of the school.

BOARD OF GOVERNORS

The Board is currently made up of eight voting members plus the school Principal who is a non-voting member.

EA Representatives -	Mrs N Carruthers (Chairperson) Mrs Chris Murdock (Vice Chairperson) Mr Nevin Oliver
DENI Representatives	Mrs Linda Graham Mrs Ann Ramage
Parents' Representative	Mr Niall McGill Mr Mark Crawford
Teachers' Representative	Mrs Louise Cavalleros
Principal	Mrs Hilary Hutchinson (Secretary)

STAFF MEMBERS

Principal	Mrs Hilary Hutchinson
Teacher - Pro Rata	Mrs Louise Cavalleros
Teacher - Pro-Rata	Mrs Alison Gillan
Nursery Assistants	Mrs Nicole Keating Mrs Grace Chestnutt
SEN Assistant	Mrs Alina Kelpa (Temporary) Mrs Katrina Kirke (Temporary) Mrs Agata Pyden (Temporary) Mrs Grace Chestnutt (Temporary)
Transition Support Worker	Mrs Agnieszka Szatan
Clerical Officer	Mrs Agnieszka Szatan
Building Supervisor	Mrs Grace Chestnutt

STUDENTS

Stranmillis University Teaching Student (3rd Year) - Miss Laura McCaig

Northern Regional College - Rachel Hull (October 2022 - Dec 2022)

ORGANISATION AND MANAGEMENT

The Board of Governors are required to meet at least once per term for a formal meeting of the full Board of Governors. The Governors have overall responsibility for the effective management of the school.

They have particular responsibilities in relation to:-

- The curriculum
- Appointment and dismissal of staff
- Discipline
- Admissions to the school
- School finance
- Maintenance and upkeep of the building
- Security of pupils and staff also the premises
- Health & Safety
- Special Needs

SELECTION AND ENROLMENT

The children enrolled in the school are selected in accordance with criteria approved by the Education Authority.

The Nursery can cater for 104 children, which is composed of:

2 x Part-time morning sessions 8:45am - 11:15am

2 x Part-time afternoon sessions 12:15 pm - 2:45pm

This year there were 96 children enrolled. The school had 60 target aged children, 1 deferred child and 35 penultimate aged children enrolled. The school had two morning classes and two afternoon classes. Five children had a Statement of Educational needs and nine children are on the SEN register. Seven children had English as an additional language.

TRANSISTIONS

To ease the transition from Nursery to Primary education, nursery staff facilitate as many opportunities as possible for nursery pupils to visit primary schools. This year the children enjoyed visiting Killowen Primary School to watch their Nativity concert, a Science workshop at St. John's Primary and a Play and Stay session at DH Christie Primary School.

Transition reports were forwarded to all feeder schools regarding children who were moving on.

Children will transfer to a large number of primary schools and to other preschool settings in September 2023:

MOVING TO PRIMARY SCHOOL	Foundation stage
DH Christie Memorial Primary School	19
Killowen Primary School	15
St. John's Primary School	15
Millburn Primary School	1
Irish Society Primary School	3
Damhead Primary School	1
Macosquin Primary School	4
Castleroe Primary School	2
St.Malachy's Primary School	1
MOVING TO OTHER PRESCHOOL SETTINGS	
The Irish Society Primary School Nursery Unit	1
Millstrand Nursery Unit	1
Portstewart Nursery School	1
Ballysally Nursery School	2
Castlerock Playgroup	1
Sandleford	Not confirmed
Returning to Kylemore	28

CHILD PROTECTION

Our nursery school has a comprehensive policy in relation to Child Protection. Staff and Governors attend training each year.

The teacher with specific responsibility for Child Protection is **Mrs Hilary Hutchinson**.

In her absence responsibility rests with **Mrs Louise Cavalleros** and **Mrs Alison Gillan** (absent due to ill health).

They are available should you have concerns regarding the welfare and protection of children at our school.

It is the policy of the school that all staff are regularly updated in Child Protection training and procedures and that, through the curriculum, all children are encouraged to be aware of their own safety. Our priority is to maintain the safety of all children at all times.

All staff and governors review the Child Protection policy at the beginning of each school year. They are aware of child protection issues and will respond using well-defined school procedures to 'concerns' raised by a child or an adult. The welfare of the child is our paramount consideration. The Principal reports termly to the Board of Governors in relation to Child Protection issues.

