



BALLYMONEY
NURSERY SCHOOL

ANNUAL GENERAL REPORT

2020/21

Ballymoney Nursery School's Vision and Values

We work in partnership with our school community to provide a welcoming, nurturing, stimulating and supportive environment where everyone is valued and the children are provided with an excellent foundation for learning.

Happiness Nurturing Inclusion Respect Communication Resilience

The complex block contains a light blue header with the title 'Ballymoney Nursery School's Vision and Values' in red. Below the title is a paragraph of text in black. At the bottom of the block is a green banner with the words 'Happiness Nurturing Inclusion Respect Communication Resilience' in white. On the left side of the green banner is a small cartoon of a child wearing a red hat and a yellow shirt. On the right side is a small cartoon of a child wearing a green shirt and green pants, with their arms raised.



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Dear Parent/Carer,

I am pleased to have the opportunity to present to you the Annual General Report of the Board of Governors of Ballymoney Nursery School for year 2020/21.

The following document is part of the wider picture to keep you informed of your child's schooling and education.

I commend the report for your consideration.

Yours sincerely,

Mrs Jennifer Trimmings

Principal

This report is produced by the Governors of Ballymoney 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 of Governors is currently made up of seven voting members plus the school Principal who is a non-voting member.

DENI Representatives -	Vacancy
	Mrs M McCouaig
EA Representatives -	Mrs C McFadden
	Mrs T Hanna (Chairperson)
	Mrs K Walker (Vice Chairperson)
Parents' Representatives -	Mrs A Boreland
	Mrs S Martin
Teachers' Representative -	Mrs J McClelland
Principal -	Mrs J Trimmings (Secretary)

STAFF TEAM

Principal	-	Mrs J Trimmings
Teacher	-	Mrs J McClelland
Part-time Teacher	-	Ms N McCarron
Nursery Assistants	-	Mrs K Simpson
	-	Mrs A Hollis
	-	Miss D Johnston
SEN Assistants	-	Miss A McAlonan (temporary)
	-	Mrs H Boyd (temporary)
Building Supervisor	-	Mr N Lamont
Clerical Officer	-	Mrs J Peden

STUDENTS

Miss Naomi Carson (Mon-Fri Nov/Dec 2021) - Children's care learning and development Level 3 (NRC)

Miss Chloe Cunningham (Wed) - Children's care learning and development Level 3 (NRC)

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 9.00 am - 11.00 am

2 x Part-time afternoon sessions 12.30 pm - 2.30 pm

Intake is staggered to ensure a smooth transition from home to school. This year there were 71 pre-schoolers enrolled and 33 penultimate children enrolled. Four children had a statement of educational needs. All of our new parents completed a Google form in order for the school to gain valuable information about their child. Small transition sessions were held in August to enable each child to visit the nursery with one parent/carer.

To ease the transition from Nursery to Primary education, we got in touch with all Primary Schools to offer phone/Zoom calls with the class teachers to share information about children that would be starting with them in September 2021. The teachers met in person with the P1 staff from Leaney Primary School, Damhead Primary School and Ballymoney Model Integrated Primary School to hand over information. The P1 teachers from St. Brigid's Primary School, Ballymoney Model Integrated Primary School and Bushvalley Primary School visited the classes and read a story to them (Covid-19 measures in place).

PARENTAL SUPPORT & INVOLVEMENT

In Ballymoney Nursery School, it is our intention to provide an open, welcoming environment for parents. Unfortunately, due to the pandemic we have not been able to welcome our parents physically into the school. However, we have utilised technology to help them feel as involved and part of the school as possible.

Consent was sought for each child to have a Seesaw account. This was then used to record a weekly Christmas performance from each class during the month of December. During the school closure in January-March 2021, the class teacher uploaded daily videos for their classes and encouraged the children to share their photos on Seesaw and they were provided with personalised feedback. Seesaw was also used as a means of communication between home and school during a

period of Lockdown. Feedback from parents has been positive with all parents who responded to the survey saying that the school had communicated well during Lockdown with 87% saying it had been very well.

