



# Sandbrook Nursery School

## **ANNUAL REPORT 2022-2023**

The Board of Governors is required to give parents an Annual Report so that they know what is happening in the Nursery School.

The report cannot cover every aspect of school activity. If there are any issues which you feel to be important, please contact the Principal who will notify the Board of Governors.

Dear Parents and Carers,

As Chair of the Board of Governors it gives me great pleasure to present the 2022-23 Annual Report.

The highlights of this year were the Christmas Nativity and the Graduation Ceremony with the children showing just how talented they are and how well they can sing!

I'm delighted to say that Sandbrook Nursery continues to go from strength to strength, delivering child centred learning that captivates the imagination on a daily basis. On behalf of the Governors, I want to thank all our staff for all they do to make Sandbrook such a great place to be. I wish to pay special tribute to Mrs. Campbell who retired at the end of the school year after 9 years at Sandbrook. I know you will join me in wishing her a long and happy retirement.

As your child moves on, they go with not only our best wishes, but with a foundation that will stand by them as they progress on to the next stage of their education.

Stephen Warke

Chair, Board of Governors

Sandbrook Nursery School

## Membership of the Board of Governors

The Board of Governors of Sandbrook Nursery School has overall responsibility for the management of the School. They work in partnership with the Principal who translates this shared responsibility into the day to day management and organisation of the Nursery.

Under the Terms of the Education Reform (NI) Order 1989, the Board of Governors met at least termly during the school year. The present Board of Governors was reconstituted during 2018-2019 and the Board will serve a four-year term ending in June 2022 (this has been extended due to pandemic to June 2023)

### Representing

Chairman and EA Representative	Mr. Stephen Warke
Vice-Chairman and DENI Representative	Mrs. Alice Chapman OBE
EA Representative and Governor responsible for Child Protection and Safeguarding	Mrs. Heather Lawder
Parent Representative	Mr. Gareth Beattie
Parent Representative	Mrs. Amanda Smith
Teacher Representative	Mrs. Sandra Campbell
Secretary	Mrs. Lee-Anne Cromie

The Governors have particular responsibilities in relation to:

- The curriculum
- Pastoral Care with specific reference to Safeguarding
- Open enrolment and admissions procedures
- Behaviour Management
- Financial procedures
- The appointment of staff
- The school building and site

The Board of Governors work closely with the Principal to further develop a framework of management for the school.

## Pupil Admissions

During the year 2022-2023 a total of 52 children were enrolled in two classes of full-time sessions. Annual attendance of children was 90%.

## The Staff Team

Teaching Principal/ Designated Teacher for Child Protection	Mrs. L Cromie
Assistant Teacher/Deputy Designated Teacher for Child Protection	Mrs. S Campbell and Mrs P Gorman
Nursery Assistant	Mrs. S Forsythe
Nursery Assistant (Temporary)	Mrs. P. Cooke
General Assistant/SEN Assistant	Miss. M Astbury
SEN Assistant	Miss. E. Weatherup
SEN Assistant	Miss. A. Hudson
SEN Assistant	Ms. J. Price
Secretary	Mrs. P Cooke
Building Supervisor	Mr. J McConkey
Catering Assistant	Mrs. C. Neill

## Staffing and Staff Development

Mrs Cromie is the class teacher in Nursery 1 and Mrs S Campbell and Mrs P Gorman are class teachers in Nursery 2. Mrs Cooke has continued in clerical position on a temporary basis 10 hours per week and also took on the role of Nursery Assistant 22.5 hours as a temporary cover position. Mrs Sandra Campbell retired from her teaching position June 2023, the staff and governors would like to wish her the best for the future.

## Staff Development Days and Baker Days

The staff team are fully committed to updating and increasing their expertise. In- service training takes place in a variety of ways; during the statutory non-teaching days and School Development Days. During 2022-2023, in addition to attending a small number of training courses delivered through EA (online).

Mrs Cromie, Mrs Campbell and Mrs Gorman attended Child Protection and Safeguarding training that included 'Operation Encompass'. All staff completed training on Safeguarding and Child Protection, Calm Plan, Supporting the Development of Early Communication Skills, Awareness and Management of Toileting Needs for Children with Special Educational Needs, and Anaphylaxis Awareness in Schools Training.