All parents receive a copy of the school's child protection policy when their child starts school.

Mrs Hutchinson and Mrs Cavalleros completed Operation Encompass Training February 2023.



SPECIAL EDUCATIONAL NEEDS

We have a policy for SEN which is regularly reviewed. The Special Educational Needs coordinator is Mrs Hilary Hutchinson.

The governors and staff in the Nursery School believe that every child is special and entitled to a broad, balanced curriculum which recognizes individual needs and enables each one to achieve their full potential. Children who may have Special Educational Needs are recognized and supported by the staff involved with these children. Liaison with Parents at all stages of the Code of Practice is undertaken by the class teacher and SENCo.

In the 22/23 school year we had a number of children on the SEN register and five children with a Statement of Special Educational Needs for whom written Personal Learning Plans are discussed and maintained. These plans are shared with parents who are provided with an opportunity to inform and influence the planning. Five children on the SEN register were referred to Educational Psychology. We appreciate that it can be difficult to accept that your child may be encountering problems. However, with early intervention from all appropriate agencies, many potential hurdles can be crossed before entering Primary School.

This year we have also been fortunate to gain some support from the SEN Early Years Inclusion Service and the EA Autism Support Service.

As part of whole school training the nursery successfully completed and achieved the Autism NI Impact Award. The focus of the training will ensure our skills and knowledge are enhanced as a team and that we will offer the best possible practical support and development for all children in our care.



Mrs Hilary Hutchinson and Mrs L Cavalleros also attended two days of training by the Education Authority on the implementation of Personal Learning Plans.

The school received additional funding from the Extended School's Programme. The school used the money to provide Speech and Language sessions using an outside provider. The speech and language therapist screened children and provided a mix of one-to-one sessions and small groups sessions during Term 1 and 2. Parents were offered the chance to speak in person to the therapist and received a written report at the end of her intervention programme.

THE CURRICULUM

The school has qualified teachers and nursery assistants. The Principal and her staff ensure that the school environment is always inviting and informative.

The staff work as an early years team planning the pre-school curriculum for the development of all the children, and to ensure the best quality provision, appropriate to the child's needs.

Our curriculum is based on offering opportunities to develop each child in the following areas:

- Personal Social Emotional
- Language Development
- Physical Development
- The Arts
- Early Mathematical Experiences
- The World Around Us

The core essence of the programme will be the child, in the hope that a foundation will be laid to foster a positive attitude to learning coupled with a sense of adventure. There is indoor and outdoor play available every day. Emphasis is placed on offering real experiences (gardening, cooking etc) and using real items and materials throughout the school. All classes had regular Forest school sessions in the school's grounds.

Staff at Kylemore continue to develop as a Healthy School and are constantly encouraging healthy breaks and lifestyles. This happens through the daily curriculum and the planned programme.

COLERAINE EDUCATION COMMUNITY PARTNERSHIP

This project has been extended thanks to funding by DSD Neighbourhood Renewal. The particular emphasis is on developing contact with vulnerable parents and children in the school and community and accessing and/or delivering 'needs led' programmes of support. From September 2022 - March 2023 this took the form of 8 weekly music and dance sessions with Jump, Jiggle and Jive and 6 sessions of drama with Be Unique Dance and Drama.

CHURCHLANDS COMMUNITY SUPPORTING FAMILIES THROUGH LEARNING PARTNERSHIP

The particular emphasis is on our Transition Support Worker developing transitions from preschool to primary and offering in-school support to vulnerable families with a view to improving life chances of children whose families live in the local Churchlands ward. There is also a focus on signposting parents to community events and facilities. Starting nursery school or Primary school can be a daunting experience especially for children from newcomer families and it is good to have a link person that parents and their children can identify with.

Our Transition support worker welcomes children and parents every morning creating a strong connection and support for parents.

During the school year she had facilitated parent workshops with links to the pre-school curriculum and created and organised the lending library and activity packs.

The Transition support worker helped gather baseline assessments on all children at the beginning of year and ran focus workshops for pre-school children during Term 2 and 3.

The Transition Support worker restarted working in the cluster school every Wednesday morning from January 2022 and facilitated training with the other school's staff on Forest School.

BROADENING THE CHILDREN'S EXPERIENCE

During your child's time here at Kylemore Nursery School we have endeavored to make it as exciting and interesting as possible. In addition to providing a rich curriculum and stimulating environment, we have planned and incorporated a range of special events and enrichment visitors to the nursery.