Our parents were appreciative and they have said that it helped feel like they were still part of the school; *"felt connected to the Ballymoney Nursery School at all times"* and when we asked for what we could do better we were told, *"carry on as you have been...I think you all have been going above and beyond in these uncertain times."*

The Staff and Governors thank our parents for the interest in all the school does and the support which has been shown to both ourselves and the children in particular during Lockdown.

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. Due to Covid-19 and EA guidance these meetings took place virtually via Zoom. Zoom was also used for the shortlisting and appointment of the new building Supervisor. Risk Assessments were put in place and socially distanced meetings were held for the shortlisting for the teaching vacancy and clerical assistant vacancy. The interviews took place in person as the candidates had a task to undertake. The Governors have overall responsibility for the effective management of the school.

They have particular responsibilities in relation to: -

- (a) The curriculum
- (b) Appointment and dismissal of staff
- (c) Discipline
- (d) Admissions to the school
- (e) School finance
- (f) Maintenance and upkeep of the building
- (g) Security of pupils and staff and also the school premises
- (h) Health & Safety
- (i) Special Needs

CURRICULUM POLICY

The fundamental vision of Ballymoney Nursery School is to **work in partnership with our school community to provide a welcoming, nurturing, stimulating and supportive environment where everyone is valued and the children are provided with an excellent foundation for learning.**

The learning environment in our Nursery School is contained within six elements:

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

The core essence of 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.

BROADENING THE CHILDREN'S EXPERIENCE

During your child's time here at Ballymoney Nursery School we have endeavoured to make it as exciting and interesting as possible. In addition to providing a rich curriculum and stimulating environment, we would have liked to enlist the support of individuals and groups who would come and share their expertise with us over the year, however this hasn't been possible this year.

Here are some of the highlights from this past year:

Getting Ready to Learn Initiative

As part of the "Early Intervention Transformation Programme", 3+ reviews were carried out by local health visitors with most children in their pre-school year in May 2021. As part of the "**Getting Ready to Learn**" initiative, the school was successful in being awarded £2104 which was used to create home learning bags with a variety of resources to help develop the children's physical, communication and early maths skills. These were issued to all children in December 2020 along with a leaflet with ideas of how to use the resources in it. The bags were

supplemented in April 2021 to include additional resources to develop mark making and stress relief.

Parental/Carer involvement

All of the children were involved in learning songs to perform at Christmas concerts for each class. Due to Covid-19, these were videoed and shared with parents/carers on Seesaw. Everyone involved enjoyed these concerts and they helped develop the children's confidence in their first ever 'public performance' even if it was virtual.

Parent/teacher meetings took place during the school day via telephone in term 1. Pastoral calls took place during the Lockdown of term 2 and all parents/carers were offered a check in phone call from their teacher at this time.

In line with DE guidance, the school had been developing a home learning programme in the event it would be needed due to Covid-19. Home learning sheets were emailed at the beginning of each month. When the school closed during Lockdown in January 2021, the home learning sheets based on the learning that would have been taking place in the nursery had it been opened were issued fortnightly. The class teachers also uploaded daily videos to the class Seesaw accounts for all children to access. Other learning ideas, websites along with staff videos of themselves telling stories, rhymes and doing sticky kids activities. were shared on the school's private Facebook page. 95% of parents who completed the remote learning survey said that they had watched the videos on Seesaw and 97% of them found them useful. The feedback from the recent parent survey indicated that out of the 37 parents that responded, 95% watched the Seesaw videos and 97% finding them useful; 87% of parents watched the videos, games and stories that were shared on the private Facebook page with 91% of those that watched them finding them useful.

Nursery Rhyme Week

This year, the school participated in the National Nursery Rhyme Week which involved focusing on various nursery rhymes. Ideas were shared on the school

website and Facebook for parents/carers to participate in. Everyone enjoyed the learning involved during this week.

Big Bird Watch

The school was closed during the Big Bird Watch 2021 however the children were provided with links and activity ideas that they could do at home to enable them to participate. Examples can be seen in the school's remote learning montage which is located on our school website.

