**Annual Report of the**

**Board of Governors of**

**St. Teresa’s Nursery School**

**2022/23**

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

**Clearly 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.**

As an Eco School – this report will be available on School Website but if you wish a copy please ask the Principal

**Organization and Management**

The Board of Governors of St. Teresa’s Nursery School has overall responsibility for the management of the school.

The Board of Governors consists of four nominees of the Trustees, two of the Belfast and Education and Library Board, one of the Department of Education, an elected Parent Governor, the Teacher Governor and the Principal.

Membership of the Board of Governors for 2022/23 is detailed below:

**Trustee Nominees**

Mr. Tim Attwood (Chairperson)

Rev. Fr. G. Lyons

Mrs. Margaret McClenaghan

Mrs. Jacqui Austen

**EA Nominees**

Mrs. Nicola Donnelly

Mrs. Leslie--Ann Christie

**Department Nominee**

Mrs. Ann Molloy

**Parent Representative**

Mr. Gareth McKenna

**Teacher Representative**

Mrs. Marie-Claire McIlroy

**Principal**

Mrs. Clare Evans

**The Governors have particular responsibilities in relation to:**

* the curriculum
* pastoral care with specific reference to safe guarding
* open enrolment and admission procedures
* behavior management
* financial procedures
* the appointment of staff
* the school building and site.

**Management Structures**

The present Board of Governors has worked closely with the principal to further develop a framework of management for the school. This is in keeping with developments in education policy and takes account of particular issues affecting our school.

In order to discharge our responsibilities effectively we operate a number of sub-committees:

**Finance**

* Rev. Fr G Lyons
* Tim Attwood
* Mrs. Ann Molloy
* Mrs. Margaret McClenaghan

**Health and Safety**

* Mrs. Ann Molloy

**Child Protection**

Tim Attwood

Mrs. Margaret McClenaghan

Mrs. Clare Evans

Mrs. Marie-Claire McIlroy

Mrs. Lesley-Ann Christie (Governor for CP)

**SEN**

Tim Attwood

Mrs. Clare Evans

Mrs. Nicola Donnelly (SEN Governor)

**Admissions**

Tim Attwood

Mrs. Margaret McClenaghan

Mrs. Clare Evans

Mrs. Marie-Claire McIlroy

**Appointments**

* Tim Attwood
* Mrs. Margaret McClenaghan
* Mrs. Nicola Donnelly

**Disciplinary and Grievance for Teaching Staff**

* Tim Attwood

**Disciplinary and Grievance for Non-Teaching Staff.**

* Tim Attwood

It was the intention of St Teresa’s Nursery that all children would receive the highest quality of pre-school education possible, within the provision of excellent learning and teaching opportunities, both in the pre-school and if necessary, in the home learning environment. We recognized that during the **COVID 19 Pandemic** that this would be challenging. Re-opening after Covid, we understand the impact the pandemic continues to impact our new intake.

Prof. Barry Carpenter (Ofsted Report 2020) highlighted 5 key losses:

1. Of Routine: regression e.g. toilet training
2. Of structure: of pencil grip, holding a knife and fork
3. Of friendship: loss of social interaction, children playing in silence
4. Of opportunity: mental distress, self-harm/eating disorders
5. Of freedom: loss of stamina and of physical illness

**School Development Plan 2022/23**

The safety of the children and staff remains the priority but will be balanced with approaches that facilitate the continuity of play-based learning experience, appropriate to the ages and stages of the children’s development, in line with NI Curricular Guidance for Pre-School Education.

**Areas to be considered as recommended by Department of Education:**

• supporting the physical, mental, and emotional health and well-being of pupils and staff.

• developing effective approaches to remote/blended teaching, learning and/or assessment.

• developing effective approaches to delivering services to vulnerable learners and those learners who have statements of special educational need.

• identifying and addressing underachievement, particularly for those pupils who have experienced barriers to engaging in remote learning.

