



Board of Governors Annual Report (2018/19)

I trust you will find the information in the report useful in how Hollywood Primary School addresses the needs of the children within the school and provides high quality teaching and learning opportunities.

The report offers a sample of the work that is completed in one school year. It does however provide us with an opportunity to demonstrate the success and achievements of our pupils and staff. It also highlights the excellent standard of education that is associated with Hollywood Primary School. We are extremely proud of the staff, pupils and parents of Hollywood Primary School and the strong community ethos that exists. The behaviour of our children and the support of parents are excellent.

Despite the significant challenges imposed on NI schools due to financial cuts to the delegated budget, the Governors and staff at Hollywood Primary School continue to place at the top of their agenda the maximum development of each child's potential within a caring and stimulating environment. We are fortunate to have so many talented teachers and support staff in our school who are totally dedicated to their profession.

This Annual Report will include the information with respect to the following:

- Board of Governors;
- curriculum, educational provision and pupil achievement;
- details of school/community links;
- a summary of the financial statement;
- a summary of how other monies were allocated;
- annual attendance rate.

On behalf of the Board of Governors I would like to thank all those who have contributed to this Annual Report. I trust that everyone will find the contents of this report both informative and a true reflection of the life of our school. Should you wish to have any additional information or clarification on any aspect of the report, I would be grateful if you would forward your request, to myself, in writing.

D. Crookshanks

(Principal)

HOLLYWOOD PRIMARY SCHOOL
BOARD OF GOVERNORS

The Board of Governors comprises of four Transferor representatives, two Education Authority South Eastern Region (EA SER) representatives, two Parent representatives and a Teacher representative. For more details regarding the structure of Board of Governors please refer to the Education Authority website. The school Principal, a non-voting member acts as secretary. The positions during 2018-2019 were as follows.

E.A. REPRESENTATIVES:

Mr G. Dunne MLA
Mr K. Forster

TRANSFEROR REPRESENTATIVES:

Mr P Woods (Chairperson)
Mrs S Geddis
Mrs K Robertson
Mr C McManus

PARENT REPRESENTATIVES:

Mrs R Scott (Vice Chairperson)
Mr M Sizaret

TEACHER REPRESENTATIVE:

Mrs S Gibson

SECRETARY:

Mrs D Crookshanks

The Governors are required to meet a minimum of three times per year but in practice aim to meet on a monthly basis during the academic year.

The Governors of Holywood Primary School take a keen interest in all school activities. They have decisions to make about safeguarding, financial management, curriculum, maintenance, staff appointments and community links. They also attend EA Training on a variety of relevant matters.

During the year 2018/19 Governors met to deal with various items, including the School Development Plan, EA LMS financial procedures and their operation, staff appointments, school policy matters, transfer and open enrolment procedures and admissions policies, schemes of management, school maintenance and refurbishment and Performance Review and Staff Development.

The Governors are committed to supporting the Principal and members of staff to ensure that each pupil is encouraged to achieve their best in all areas of the curriculum.

Sub – Committee members for 2018-2019

- FINANCE MR. P.WOODS MRS S.GEDDIS MR. K FORSTER
- APPEALS / GRIEVANCE MR. M. SIZARET MR.C MCMANUS MRS K ROBERTSON
- DESIGNATED GOVERNOR FOR CHILD PROTECTION
MRS R. SCOTT
- PRSD PRINCIPAL REVIEWERS MR P.WOODS MRS R.SCOTT
- SCHOOL DEVELOPMENT LINK GOVERNORS MRS K. ROBERTSON
MR G.DUNNE
- HEALTH & WELL BEING INCLUDING ATTENDANCE
MRS S. GIBSON

Those Governors who had completed EA Recruitment & Selection training were members of the appointments panel when required.

STAFF LIST as at June 2019

Holywood Primary School has a team of forty - six members of staff.

Principal	Mrs Crookshanks
Primary 1	Miss Armstrong, Mrs Fulton & Mrs Elliott
Primary 2	Miss Dobbin, Mrs Harron, Mrs Hunter & Mrs Heawood
Primary 3	Mrs Gibson & Mr Atcheson,
Primary 4	Mrs McCartney, Mrs Smith, Mrs McKeown & Mrs Riddall
Primary 5	Mrs Brown, Miss Riddell & Mrs Curran
Primary 6	Mrs Clarke , Miss McGuile, Mr McConnell & Mrs Heawood
Primary 7	Mrs Hart & Mrs Eves
Learning Support	Mrs Robinson & Mrs Harper
P1 & P2 Classroom Assistants	Mrs Jeffrey, Mrs Shimmin, Mrs Duff, Mrs Carson, & Mrs Black
S/N Classroom Assistants	Mrs Forster, Mrs Ruine, Mrs Clarke, Ms Magowan, Mrs Thornton & Miss Paterson
Office Staff	Ms Lowans & Mrs Carberry
Building Supervisor	Mr Chism
Cleaners	Miss Adams & Mrs Bogatolu
Supervisors Lunchtime Canteen Breakfast Club	Mrs McBride & Mrs Crowe Ms Douglas & Mrs Robinson Mrs Nelson
Crossing Patrol staff	Mr Widdowson