World Book Day

This year, the school was closed when World Book Day took place however we celebrated it by sharing learning ideas with parents/carers and invited our children to participate in an extreme reading challenge. Many children participated in this and enjoyed the day.

Outdoor learning

This year, children accessing the outdoors on a daily basis was encouraged and all children were asked to bring wellington boots into school to help facilitate this. To mitigate the risk of Covid-19, the outdoor area was timetabled on a weekly basis for different classes.

We were provided with additional funding from DE that was used to purchase additional equipment for the outdoors. We also benefited from parental donations of real life items we upcycled e.g. cable reels. We were fortunate that one parent who created various new structures such as a car, car wash and scales for the outdoors.

Staff participated in outdoor learning training and used that information gained to create a designated area for the pre pre schoolers as well as ensuring all six areas of the curriculum are covered in the outdoors.

External visitors

Due to the restrictions, external visitors were limited. However, there was a socially distanced performance from Mr Hullabaloo Interactive Theatre Show for each of the classes.

Science Workshop

The school were successful in securing a virtual science workshop as part of Northern Ireland Science Festival. Many children participated in the event which took place during the period of remote learning.

Rugbugz

Children's mental and physical wellbeing is of utmost importance. Therefore, we organised for Rugbugz to visit the school in May and June 2021 to carry out a four week taster session for all of the classes. The sessions were very child friendly, engaging and the children thoroughly enjoyed them.

Sports Day

This year, the school held its first ever Sports Day in the grounds of Ballymoney Model Integrated Primary School. There were four Sports Day events for each of the classes to ensure the bubbles didn't mix. The children thoroughly enjoyed the experience and Smyth's EuroSpar very kindly donated all of the refreshments for all of the classes.

Teddy's bear picnic

As we were unable to host our annual teddy bears' picnic at Megaw Park, all of the classes visited the garden area of Ballymoney Model Integrated Primary School. All of the children really enjoyed this. They also enjoyed the ice cream van that came along and treated everyone!

Graduation

This year, graduation ceremonies for the pre schoolers were able to take place in person. Unfortunately, due to Covid-19 restrictions, parents/carers were unable to attend however were sent photographs of the occasion on Seesaw. All children received a graduation certificate and a personalised framed graduation photograph. Lidl, very kindly gave us a gift voucher which purchased all of the refreshment for the children's celebrations.

Eco-Schools

Our Eco Schools Committee was re-established and the environmental review was undertaken by the children. This helped the production of an Action Plan for the forthcoming year.

Fundraising

We would like to take this opportunity to **thank you** for your participation and in supporting us through the various school-initiated fundraising initiatives. You raised an amazing £3007 from the sponsored bike ride in April 2021!

It was disappointing to be closed for most of term 2 however we understand that it was for the best for the health of everyone. It has been a pleasure to work with each and every child, celebrating their achievements and sharing their successes. For many it has been their first step along their educational path and we trust it has given them the confidence to move on to "big school" with a feeling of excitement and a sense of anticipation. We thank you as parents for all your support during this past year and especially during 'Lock down' and wish you all a safe and relaxing summer break.

SPECIAL EDUCATIONAL NEEDS

It is our policy at Ballymoney Nursery School to integrate the children with special needs as fully as possible with all other pupils. The broad and balanced curriculum provided is adapted accordingly to ensure all children can make

progress during the year. We received money from the DE to support SEN within the school and utilised this to purchase resources to create a sensory area in each classroom.

Children with identified special needs or some area of concern had an individual programme devised which was discussed with the parents before implementation. Where, necessary we engaged the help and expertise of other professionals; the speech therapist, the physiotherapist, the occupational therapist and the educational psychologist. We endeavoured to incorporate their suggestions in the programme of work we outlined for these children and ensured that physical disabilities did not pose as a barrier to accessing the activities that were on offer.

This year we had four children with a Statement of Special Educational Needs on our roll and a number of children 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.

