

KYLEMORE NURSERY SCHOOL

GOVERNORS' ANNUAL REPORT 2017/2018



INTRODUCTION FROM THE CHAIR

Dear Parents,

I would like to take this opportunity to present the Annual Report to you for the 2017/2018 school year. The document is a legal requirement and our means of keeping you informed. It is an account of the work that we do to manage the school.

I would like to take this opportunity to thank the Principal and each member of staff who helped to plan a wide and exciting curriculum encompassing varied and interesting activities. The school's success is their success. Thanks are also due to the many parents who offer support in terms of time and finance. I really hope you enjoy reading this annual report. It is good to celebrate our achievements and we are proud of our school. We are always receptive to feedback and comment and always on the lookout for volunteers wishing to contribute to the school in whatever way they can.

I wish to thank all members of the Board of Governors for their support and diligence on behalf of the school. The position of Governor is becoming more onerous as time goes on but it has its rewards. Our message, as governors, is to thank you, our parents, on behalf of the children and staff, for the support you give. We look forward to this support being continued next year.

Thank You – our excellent curriculum would not be possible without you!

Nicola Carruthers

WHAT IS THE GOVERNING BODY?

The Governing Body is a combination of appointed and elected people from the local community who have a general responsibility for seeing that the school is run effectively, acting within the framework set by legislation and the policies of the Education Authority, so that it provides the best education for its children. The Governors do not take detailed decisions about the day-to-day management - that is a role delegated by them to the Principal – but, by being aware of what is happening in the nursery and in education generally their input is invaluable for the school's success.

The full Governing Body meets at least once each term and there may be committee meetings the details of which are reported formally to the full Board of Governors.

Kylemore Nursery School Annual Report



Each year, in the Spring term, the Nursery School receives the delegated budget allocation for the following financial year. The Board of Governors has some flexibility in how this is spent and to help us in this task the Local Management Unit provides support and guidance.

The Board of Governors is offered a yearly programme of training by the Education Authority and members are expected to avail of training relevant to their responsibilities.

The Board of Governors considers and deals with matters affecting staffing.

These include recruitment, selection, appointments, job descriptions, pay and conditions and disciplinary and grievance procedures. It is also responsible for the curriculum, an annual inspection of the building to determine repairs and maintenance of the buildings and grounds, security, health and safety, school development planning, and other policy issues.

Any correspondence to the Principal or to the Chairperson of the Governing Body should be addressed:

c/o Kylemore Nursery School, Kylemore Road, Coleraine BT51 3HG.

Messages can be left at the Nursery on 028 7034 4893

or e-mailed to info@kylemorens.coleraine.ni.sch.uk

THE GOVERNORS

NAME		NOMINATED BY	Term of Office Ends
Mrs Nicola Carruthers	CHAIR	Education Authority	2018
Mr Chris Murdock	VICE CHAIR	Education Authority	2018
Mr Nevin Oliver		Education Authority	2018
Mrs Linda Graham		DE	2018
Mrs Ann Ramage		DE	2018
Mrs Valerie Black		Parent Rep	2016 (
Mrs Janet Markey		Parent Rep	2016
Mrs Alison Gillan		Teacher Rep	2018
Mrs Marian McCouaig	SECRETARY	PRINCIPAL / NON-VOTING MEMBER	
Both Parent Reps were due to resign in 2016 but were still attending until November 2017 when they resigned.			

SCHOOL STAFF

NAME	JOB TITLE
Marian McCouaig	Principal and Teacher
Louise Cavalleros	Teacher – Job share William Doherty until Nov 17 Heather George Nov 17 – June 18
Alison Gillan	Teacher – Job Share
Heather George	Temporary Teacher
Alex McNaul	Nursery Assistant - Job Share
Kerry McMullan	Nursery Assistant – Job Share
Nicole Keating	Nursery Assistant
Grace Chestnutt	Classroom Assistant - Special Educational Needs/Building Supervisor
Agnieszka Szatan	Transition Support Worker
Robyn McCracken	Temporary Classroom Assistant - Special Educational Needs



Karen McKee	Secretary
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All staff work together to plan and implement the curriculum most suited to the needs of individual children in the nursery school. We all participate in observing children and the teaching staff report to parents on the children’s progress frequently.

CHILDREN AND ATTENDANCE

This year we closed for 2 additional days due to Storm Ophelia. We have had 104 children enrolled of whom **14** are penultimate age. All 14 of these children are returning to Kylemore for their second year.

Attendance has been very slightly improved this year however there are a number of children who frequently miss school. We have had averages of:

- Blue Class = 87.35%**
- Red Class = 88.96%**
- Green Class = 87.81%**
- Yellow Class = 83.42%**
- OVERALL SCHOOL AVERAGE = 86.88%**

Staff will continue to focus on encouraging regular daily attendance in September. It is important to establish good habits in nursery that will continue into the next phase of education

The staff this year has met with the Year 1 teachers from DH Christie, Macosquin, Millburn, Killowen, and St John’s Primary School in order to discuss the children’s progress and assist in the smooth transition from Nursery to Primary school.