HOLYWOOD PRIMARY SCHOOL SAFEGUARDING TEAM

PRINCIPAL:	Mrs D. Crookshanks
DESIGNATED TEACHER:	Mrs J. Clarke
DEPUTY DESIGNATED TEACHER:	Mrs S. Gibson
CHAIRPERSON OF GOVERNORS:	Mr P. Woods
DESIGNATED GOVERNOR:	Mrs R. Scott

Mrs Elliott and Mrs Eves retired from Holywood Primary School in June 2019 after many years of service.

Mr Eves finished working at Holywood Primary School in February 2019 to begin a new teaching post.

Mrs Dowling retired as Building Supervisor in April 2019.

Mrs McGonigle & Mrs Andrews were on Maternity Leave during 2018-2019.

The Board of Governors acknowledge the dedication and professional approach of all those who do so much to ensure that all pupils receive quality education in a safe and secure environment.

They also wish to record their appreciation of parental support in upholding the ethos of the school.

ETHOS

Hollywood Primary School is committed to inspiring the whole school community in the active pursuit of learning.

We encourage a family atmosphere, where children are truly valued and the achievements and contributions of the entire school are recognised and celebrated.

**'Everyone matters, everyone succeeds,
every day counts.'**

OUR VISION

Hollywood Primary School promotes the values of respect, perseverance, teamwork, self-discipline, compassion, self-belief, honesty and responsibility.

OUR MISSION STATEMENT

Hollywood Primary School is committed to:

Motivating pupils to achieve their full potential by developing life skills and independence through progressive and caring teaching;

Developing a safe and warm environment where all children are treated as individuals, their contributions celebrated and the pursuit of excellence is encouraged;

Nurturing enthusiastic, empowered and responsible children who will develop as lifelong learners, who care about their education, their families, their local community, their world and each other.

2018/19 Holywood Primary School Review

Curriculum (School Development Plan SDP)

The School Development Plan (2016 – 2019) was drawn up to include areas for development and through discussion with staff and Governors, incorporated the views of the entire school community. Parents and pupils completed a questionnaire. Targets were set incorporating staff and Governor responses to the ETI Together Towards Improvement document.

Using the characteristics of **DENI ESaGS** and self - evaluation documents the following areas were addressed, monitored and evaluated during 2018-19.

1. CHILD CENTRED PROVISION :

SEN / Pastoral Care / Child Protection / Inclusion/ Diversity / Pupil Involvement / PE/ Healthy School

2. HIGH QUALITY TEACHING AND LEARNING:

Literacy & Numeracy / Learning & Teaching / Assessment / Data / Self – evaluation

3. EFFECTIVE LEADERSHIP:

Monitoring/ evaluating/ review/PRSD /Curriculum Leadership / Financial Management including accommodation

4. SCHOOLS CONNECTED TO THE LOCAL COMMUNITY:

Communication / Projects linking with educational agencies

Prioritisation for action, implementation and evaluations of targets of the above areas was included in detail in the School Development Plan.

Reports were given to Governors during 2018-2019 at Governor meetings and also from the curriculum link Governors who met with the School Management Team. A summary of the focus in each area is detailed on the following pages.

1. CHILD CENTRED PROVISION

SEN / INCLUSION / DIVERSITY

- Provision of additional support for children with Special Educational Needs maintained
- Updated central bank of SEN information using SIMS.net.
- Links continued with EA/ Outside Agencies / Outreach Support supporting inclusion/ diversity e.g. RISE / Speech & Language / Cottown Literacy.
- P1 teachers completed RISE NI Training and can deliver First Steps Programme to classes independently
- Communication links with parents continued to be strong.
- Classroom Assistant Briefings continued
- Classroom Assistants provided additional support e.g. SP and EAL pupils, Numeracy & Literacy booster groups
- Spelling Lists adapted to suit KS2 – teaching styles well established in each KS
- Interpreter service provided as required.
- Groups of KS1 & KS2 pupils were given extension & challenging activities.
- CA involved in helping SEN pupils to set / review targets
- Provision of specialist equipment to SEN children as required – e.g. spellchecker, coloured eye-level rulers, books with coloured pages, coloured overlays, new pencil grips, scissors. (Refer to CEA Resource file)