It is important to realise that some of the difficulties can be overcome in a relatively short space of time whilst others will have longer lasting implications.

STAFF DEVELOPMENT 2020-21

Throughout the year, staff attended various online courses and in-service training, details of which are itemised below. 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. Zoom meetings and online training took place during lockdown.

Principal - Mrs Jennifer Trimmings

GDPR	September 2021
How to use the fogger	30/09/20
Anaphylaxis training and inhaler use - EMS	7/10/20
Introduction to using Seesaw - In house	2/11/20
Outdoor Learning - Clare Devlin	21/11/20
Schemas - In house training	4/1/21

Remote Learning via Zoom - Ballysally NS Online	11/1/21
EA GDPR videos - The GDPR in Schools/ Data Security & Personal Data Breaches	January 2021
Nursery Briefing for Principals of Stand Alone Nursery Schools	
Clare Devlin Observations 1	January 2021
SENEYIS Leadership and Management SEN & Inclusion in the Pre-school Setting - Cohort 4	February 2021- June 2021
Clare Devlin Observations 2	May 2021
CALM Plan - EA Zoom	June 2021

Assistant Teacher - Mrs Julie McClelland

Anaphylaxis training and inhaler use - EMS	7/10/20
Introduction to using Seesaw - In house	2/11/20
Clare Devlin - Outdoor Learning	21/11/20
Schemas - In house training	4/1/21
Remote Learning via Zoom - Ballysally NS Online	11/1/21
EA GDPR videos - The GDPR in Schools/ Data Security & Personal Data Breaches	January 2021
Clare Devlin Observations 1	January 2021
Clare Devlin Observations 2	May 2021

Assistant Teacher - Ms Norah McCarron

Anaphylaxis training and inhaler use - EMS	7/10/20
Introduction to using Seesaw - In house	2/11/20
Clare Devlin - Outdoor Learning	21/11/20
Schemas - In house training	4/1/21
EA GDPR videos - The GDPR in Schools/ Data Security & Personal Data Breaches	January 2021
CALM Plan - EA Zoom	June 2021
Clare Devlin Observations 1	January 2021

Clare Devlin Observations 2	May 2021
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Assistant - Mrs Karen Simpson

Anaphylaxis training and inhaler use - EMS	7/10/20
Introduction to using Seesaw - In house	2/11/20
Clare Devlin - Outdoor Learning	21/11/20
CALM Plan - EA Zoom	June 2021
Clare Devlin Observations 2	May 2021

Assistant - Mrs Angela Hollis

Anaphylaxis training and inhaler use - EMS	7/10/20
Introduction to using Seesaw - In house	2/11/20
Clare Devlin - Outdoor Learning	21/11/20
Schemas - In house training	4/1/21
EA GDPR videos - The GDPR in Schools/ Data Security & Personal Data Breaches	January 2021
Place2be Introduction to Mental Health Training - Online Place 2be	January/February 2021
Clare Devlin Observations 1	January 2021
Clare Devlin Observations 2	May 2021

Assistant - Miss Diane Johnston

Anaphylaxis training and inhaler use - EMS	7/10/20
Introduction to using Seesaw - In house	2/11/20
Clare Devlin - Outdoor Learning	21/11/20
Schemas - In house training	4/1/21
EA GDPR videos - The GDPR in Schools/ Data Security & Personal Data Breaches	January 2021
Clare Devlin Observations 1	January 2021

Clare Devlin Observations 2	May 2021
ELKLAN	

Assistant - Miss Amanda McAlonan

Anaphylaxis training and inhaler use - EMS	7/10/20
Introduction to using Seesaw - In house	2/11/20
Clare Devlin - Outdoor Learning	21/11/20
Schemas - In house training	4/1/21
EA GDPR videos - The GDPR in Schools/ Data Security & Personal Data Breaches	January 2021
Clare Devlin Observations 1	January 2021
Makaton - Level 1 - Online Makaton NI	February 2021
Clare Devlin Observations 2	May 2021