Children will transfer to a large number of primary schools in September 2018:

	Foundation stage	Reception/Nursery
Ballymoney Model Integrated Primary School	1	
Ballysally Primary School	2	
DH Christie Memorial Primary School	21	
Hezlett Primary School		1
Irish Society Primary School	3	
Killowen Primary School	23	
Macosquin Primary School	4	
Millburn Primary School	4	
Mill Strand Primary School		1
Portrush Primary School	2	
Sandelford School	2	
St. John’s Primary School	19	
St. Malachy’s Primary School	5	
Playhouse Activity Centre		1
Returning to Kylemore		14



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 Marian McCouaig**. In her absence responsibility rests with **Mrs Louise Cavalleros** and **Mrs Alison Gillan**.

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

SPECIAL EDUCATIONAL NEEDS

We have a policy for SEN which is regularly reviewed. Our Special Educational Needs coordinator is Mrs Marian McCouaig.

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/or SENco.

In the current school year we have 2 children with a Statement of Special Educational Need for whom detailed written Individual Education Plans are discussed and maintained. These plans are shared with parents who are provided with an opportunity to inform and influence the planning. Annual Reviews for each child who has a Statement of Special educational need took place in May 2016.

Budget allocation for SEN code of Practice in this school year was used to provide additional staffing. This year we have also been fortunate to gain support from the Early Years Inclusion Service to employ an assistant in the afternoon and to benefit from support worker who came to model best practice in school. This will ensure our skills and knowledge are enhanced as a team and that we will offer the best possible practical support and education to the children in our care.

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.

A walk around the school allows you to see the evidence of all the planning and teaching that goes on every day, displayed throughout the nursery school.

The staff work as a team in 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. The staff make observations of significant achievements made by the children during play. There is freeflow play available every day and the children may move from indoors to outdoors as they wish. Staff are timetabled to work in specific areas on a daily basis to ensure that the school's Health and safety responsibilities are met. We are offering lessons in Mandarin each Monday and Music each Thursday as a regular addition to our



curriculum. Emphasis is placed on offering real experiences (gardening, cooking etc) and using real items and materials throughout the school - recognized by ETI as good quality nursery practice.

Our school was inspected in June 2017 and we are delighted that the findings concur with our own belief that the children attending Kylemore receive an excellent quality of education.

In order to promote improvement in the interest of all children, the inspection linked internal and external approaches to evaluate the:

- outcomes for the children; which were found to be Outstanding
- quality of provision for learning; which were found to be Very Good
- leadership and management; which was found to be Outstanding.

ETI Inspection Report

The curriculum this year was enhanced by Extended Schools events and our programme of visits and visitors to the Nursery has been maintained. The children make regular educational visits into the community as follows:

- visiting local primary schools,
- the Woodland School at Roe Valley Country Park in Limavady,
- Magilligan Beach
- Giants Causeway.

Parents are always informed about these visits in advance and sign to give permission for their child to attend. The staff undertake a Risk Benefit Assessment in advance of the visit and a record of the Risk Assessment is held in the school. Parents fund these educational visits through their contribution to school fund and without this funding visits would be cancelled. Parents are also welcome to volunteer to accompany the staff and children on educational visits so that a ratio of 1:3 is achieved.

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 of visits.

There have been visits from:

- Zoolab – Minibeasts
- Banyan puppet theatre – The Three Billy Goats Gruff
- Blackberry Farm
- Hullabaloo theatre group
- Louise Kelly who attended frequently to provide music and percussion for all children.

COLERAINE EDUCATION COMMUNITY PARTNERSHIP

This project has been extended thanks to funding by DSD Neighbourhood Renewal until March 2019. 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. This will be done with the support of a range of partners who will form a supportive structure and will be multi disciplinary in nature.

CHURCHLANDS COMMUNITY SUPPORTING FAMILIES THROUGH LEARNING PARTNERSHIP

This project is currently funded until March 2019. 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. Work is carried out in our nursery and in Killowen and St John's primary schools.

SCHOOL POLICIES

Our school has a wide range of policy documents available that reflect the requirements of the Department of Education and the Education Authority. The following school policies are displayed for parents to read in the entrance hall and a copy is available on request:

- Anti-bullying Policy
- Behaviour Management and Discipline Policy
- Camera and Video Policy
- Child Protection Policy
- Complaints Policy
- Educational Visits Policy
- Equal Opportunities
- Freedom of Information
- Health, Safety and Security Policy
- Observations, Assessments and Record Keeping Policy
- Pastoral Care
- Settling-in and attendance Policy
- Smoking Policy
- Special Needs Inclusion Policy
- Teaching and Learning Policy

The Governors have a responsibility to review policy documents on a regular basis and this review is included in minutes of our meetings.

EQUAL OPPORTUNITIES AND INCLUSION POLICY

The Nursery School has an Equal Opportunities Policy. We celebrate diversity. We promote equality and Inclusion in terms of access and opportunity to all children irrespective of their gender, ethnicity, race, religion, disability, culture, language or background in order that they can learn and make appropriate progress.

CONTINUING PROFESSIONAL DEVELOPMENT FOR STAFF

Governors continue to emphasize our commitment to the continued professional development of all staff. 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.