PASTORAL CARE

- School Council was led by Mr Atcheson. Positive feedback from pupils / staff and parents which included a visit to Stormont Building.
- Links with EWO Officer continued - EWO active and effective when supporting the school who have made referrals regarding low attendance figures of pupils.
- PDMU scheme supported the Pastoral Care programme in school and will be developed further in SDP 2019-2022.
- NI Anti-Bullying Week. Teachers encouraged children to talk in class & circle time about bullying.
- SP - individual and small group support from all staff.
- School involved in the Early Intervention Transformation Project (EITP)
- P7 Shared Education Programme included excellent use of puppeteering to deliver PDMU programme by a community youth worker Mrs Megarry.
- On-going regular updates given to Social Workers. Case Conferences attended by staff.
- In depth Playground Buddy training completed. ALL P6 pupils participated.
- Pastoral Care Policy reviewed
- Anti- Bullying Policy and procedures review underway following EA training on the Anti Bullying Schools Act

CHILD PROTECTION

- CP training completed for all members of staff and Governors during 2018-2019
- Staff attended CP Case Conferences - feedback was given to CP team & relevant staff.
- Teachers liaised with DT to give updates on any child they were concerned about during 2018-19.
- Social Worker links continued.
- Child Protection Policy reviewed.
- Safeguarding Team met during 2018-2019.
- CP included on Board of Governor Agenda / Minutes – Full report given during Term 1.
- Behaviour strategies/ rewards in place. Links continued between teachers / CAs, LSC, Principal & parents.

PE / HEALTHY SCHOOL

- Staff continued to encourage all pupils to have healthy break. Classes in FS well aware and supportive of healthy break / food. Most pupils participated.
- HPS continued to promote exercise in curriculum time and during After School activities. i.e. football, hockey, netball, multiskills, rugby, cricket, Daily Mile and Dance Club.
- Pupil documentation pack included additional HPS healthy eating information and DENI publications.
- PE was a focus in the Shared Education Programme in P3 & P7.
- Healthy eating promoted regularly on school website, monthly news sheets and noticeboards.
- PE integrated in planning notes through the HE overview.

- NI Chest Heart & Stroke / visits promoted healthy lifestyle.
- Reinforcement of safe practice arrangements and procedures i.e. Comprehensive Risk Assessments completed in P1-P7.
- IFA coaching sessions completed in Key Stage 1 & 2 were excellent.
- Sports Days formats adapted by newly appointed Curriculum Leader to deliver additional athletic activities for FS, KS1 and KS2.
- Staff training by Action Mental Health which assisted with the development of positive mental health in P6 & P7 classes.

2. HIGH QUALITY TEACHING AND LEARNING

Action Plans which form the basis of the School Development Plan were implemented and monitored in the following areas of focus:-

Literacy, Numeracy, ICT, Assessment, Play and WAU / ECO Schools

LITERACY

- Following Data analysis, the Literacy focus for 2018-2019 was Reading and comprehension throughout the school.
- The Literacy Coordinator observed a wide range of reading lessons throughout the school where she saw many examples of good practice.
- Reciprocal Reading introduced in KS2
- Time to Read & Reading Partnership Programmes continued during 2018-2019
- Literacy work levelled each term for pupil portfolios and monitored by Principal.
- Prim Ed. Spelling Scheme was evaluated.
- Cursive writing was introduced in P4.
- Long term planning in FS development underway.

NUMERACY

- Data analysis overview, necessitated a focus on Problem Solving and Shape and Space throughout the school.
- Mental Maths strategies were developed further to help improve pupil use of mathematical language i.e. Problem Solving February helped develop these skills of the pupils
- The Numeracy Coordinator observed lessons showing good practice and confirmed focus areas were being addressed.
- Numeracy work levelled each term for pupil portfolios and monitored by Principal.
- Internal levelling of Maths areas of focus completed at KS Meetings throughout year. i.e. Joint FS / KS1 & KS2 Meetings ensured continuity in levelling of tasks.
- Use of websites extended and EA resources to enhance teaching

ASSESSMENT

- Literacy & Numeracy focus areas for 2018-2019 monitored by Assessment co-ordinator and Principal
- Targets set and scrutinised for tracked individuals / small groups for 2018-19.
- SDD analysis, links & trends of pupil performance including gender /FSM /SP.
- End of Key Stage Targets set in Communication / Numeracy / ICT (for school use only.)
- Termly Book scoops Term 1: Problem Solving Term 2: Data Grammar / Spelling Term 3: Assessment of understanding in Maths & Literacy (Focus Groups) Feedback always provided to staff and Principal.