Assistant - Mrs Helen Boyd

Clare Devlin - Outdoor Learning	21/11/20
Schemas - In house training	4/1/21
EA GDPR videos - The GDPR in Schools/ Data Security & Personal Data Breaches	January 2021
Place2be Introduction to Mental Health Training - Online Place 2be	January/February 2021

Clerical Officer - Mrs Joan Peden

EA GDPR videos - The GDPR in Schools/ Data Security & Personal Data Breaches	4/1/21
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SECURITY

Security systems are in place to protect both pupils and staff. These include a buzzer entry system and video intercoms. Staff received training in anaphylaxis

and the school became a nut free zone to ensure the safety of all. Safeguarding policies have been revised and shared with the Board of Governors and all staff.

A fire drill is carried out termly to ensure all staff and children are aware of procedures should such an event occur.

BUILDING MAINTENANCE

In the 2020-21 school year holes were identified in the roof. These were fixed, one new skylight replaced and the remainder were resealed. The principal requested a meeting with the Building Maintenance Officer to discuss the condition of the building. It was agreed the school should have pre-paint work carried out to secure the areas on the outside which are in disrepair. The school would then be painted and cladded after that. However, this depends on the budget that is provided to the building maintenance department.

During the audit of the playground equipment, the large climbing frame was put out of commission. The school is awaiting for this to be removed. Over the course of the year, the willow tunnel and some of the wooden seating were removed to ensure the safety of the children.

The following visitors to the school were funded:

Mr Hullabaloo	£300
Rugbugz	£800

SCHOOL FUND ACCOUNT

Balance as at 23 June 2021 : £5220.00

Parental support this year, as in other years, has been outstanding.

There were various fundraising events planned to support local and national charities as well as the school. Monies raised at each event are detailed below: -

November Children In Need (wear something yellow/spotty day) - £124

December Action Mental Health NI (Christmas jumper day) - £114

April Sponsored Cycle - £3007

FINANCIAL STATEMENT

Below are the figures for this year

1 April 2020 - 31 March 2021

TOTAL BUDGET	£232,328
TOTAL SPENDING (Including staff costs, heating, rates, internal and grounds maintenance, equipment and sundry expenses)	£249,279
BALANCE carried forward	-£75,531

CHARGES AND REMISSION POLICY

The Board of Governors have adopted the following Charging and Remissions Policy:

Charging Policy

A small charge is made for the actual cost of a snack at break-time plus other incidental items.

Remissions Policy

The Board of Governors reserve the right to seek voluntary contributions from parents or others in support of any school activity or for the benefit of the school.

Pupils whose parents are either unwilling or unable to make such contributions will not be treated differently. However, the school reserves the right to cancel planned activities if the voluntary contributions are insufficient to meet the costs.



Signed: _____

Mrs T Hanna
Chairperson,

Board of Governors

BAKER DAYS AND STAFF DEVELOPMENT DAYS 2020-21

The Department of Education allocated five Staff Development Days (SDDs) for the purposes of school improvement and school/staff development in the 2020/21 school year.

	DATE		FOCUS OF STAFF DEVELOPMENT
Baker Days	Day	Date	
Day 1	Tuesday	18.8.20	Cleaning /Organising the classrooms
Day 2	Wednesday	19.8.20	Cleaning /Organising the classrooms
Day 3	Thursday	20.8.20	Cleaning /Organising the classrooms
Day 4	Friday	21.8.20	Safeguarding / School Development Plan 2020/21
Day 5	Monday	4.1.21	Staff Health and Wellbeing/ GDPR Modules 1 and 2
SDDs	Day	Date	
Day 1	Monday	2.11.20	Seesaw / 2 year olds /open night discussion
Day 2	Friday	20.11.20	Clare Devlin Outdoor learning training/ Seesaw
Day 3	Wednesday	17.3.21	Cancelled as children had just returned after Lockdown.
		29.6.21	Rescheduled - Review of 2020/21
Day 4	Tuesday	4.5.21	Preparation for ETI visit for outdoor learning
Day 5	Friday	28.5.21	Preparation of transition reports