This year the Principal and Mrs Cavalleros participated in the Performance Review and Staff Development cycle. Staff participate in accordance with the advice /action being taken by the specific teachers unions. Targets are set which relate to the School's development plan.

WHOLE SCHOOL TRAINING FOR ALL STAFF

- Anaphylaxis Training
- Epilepsy Awareness
- Child Protection
- Music in the Classroom
- Paediatric First Aid course – Bisp training
- Food Hygiene Certificate renewed – all staff
- NIFSA Forest School Leader Award Level 3 Marian, Grace, Agnes, Roberta
- NASEN NI Saturday Conference at Stranmillis Marian, William, Agnes, Alex, Nicole, Grace,



PRINCIPAL

- Action Mental Health Training in Garvagh Primary School
- Managing Difficult Situations
- Managing Behaviour and Sensory Processing Disorder
- Completing UNOCINI forms

TRANSITION SUPPORT WORKER

- Promoting Positive Behaviour in children with Autism

The Governors are pleased that members of staff are committed to attending in-service training – 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.

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 a yearly Action Plan. This document sets out everything that has been achieved in the previous year and everything that will happen in the forthcoming year. Our plans are based on DENI requirements and advice from the Education Authority. A copy of the School Development Plan may be obtained from the school secretary. At the end of the school year parental opinions are sought through a questionnaire and all comments made are considered in the formulation of this plan.

PARENTS AND COMMUNITY LINKS

Parental involvement is invaluable in our school.

Each year we are proud to offer training placements to a small number of students undertaking NVQ courses. This year the staff have worked with a number of students who did not complete the placement for a variety of reasons.

Community Links are also fostered through the placement of students from local FE colleges and there is input on a regular basis from Coleraine Sure Start's team.

Our Transition Support worker is liaising with parents whose children will begin nursery.

Staff could not manage without the large group of parents who regularly accompany the children on educational visits. Thanks are due especially to

- Parents who donated unwanted clothing for use in nursery
- Parents who donated books
- Parents who filled Shoe boxes for Operation Christmas
- Parents who supported our Eco Schools work by serving on the committee or helping in a more practical way.

These links are also fostered through attendance at Churchlands Neighbourhood Renewal working group meetings, West Bann Project meetings.

WHAT TO DO IF YOU HAVE A COMPLAINT

The Nursery staff aim to work closely with families and hope that if there is a problem you will first of all discuss it with the teacher in charge of your child's class or the Principal.



We find that nearly all concerns or potential complaints can be happily resolved in this way. If the problem has not been sorted out to your satisfaction please write to the Chair of the Board of Governors who will ensure that appropriate measures are taken to address the complaint.

FINANCE

The school's LMS Budget is the main means of funding our school. With prudent management we have managed this year to remain in budget and make small savings. Unfortunately with the negative outlook in terms of financial allocations from the Assembly future funding will be extremely tight and the possibility of savings will be difficult. However the finances of our school are closely monitored by the governors and the principal. The most recent LMS Outturn Statement figures for financial year 2016/2017 are attached.

LMS Outturn Statement for Financial Year 2016/2017	BUDGET ALLOCATION	£248,445
	BALANCE	£4,067

CHARGES, REMISSIONS AND VOLUNTARY CONTRIBUTIONS POLICY

The curriculum of any Education and Library Board school is, in the main, provided through finance from the Department of Education and the Education Authority. However, certain activities within the curriculum, and often those that enrich the curriculum such as visits and visitors, are not possible without the school charging the cost to parents/carers. Under the present arrangements we ask parents to make voluntary contributions to meet the cost incurred, as indicated in our policy. 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, visits and visitors to enrich the curriculum. If an activity cannot be funded without voluntary contributions, parents will be given adequate advance notice that this is the case. There may be occasions when it will be necessary to cancel an event or activity should there be insufficient funding to cover the cost.

SCHOOL FUND ACCOUNT STATEMENT OF INCOME AND EXPENDITURE 2016/17

All money in the school fund benefits the children attending during that particular year. EANI Auditors carry out an Annual audit of the School fund account. This is currently being undertaken. The Governors are appreciative of the donations made by most parents which allow the children to avail of the great many treats, bus journeys and entrance fees for educational visits and visitors to the school. Without these contributions many events would never be possible. Given the current financial climate there will be even more necessity for schools to rely on the generosity of parents and seek other avenues of funding. Thank you for your support.

BUILDING – MAINTENANCE AND REPAIRS

The Board of Governors carry out an inspection of the premises each year as part of our duties to the school. The following issues have been addressed:

- Ceiling fell down on Verandah September 2017
- Dry Rot repaired inside Entrance Door and staff toilet February 2018
- Safety check of the Playground equipment will be completed in the new school year.

We require repair work to be carried out to the pathways around the school, flower beds and planters and other maintenance tasks.

FINALLY

Kylemore Nursery School Annual Report



The Board of Governors wish to record our thanks to Alex McNaul for her many years of dedicated service to the Principals, staff and many children over her years in the nursery. We also 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 of the children who attend our Nursery School.