Here are some of the highlights from the past year:

Nursery Rhyme Week 14th - 18th November 2022

This year, the school participated in National Nursery Rhyme Week which involved focusing on various nursery rhymes. The children all received a Nursery Rhyme book as a gift and parents were informed of the benefits of learning nursery rhymes. As part of nursery rhyme week all classes had a magical nursery rhyme musical session with Musical Wings.

School Photos - 27th October 2022

All the children had the opportunity to have their school photo taken. Siblings were also welcome to attend.

Maths Week - 15th October - 23rd October 2022 - During small group time child enjoyed activities and number songs. Family Friday workshop had a math's theme.

Anti Bullying Week - 14 - 18th November 2022

Children enjoyed a special circle time and stories promoting kindness and friendship.

RSPB Big Bird Watch 27th - 29th January 2023

The nursery participated in the RSPB Big Bird Watch. A super opportunity to develop the children's knowledge and interest in birds.

Yoga and Mindfulness January 2023 - February 2023

An outside provided completed four Yoga and Mindfulness sessions with every class.

Mental Health Week 6th - 12th February 2023

This year, the school participated and promoted Mental Health Week. During the week the staff promoted strategies with the children to encourage children to talk about their emotions and ways to manage their emotions.

World Book Day - March 2023

Staff shared their favourite story with children.

Forest School - December 2022 - June 2023

From the beginning of December, the children enjoyed fortnightly forest school sessions in Flip's Forest. During the year the children have enjoyed exploring the environment, making dens, learning about minibeasts, toasting tea cakes and learning about fire safety. The school also successfully gained the Woodland Trust Green Tree Gold Award.



Let's Read Programme - May 2023 - June 2023

Sean from Surestart carried out three story and song sessions with every class.



Christmas Party - Wednesday 21st December 2022

The children enjoyed games, disco, movie and popcorn.



Teddy Bear Picnic Day in Flip's Forest June 2022

A special end of year picnic was held in Flip's Forest. Children enjoyed a special teddy bear hunt and a picnic.



During the year we also celebrated and planned activities for Valentine's Day, Pancake Day, Mother's and Father's Day and the Coronation of King Charles III.

Enrichment visitors

- Mr Hullabaloo's Interactive Theatre Show, The Banyan Theatre, Musical Wings with Colleen, Wee Critters, Kidz Farm, World of Owls, Jump Jiggle and Jive End of term party.
- A block of weekly sessions with Jump, Jiggle and Jive Dance Programme, Be Unique Dance and Drama and Scocatots.



COMMUNICATION

A successful Open Day for prospective parents was held on Wednesday 4th January 2023.

The school website and Facebook page have been kept up to date. A monthly newsletter was distributed to parents on the Seesaw App. Parents also received communication by email.

Parents received termly updates on their child's progress as part of their child's learning journal. Term 1 and 2 was on Seesaw and Term 3 was a written report shared with parents.

Parents were offered two parent teacher meetings (Nov 2022 in person and February 2023 by telephone) to ensure they were updated on their child's progress.



PARENTAL INVOLVMENT

Home Learning Packs

The school receives funding from the Getting Ready to Learn Programme, the funding was used to purchase resources for the lending libraries. This year the children had weekly opportunities to choose from story sacks, physical and math's packs.



Family Fridays

During the year our Transition Support worker has organised regular Family Fridays. This is an opportunity for parents to attend a workshop with their child. Throughout the year the Family Fridays had a different learning focus. All workshops had a high number of parents attending.



Christmas Play and Stay

Parents and family members were invited to a Christmas family play and stay. Children and their families enjoyed a range of activities including crafts, decorating biscuits, toasting marshmallows in Flip's Forest and storytelling. We also had a special visit from Santa Claus. A wonderful community event for everyone.



Intergenerational Forest School Programme

The school was asked to be part of a pilot programme with Radius Housing and NIFSA. The two morning classes participated in three sessions each. The sessions included a planting, and two forest school sessions lead by NIFSA staff at the Cornfield site in Coleraine. The programme was funded by Radius housing and it ended with a celebration day at Kylemore Nursery school. Parents and grandparents were invited to participate in the programme. A wonderful opportunity for different age groups to work together.