• enhancing parental engagement to support their child’s learning; and

• developing an effective programme of professional learning for teacher/staff

1. **COMMUNICATION**

The provision of a two-way communication system was key to the management of the pre-school during 2022/23 academic year.

It was important that as a school we follow the latest information and guidance from the DE, EA, and DoH and to communicate this with all of the Nursery team and as a staff, agree approaches to the implications for the Nursery. With limited face to face contact with parents and families due to staggered start and finishing times, social distancing and the recommendations form the EA that parents do not enter the school building unless considered an exceptional circumstance, we must demonstrate empathy and increase parental confidence by offering other means of communication if **Restart** is to be a success.

***Communication with parents:***

* Letters/Induction Booklets to inform parents of how Restart will look like in our setting including latest EA and PHA guidance.
* Gathering of information on children’s previous experiences.
* Update relevant policies in line with EA guidance ad share with Parents e.g., School Prospectus, Child Protection, Intimate Care, Medical Condition/ Common illnesses/COVID 19 signs and Symptoms.
* Use Seesaw, Facebook, and School Website (new this academic year) to update parents on Children’s performance, send notifications, newsletters etc.
* Sharing of virtual tours of the indoors and outdoors of the Nursery.
* Directing parents to websites such as GRTL, EA Support learning, Parental Engagement Services and EA SEN Early Years Inclusion Service.
* Remote induction and curriculum meetings.
* Support parents who might find remote/blended learning difficult to manage.
* Literacy coordinator to link with parents with regards to concerns in speech and language development.
* Ensure ongoing observations systematically recorded using iPad, and ready to share as an iBook with parents highlighting children’s performance, achievements, and progress.

***Communication with others:***

* Communicate with other Nursery leaders (West Belfast Nursery Area Learning Community) to share effective practice.
* Engage with ETI District Inspector, EA link officer and CCMS for support.
* Liaise with School Psychology and other Health Professionals (Health Visitor, Speech and Language Therapist) to ensure children receive appropriate support and risk assessments are in place and appropriate IEPs.
* Ensure that support is accessed through EA learning portal.
* Communicate with Governors’ the challenges and priorities as a direct result of pandemic.

***Communication with staff:***

* Communicate with staff using email, or phone when not in school to advise on Executive directives, and PHA guidance on Restart.
* Ensure compassionate leadership as staff may have real concerns and anxieties regarding the safe return to school.
* Individual meetings with staff members to alleviate fears and to complete risk assessments for those staff members considered clinically vulnerable, clinically/extremely vulnerable or living with a family member considered clinically vulnerable, clinically/extremely vulnerable, or previously shielding.
* Communication by staff with caring responsibilities.
* To ensure staff are signposted to the relevant School Development Services to support wellbeing which will be displayed in school. (Inspire Workplaces 0808 800 002)
* Create an ethos and atmosphere in the preschool setting that allows staff to talk, relax and have time out from an atmosphere which is uncomfortable.
* Share with staff the need to use social media to share information and ensure they have some understanding of how to use or gain access to information sharing. E.g. School Website, Seesaw, Facebook.
* Ensure staff are equipped to offer remote/blended learning with immediate effect. This will be conducted on Evidence Me and See Saw.
* Celebrate the success of what is new practice and develop and incorporate this practice into future School Development and future delivery of the pre-school curriculum and methods of communicating with parents/carers.

***Communicating with children.* (recognizing the settling in period may be a challenge)**

* Welcome photos of setting, staff, and video messages from class teacher. (Seesaw)
* Opportunities for children to upload photos and share likes, dislikes and favorite toys.
* Virtual tours of the building indoors and out.
* Starting school, rhymes, stories, and information from GTRL.
* Share information on handwashing and hygiene routines, (Rufus) so children have some understanding on what to expect first days.
* Staggered drop off and pick up times to ensure social distancing and to allow staff one to one time with children.
* Establish early morning routines, leaving parent/career at door, handwashing on entry and leaving all belongings at the door and continue throughout the academic year to embed as the ‘new norm’
* Children requiring additional support or are struggling emotionally, academically or have delay in speech and language will be directed to supporting agencies.