Some members of the team participated in Forest Schools Training Level 1 and EDI- Ethnic, Diversity and Inclusion Training with Eastside Partnership and Stranmillis University.

Bakers Days	Day	Date	Focus of Staff development
	1	22.8.22	COVID Risk assessment/Cleaning Schedule Classroom organisation and curriculum planning
	2	23.8.22	School Calendar Planning Classroom organisation and curriculum planning Staff handbook and School Policies
	3	24.8.22	Induction Day
	4	25.8.22	Whole School Training – Planning in the Moment- Anna Ephgrave- Coleraine
	5	26.8.22	Epi-Pen training Classroom organisation and curriculum planning
Additional		3.9.22	First Aid Training
SDD	Day	Date	Focus on Staff Development
	1	21.12.22	School Development Planning SDP Transition Programme Early Years Network
	2	4.1.23	Schools of Sanctuary Training
	3	16.3.23	SENEYIS Training
	4	2.5.23	Well-Being
	5	30.5.23	Report writing

## **The Pre-School Curriculum**

The school curriculum is based on the N.I. Pre-School Curriculum Guidelines. The aim of the Board of Governors is to provide a stable and nurturing environment in which the potential of each child is realised in all aspects of their development. For young children, a play-based curriculum is essential to their learning process and affords them an appropriate way to progress and flourish. The staff work as a team to deliver a rich, challenging and motivating curriculum appropriate to the child's age and stage of development.

Although young children learn in a holistic way, the Pre-School Curriculum recognizes the need for progression in learning and so is organized in six discrete areas of learning:

- Personal, Social and Emotional development
- Language development
- Early Mathematical development
- Physical development and Movement
- The World round Us
- The Arts

The staff team planned a framework for potential progression in learning incorporating these areas but one that also responded to the needs and interests of the children.

Mrs Cromie is the Designated Teacher to whom all Child Protection referrals should be made and in their absence, Assistant Teacher Mrs Campbell and Mrs Gorman are the Deputy Designated Teachers for Child Protection.

## **Special Educational Needs**

Children with special educational needs were identified, assessed and Individual Education Plans were devised to meet their needs, 8 children were placed on the register (4 Stage 3, 2 Stage 2, 2 Stage 1). Regular contact was maintained throughout the year with outside agencies including Speech and Language therapists, Autism Advisory Service, Education Authority Language and Communication Service Educational Psychologists, Early Years Special Educational Need Inclusion Service, Health Visitors and members of the N.I. R.I.S.E. team.

All professionals contributed advice and assistance for specific individuals and this multi-agency approach proved effective in collaborating to adequately meet the range of diverse needs.

## **Parental Involvement**

Partnership with parents is steadily becoming an important part of Nursery life again after COVID restrictions. Seesaw communication app continued to enhance communication with parents.

Parents and carers contributed to the School Fund which pays for the children's daily snack and enrichment activities including cooking and tasting activities, aspects of play, art and craft resources and visitors to school, i.e. Wee Critters; World of Owls, Mr Hullabaloo and any other topic based visitors. Nursery also purchased Christmas and end of year gifts for the children and provided party food.

A First Aid information session was held for parents – one evening. This was a 2 hour session that informed parents of the basics of first aid that may be required for their children.

All of the children participated in a number of charity fundraising events throughout the year including; Macmillan Coffee Morning £124.75, NI Hospice Halloween Fancy dress £73.02, NI Hospice Christmas Jumper £52, Children in Need £123.90, NI Children's Hospice £67.50

We enjoyed our 'Winter Celebration' at Strand Presbyterian Church this year and this was really well supported by parents. We also continued with 'Graduation' and held this in Strand Presbyterian Church to allow us to have an increase in numbers of people who could attend. This was well attended by the parents and enjoyed by everyone.