Big Bedtime Read - 2ND March 2023



As part of the Getting Ready to Learn programme we planned a family night. Children arrived in their pyjamas and enjoyed a special performance of Little Red Riding Hood by the Banyan Theatre company.

Easter Egg Hunt

Children and their parents enjoyed an Easter Egg hunt in the school playground. Parents were welcome to view the decorated trees in Flips's Forest.



Farewell Celebration

Parents/families of pre-school children were invited into school for a farewell celebration at the end of June. This was an opportunity to celebrate the children's achievements and give them a special send-off. Every child received a certificate and a gift.

FUNDRAISING

During the school year the school organised a fundraising event for Save the Children. In December 2022 the children participated in Christmas Jumper Day. We raised a total of £103.



ATTENDANCE

Attendance reporting is required in the funded projects and our transition support worker has maintained accurate records.

It is important to establish good habits in nursery that will continue into the next phase of education.

The average attendance for the academic year was 81%.

SECURITY

Security systems are in place to protect both pupils and staff. These include a buzzer entry system and video intercoms. All visitors to the school sign into the Visitors' Book.

All staff have been trained in first aid. Safeguarding policies have been revised and shared with the Board of Governors and all staff.

COMMUNITY LINKS

As part of the 3+ Health Review, parents were given a questionnaire to complete and had the opportunity to meet with the Health Visitor in the school setting. The multi-agency approach was effective in delivering key early child development messages to parents and was attended by the majority of the parents.

A number of professionals have supported both children and staff in the school including SENEYIS, Speech and Language and Educational Psychology and EA Autism Service.

CONTINUING PROFESSIONAL DEVELOPMENT FOR STAFF

Governors continue to emphasize our commitment to the continued professional development of all staff. Targets are set which relate to the school's development plan.

In this way we ensure that Kylemore Nursery School continues to enrich the lives of children and provide a quality service for all our children and families. In addition to this the staff participate in regular school-based meetings and cluster groups to ensure all aspects of the Nursery are reviewed, updated and extended to best meet the needs of our pupils.

Mrs Hilary Hutchinson Principal and Teacher

Learning Me training - Seesaw	22 nd August 2022
FONT NI - Welcome back conference	1 st October 2022
EA SEN Personal Learning Plan - 2 days	October 2022
Autism NI Training	28 th September 2022
FONT NI - Loose Parts - James Tunnell	4 th March 2023
Sollihull training - Dealing with Post Covid Behaviours, Anxiety and Toxic Stress which impact learning	28 th April 2023
EA Calm Plan Training	5 th June 2023
EA Development and Implementation of a SBEW plan, incorporating the Pupil's Voice	12 th June 2023
GRTL - Various courses (Maths, Forest School, Parental Involvement)	Sept 2022- June 2023

Mrs Louise Cavalleros Teacher (Morning and Afternoon)

Learning Me training - Seesaw	22 nd August 2022
Autism NI Training	28 th September 2022
EA SEN Personal Learning Plan Training	17 th & 18 th October 2022
FONT NI - Loose Parts - James Tunnell	4 th March 2023

Mrs Grace Chestnutt - Nursery Assistant

Learning Me training - Seesaw	22 nd August 2022
Autism NI Training	28 th September 2022
FONT NI - Loose Parts - James Tunnell	4 th March 2023

Mrs Nicole Keating - Nursery Assistant

Learning Me training - Seesaw	22 nd August 2022
Autism NI Training	28 th September 2022
FONT NI - Loose Parts - James Tunnell	4 th March 2023

Mrs Agnieszka Szatan

Learning Me training - Seesaw	22 nd August 2022
Autism NI Training	28 th September 2022
FONT NI - Loose Parts - James Tunnell	4 th March 2023

Extended school's funding has allowed Mrs Hilary Hutchinson and Mrs Louise Cavalleros to register to complete Northern Ireland Forest school qualification Level 3 and Mrs Agnes Szatan Level 4 qualification.

The Governors are pleased that members of staff are committed to attending in-service training which is not all recorded here- often in their own time. We see this as a sign of commitment to continued professional development and believe that the continuous process of self-evaluation is of vital importance to the maintenance of high standards of education and care in Kylemore Nursery School.

BAKER DAY AND STAFF DEVELOPMENT DAYS 2022/2023

The Department of Education allocated five Staff Development Days (SDD's) for the purposes of school improvement and school/staff development in the 2022/23.