***Updated policies***

* Pre-School Curriculum Polices
* Risk Assessment
* Roles and Responsibilities of staff
* Code of Conduct
* Health and Safety
* Intimate
* Care
* Safeguarding and Child protection
* Induction/Settling in
* School Visitor Policy
* Behavior Management
* E Safety
* Evacuation Procedures

In line with the Department of Education Regulations the school operates a Three-Year School Development Plan.

In essence the School Development Plan is a strategic plan for improvement. It brings together the school’s priorities, the measures it will take to raise standards and the targets it intends to achieve.

The School Development Plan 2022/23 is available in the nursery school. Parents who are interested in further information are asked to contact Mrs. Evans

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| Area of Development | 2022/23 |
| Leadership and Management | To review teacher tutor and induction materials. |
| Governors | Reconstitute BOG  Appoint new Trustee governor  Appoint new Parent Governor  Audit Training |
| Curriculum & Assessment | Map Pre-school curriculum to meet children at their point of need  Use One Note to tailor outcomes for all |
| Pastoral & Ethos | Embed mentor and coaching throughout school |
| Staff Organization & Development | Evaluate staff understanding of SEN re: new SEND recommendations |
| Special Needs | Reasonable adjustments – risk assess transition for Butterflies. Seek suitable accommodation for next year and strengthen links with Special Schools |
| Health and Safety | Refresher First Aid Training November 2022  Cleaning Audit  COSHH |
| Parents | GRTL – Parent Workshops. Big bedtime read, Happy Healthy Kids, Ages and stages, Education works in pre-school.  Curriculum Meeting in light of revised Pre-school Curriculum  Monthly Services – Thank- you God…  Increase SEESAW participation (offering paper copies for parents who need it  Add pre-term information to data collection sheets |
| The School & Community | Keep links with Shaftsbury Nursery School despite shared education programme coming to end  Deliver training Area Learning Community – Attention Autism, Lego play therapy, WellComm, Makaton and 6 Bricks |
| Accommodation & Maintenance | Install new sensory room and blinds  Repaint inside of school, following upgrade works to electrics (still outstanding) |
| Finance/Budget/Human Resources | Appoint finance committee  E. T – career break to complete PGCE  J.C to adopt ET post for year |

**Funding**

**Financial Report**

The Board of Governors has overall responsibility for the budget, but on a day to day basis responsibility is exercised by the Principal.

The budget is calculated by the Education Authority Belfast region- using a formula which applies to all schools in the area. The main element in the formula is the age and number of pupils attending the school. Other factors taken into account include special needs and factors relating to the size and design of the building which affect running cost.