Parents do have opportunity to discuss their child's needs and progress throughout the year in a range of ways. These ways have changed over recent years and include a more virtual approach. These include:

- Informal daily contact
- Telephone calls
- Arranging a meeting via telephone call with the child's teacher as the need arises
- Report Term 1
- Parent/teacher meeting Term 2 – phone call
- Transition report in June

The Class Teachers offered consultations via telephone Term 2 to share with parents how their child had settled and progressed in all areas of learning throughout the school year. Teachers also completed transition reports in Term 3. With parental consent, transition forms were forwarded to their chosen Primary School in the summer term. Children transitioned to a variety of Primary Schools; in total 12 different schools.

These included:

1. Victoria Park Primary School
2. Dundela Infants Primary School
3. Belmont Primary School
4. Dundonald Primary School
5. Orangefield Primary School
6. Hollywood Primary School
7. Penrhyn Preparatory School
8. Sullivan Preparatory School
9. Longstone Special School
10. Greenwood Assessment Centre
11. Elmgrove PS ASC Unit
12. St Josephs Primary School



## **External Relationships and Partnerships**

Sandbrook Nursery School is an integral part of the community, thus effective links continue to be maintained with outside agencies and local Primary Schools. The Nursery promotes continuity of experience between the Pre-School and Primary One. Part of this process is Transition meetings between the Principal, Assistant Teacher and staff from the receiving Primary Schools. We were fortunate enough to take the children moving on to Victoria Park Primary School for an outdoor playground visit to meet their teachers. Another step in building relationships for pre-school/primary school transition.

School has had support from many professionals this year including the Special Educational Needs Early Years Inclusion team, the NI RISE team and the Educational Psychology Department at EA.

The school also had 1 Teacher Training student studying at Stranmillis University on observation days and a 3 week block placement. The school also had a number of pupils on work experience from local post primary schools.

We continued to build our connections in the local community alongside Eastside Early Years Network.

## **The Premises**

The outside area of the school has been developed with trees being cut down and/or removed. Essential maintenance took place with external store doors being replaced, safety surfaces power washed, gas checks and boiler checks. A number of ongoing leaks in the building roof were patched and repaired. EA are working on a works plan to replace roof depending on budgets. Main entrance electric shutter was replaced. Regular fire alarm and fire extinguisher checks.

## **The School Budget**

The Board of Governors is responsible for the use of funds allocated to the school by the Education Authority, Belfast Region. The school receives money from the Department of Education on an age weighted pupil unit basis and on the number of pupils in the school. Other factors considered include special needs and factors relating to the size and design of the building which affect running costs. The Governors, in partnership with the Principal are responsible for managing this delegated budget, centrally held by the Education Authority. The Common Funding Formula Budget available for 2022-2023 was:

£221,572

This covers staff salaries, utilities, grounds maintenance, school repairs, equipment and resources.

### Financial Summary – The school works on a 3 Year Financial Plan

Common Formula Budget	2022-2023	£221,572
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Proposed Expenditure	2022-2023	£226,050
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## **Success and Achievement at Sandbrook Nursery School**

This year we celebrated King Charles Coronation with a garden party for the children. The children wore red, white and blue colours and as always they celebrated in style. The children made a picture that was sent to Buckingham Palace and we were delighted to receive a thank you card from the King himself. A great day was had by all.

We were honoured to be one of the first Nursery Schools in Northern Ireland to receive 'Nursery School of Sanctuary Award'. This was awarded by Mehrshad Esfandiari Chair , Belfast City of Sanctuary in co-operation with Education Authority and Urban Villages. We hope to use this award and build on it for years to come, welcoming everyone to Sandbrook Nursery School.

Sarah-Louise Forsythe and Michelle Astbury also completed Level 1 training for Northern Ireland Forest Schools and are continuing on to complete Level 3 in the next school year. This is in association with Eastside Early Years Network. This will mean that the nursery can develop and enhance learning in the unique garden and outdoor space that we are so fortunate to have.

This year the nursery also registered for the Getting Ready to Learn (GRtL) programme. Mrs P Gorman took the lead on this and we complete our first year with 'The Big Bedtime Read'. We used funding to resource a lending library and hope to develop a love of reading in the children. We hope to continue this programme and introduce a new area to our Getting Ready to Learn journey.

A successful year in Sandbrook Nursery School.