Baker Days	Date	Focus of Baker Days
Day 1	Monday 22 nd August 2022	Seesaw Training with Nicole Connor
Day 2	Tuesday 23 rd August 2022	Set up of classes
Day 3	Wednesday 24 th August 2022	Food Safety refresher course
Day 4	Thursday 25 th August	Planning in the moment training with Anna Ephgrave - Lodge Hotel
Day 5	Friday 26 th August	Annual Child Protection Training Planning discussion
SDDs	Date	Focus of Staff Development
Day 1	Friday 4 th November	Focus of School Action Plans for 2022 - 2023
Day 2	Wednesday 4 th January 2023	Autism NI Training - Twilight on Wednesday 28 th Sept Open Day - full time staff only
Day 3	Monday 13 th February 2023	NIFSA Level 3 Forest school qualification - time given to staff to complete coursework.
Day 4	Monday 3 rd April 2023	Staff attended Font NI Conference on Loose Parts with James Tunnel Saturday 4 th March 2023
Day 5	Tuesday 30 th May 2023	SDP Review Action Plans Report writing - Completion of children's learning journal

SCHOOL DEVELOPMENT PLAN

Every three years the Principal, Staff and Governors work together to produce our School Development Plan. It is the basis for all actions required within the school community to ensure progression is evident. From it we create yearly Action Plans. Our plans are based on DENI requirements and advice from the Education Authority. At the end of each school year staff, governor and parental opinions are sought through a questionnaire and all comments made are considered in the formulation of this plan.

FINANCE

The delegate budget formula (calculated by age and number of pupils) is based on the School Census of the previous academic year and is used to determine the total delegated budget allocated to the school. The budget covers salaries, maintenance of the school and resource for the children. With effective teaching being the key impact on children's education, staff costs are the main expenditure of the school budget allocation. We are delighted that your children have the benefit of an experienced and dedicated teaching and support staff who are committed to providing high quality education for your children.

FINANCIAL REPORT - See Appendix 1

Below are the figures for this year - 1 April 2022 - 31 March 2023

Total Budget £207, 838

(Including staff costs, heating, rates, internal and grounds maintenance, equipment and sundries)

BALANCE carried forward £ 14, 009

SCHOOL FUND ACCOUNT

Parents/carers are asked to make a voluntary contribution of £3 each week. This covers the actual cost of snack each day and other incidental items including outdoor play resources to enrich the curriculum.

Auditors carry out an Annual audit of the School Fund account. This has been undertaken and the Audit Record is available for inspection in school. Our School Fund account is audited each year by Mr R Russell.

The Governors are appreciative of the donations made by most parents. Without these contributions many events would never be possible. Thank you for your support.

FINALLY

The Board of *Governors* wish to record our thanks and acknowledge the Principal and each member of staff for their *excellence, dedication* and commitment to the school over the past year.

We also thank all parents and carers, for your support and we look forward to your continued interest in Kylemore Nursery School. We will continue to develop our nursery school to be a place of learning and support not only for children but also for parents and local community to ensure the best provision to enrich the lives of all the children who attend our Nursery School.

Appendix 1

School Budget Allocations for 2022-23

School Name:	Kylemore Nursery	Cost Centre Code	20042
School Reference Number:	311-6215	Job Seekers Allowance FTE Pupils	21.50
School Type:	Controlled Nursery School	Nursery School JSA/IS Band	2

(A) AGE WEIGHTED PUPIL UNITS		AWPU Cash Value	2,371.8336	(for a weighting of 1.0)
	Pupil Numbers	Weightings	AWPU Totals	Funds Allocated £
Nursery School Part-time	80	0.955	76.40	181,208
Nursery School Full-time		0.0	0.00	
Total Pupil AWPU Funding				181,208

(B) OTHER FUNDING		Number of Units	Funding per Unit £	Funds Allocated £
Premises	By Area	348.00	8.62	2,998
	Pupil Related	40.00	85.43	3,417
TSN	Social Deprivation	23.03	672.54	15,488
	Additional Funding	Assessed	Assessed	2,355
Teachers Salary Protection				
Children of the Traveller Community				
Looked After Children		1.00	1,186.00	593
Newcomer Pupils		2.00	1,185.92	1,779
Total Other Funding				26,630

Total School's Delegated Funding Allocation 2022-23
(Sections A + B & Transitional Funding)

207,838