**Funding**

Getting Ready to Learn Financial Allocation 2022/23

Big Bedtime Read

Monitoring and Evaluation Time

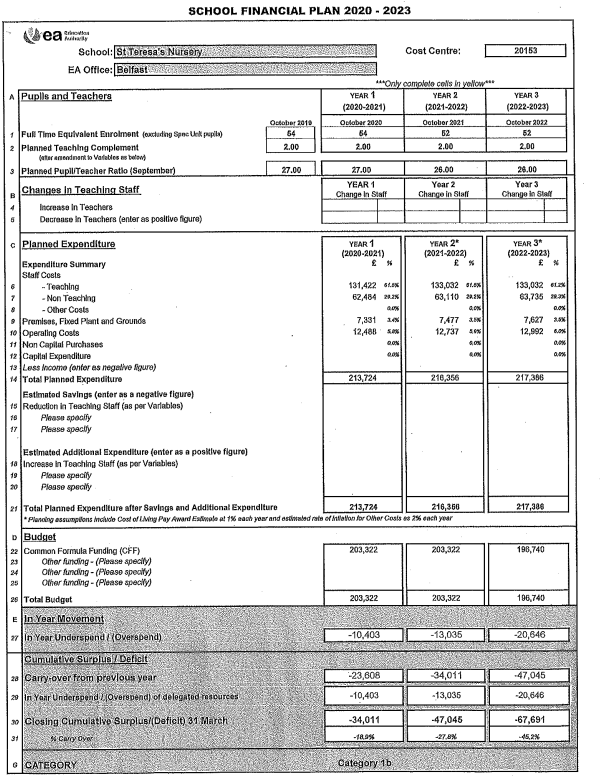
Ages and Stages

Education Works in Preschool

Total £650.00

£300 funding from WBPB – awarded to fund Environmental Parent Project.

**The LMS Three Year Financial Year is detailed below:**

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**Extended Schools**

During 2022/23 the school Extended Schools Programme and this was beneficial to both children and parents.

The programme provided the opportunity for the children to engage in a range of activities both during and after the school day. There was a very high level of participation in after schools’ activities such as our gardening and story sessions.

The activities clearly extended the children’s experiences. The programme also gave parents the opportunity to participate in activities with their children. Parental questionnaires clearly indicated a very high level of satisfaction with the services offered.

The school was allocated **£5683** for the Financial Year 2022/23

***Action Plans will relate to:***

* Extended Services during school
* Extended Services after school
* Developing links with parents
* Supporting early literacy
* Joint parent/child activities to support children’s learning
* Engaging parents in the curriculum through transition and schema workshops; and
* The role of the coordinator and extended school’s assistant.

The school also participated in the extended schools Cluster Programme **£5181** additional monies were awarded.

Total monies awarded 2022/23 – £10864

**Extended Schools Programme 2022/23**

Additional funding has been approved for our Extended Schools Programme. As in previous years, action plans will be drawn up and submitted to the Education authority for consideration.

Action plans related to:

* Extended Services after school
* Joint parent/child activities to support children’s learning
* Engaging parents in the curriculum through art and dance and music workshops; and
* The role of the Co-Ordinator and extended Schools Assistant.

. Approximate funding for 2023/24: should remain the same, awaiting confitmation.

**The Curriculum**

When referring to the curriculum of the Nursery School we are concerned with building on the children’s experiences, matching activities to their needs and providing planned purposeful activities for teaching and learning both indoors and out.

When planning the curriculum, we take into account the way in which the pre-school child develops, that is the development of speech and language, physical skills, intellectual development and social and moral development. Out school takes cognizance of the revised Pre-School curricular guidance document.

We provide a broad and balanced curriculum allowing children to make choices and providing them with the opportunities through play to develop the learning associated with:

* ***Personal, social and emotional development***
* ***Physical development and movement***
* ***The arts***
* ***Language development***
* ***Early mathematical experiences***
* ***The world around us***

In St. Teresa's we have a strong focus on meeting the individual needs of the child.  We observe children's patterns of behavior (schema's) and plan activities accordingly to maximize children's involvement in their play, enabling them to 'be the best that they can be'.

We promote children’s Primary Movements and provide lots of opportunities to develop physically both in the indoor and outdoor classrooms.

**Special Educational Needs**

In June 1998 all schools received the Code of Practice on the identification and assessment of Special Educational Needs.

Further to this a number of documents have been issued to schools including:

* ***Special Educational Needs and Disability 2005***
* ***The supplement to the Code of Practice on the Identification of Special Educational Needs 2005***
* ***Disability Discrimination Code of Practice for Schools 2006***
* ***Supporting Pupils with Medication Needs 2008***
* ***Good Practice Guidelines 2009***
* ***Special Needs and Inclusion 2011.***

In line with the guidance the school operates a Special Educational Needs and Inclusion Policy. This has been modified to reflect the changing direction following SEND legislation in 2016.

The main thrust of this policy is to meet the needs of all children in

St. Teresa’s Nursery School with Educational Needs/Disability/Additional Educational Needs.

The Special Educational Needs and Inclusion Policy is available in the school. Parents who are interested in further information are asked to contact the principal.

[SENCo REPORT TO BOARD OF GOVERNORS AND PRINCIPAL- 20222 2023 NURSERY VERSION - Copy.docx](https://ennilive-my.sharepoint.com/:w:/g/personal/cevans567_c2ken_net/ETsuG9e2F_lKltumtZ7CSlEBcxIDgzg8kH85Y7OxhhTPlw?e=gcCLly)

**Pastoral Care**

## As a Gold Rights respecting school, we are committed to the UN Convention on the Rights of the Child (UNCRC).  [Click this link to see a summary of the UNCRC](https://downloads.unicef.org.uk/wp-content/uploads/2010/05/UNCRC_summary-1.pdf?_ga=2.32693502.1593018961.1552138068-2041965589.1538311448).

We learn **about** rights, **through** rights and **for** rights.  Our aim is to 'create brilliant citizens' and we believe that our pupils are more sensitive and empathetic towards others through learning about children's rights.

As well as our statutory responsibilities in relation to pupils’ learning we have a pastoral responsibility towards the children in our care.

The welfare of the child is paramount. It is our duty to ensure that the children are safe and protected when they are in our care.

“The fundamental principle in child care law and practice are that the welfare of the child (0-18) must always be the paramount consideration in the decision taken about him or her”.

In line with our statutory responsibilities the school has five policy documents relating to pastoral care including:

1. Child Protection Policy
2. Pastoral Care Policy
3. Behavior Management Policy
4. Anti-Bullying Policy
5. Safe Handling Policy

All Policies were reviewed and updated during 2022/23. Policies are available on the school website. These have been approved by the Board of Governors. A schedule of policy review has been drawn up and will commence in August 2022.

**The School Safeguarding Team is as follows:**

Mr. Tim Attwood (Chair of Governors)

Mrs. Clare Evans (Designated Teacher)

Mrs. Marie-Claire McIlroy (Deputy Designated Teacher)

Mrs. Lesley-Ann Christie (Governor with responsibilities for Child Protection)

Parents who are interested in further information are asked to contact

Mrs. Evans (Principal)

**Health and Safety**

In order to ensure the children’s safety while on our premises we operate a controlled access system. The front door of the school is locked from 8.00am until 1.30pm. Entry is only available through pressing a buzzer.

**Assessment and Reporting**

Knowing how your child is progressing at Nursery School is important. In the school a detailed profile of each child’s development and progress is kept and updated regularly. 2Simple app collates all observations electronically.

Parents do have the opportunity to discuss their child’s needs and progress through:

* ***Informal daily contact SEESAW***
* ***Open days***
* ***Arranging a meeting with the child’s class teacher as the need arises***
* ***Stay and Play days***
* ***Formal meetings in October and February***
* ***Transition Report Meeting May***

**External Relations**

The Nursery School is an integral part of the community, thus effective links are maintained with outside agencies and local primary schools.

Good relationships with St. Teresa’s Primary School and St. Gerard’s Special School are most important. This is particularly so with regard to transition. We promote continuity of experience between the Nursery and Primary One.

Part of this process has involved a programme of visits from St Teresa’s staff to the setting to familiarize themselves with the children they will be receiving, the learning experiences the children in the setting are exposed to daily and the observation and assessment process that informs the Transition Profiles they receive in conjunction with classroom visits and handover meetings.

The majority of our children transferred to Teresa’s Primary School however a few children transferred to other primary schools. Transition Profiles were passed on to the Primary One Teachers in the relevant schools.

St. Teresa’s NS is part of the local Nursery Area Learning Cluster. Mrs. Evans Chairs West Belfast ALNC and sits on Strategic Steering Group. Mrs. Evans will be leasing with SureStart settings by Zoom in June to facilitate transition meetings with parents. Mrs. Evans is also Vice-Chair of the Outer-West SureStart Management Committee.