ICT

- P4-P7 focused on area of 'Exchange' using email and C2K News Desk
- ICT used as a tool to develop Literacy (Reading & comprehension) and Numeracy (Shape & Space) focus
- ICT co-ordinators monitored a wide range of ICT being taught across the school.
- A variety of ICT tasks being covered and evidence recorded in ICT Task folder.
- Further options for parent online payment system i.e. School dinners very effective and ECO friendly
- Whole school promoted safe use of internet (e.g. P7 attended a Bee Safe Interactive Conference)
- FS / KS1 & KS2 end of year assessment sheets completed.
- Development of ICT Schemes
- Staff Training completed for use of Green Screen, News Desk and new Promethean Boards.
- Co-ordinator coding training and P7 pupil coding sessions during Shared Education Programme.

ACTIVITY BASED LEARNING

- Focus for 2018-19 was the evaluation of Foundation Stage play planners with a particular emphasis on progression within the planned activities included in each play area
- Development and evaluation of outdoor play planners
- P1 planners evaluated with outcomes
- P1 development of water play and P2 sand play

WORLD AROUND US

- ECO School Year 1 award preparation completed – focus on waste reduction.
- ECO Club and activities involved more parents, grandparents and outside agencies.
- Emphasis on practical approach to science / STEM i.e. via the Shared Education Programme.
- Well established links with Business in the Community continued.
- WAU Policy reviewed
- Learning Intentions included in planners and more detailed in FS play planners
- Development to integrate STEM & ECO targets in each Year Group and included in planners. E.g. ICT resources
- WAU co-ordinator completed a resource audit. Items purchased for Outdoor Play. Resourcing to continue in 2019-2020.

3. EFFECTIVE LEADERSHIP

- Staff / Pupil & parent (electronic) questionnaires completed and used to chart progress and highlight areas for development.
- Evaluations evident in planners to reflect classroom practice and inform future planning.
- NFER Assessments completed in Term 2 & 3. PTM / PTE / CAT / PASS results were also recorded and used to support analysis in Maths & Communications which determined trends, strengths and areas of focus for Whole School / Year Groups.
- Whole school Literacy & Numeracy Teams continued with teachers representing each Year Group.
- SMT provided opportunities for teachers and support staff to attend courses especially those who were *not* co-ordinators.(see further details later in this report).
- 18 classes and full time LSC maintained plus SP pupil mobility accommodated
- Recruitment process successfully completed throughout the year to appoint teaching and support staff.
- Effective support and deployment of finances available to implement the requirements of the NI Curriculum and focus agreed in the SDP.
- Allocation of additional funds or grants completed to release teachers for training, meetings in cluster groups and assisting other staff.
- Continued use of School Fund for the provision of swimming, school events and other resources.
- Links with EA, MOD and local schools for SP intake during 2018-2019..
- School initiated for an accommodation analysis to be completed by the EA.
- Monthly meetings between principal and classroom assistants to disseminate relevant information.
- Governors monitor, evaluate and give feedback at meetings or via emails.

PRSD

- PRSD Scheme included meaningful and challenging targets. A number of target areas were consistent with aspects of the SDP with positive feedback given about reviewers.
- Staff completed PRSD process unless directed by Union Industrial Action.
- Two recently qualified teachers continued with the EPD Programme.

Curriculum Leadership

- Annual self-evaluation process completed, results compiled to help inform future planning.
- Co-ordinators led and evaluated the out workings of their subject area 2018-2019 Action Plan targets
- Governors attended EA training
- ETI material used to develop the self – evaluation process of Governors
- Governors met with Curriculum Leaders
- ND cluster groups attended during 2018-2019

POLICIES REVIEWED DURING 2018-2019

The school referred to the most up to date EA and DENI directives. Mrs Crookshanks continued to collate school policies in both hard copy and electronic versions. In consultation with staff, Governors, parents and EA Officers the following policies were reviewed.

TERM 1 Admissions PRSD

TERM 2 Use of ipads Charging and Remissions Data Protection Health & Safety
Social Media eLearning World Around Us

TERM 3 RSE Pastoral Care / PDMU Play

The Staff Handbook, Annual Health & Safety Inspection documentation and Risk Assessments were reviewed throughout the year.

4. SCHOOLS CONNECTED TO THE LOCAL COMMUNITY

- Year 2 Shared Education Programme a success. P3 & P7 pupils from Holywood PS and Glenraig IPS completed a range of activities with emphasis on STEM subjects and Transition to KS3 for P7 pupils.
- School promoted through events including an Open Day, and the school prospectus.
- RISE team support for FS and KS1 pupils and staff.
- Parental involvement in Reading Partnership promoted enjoyment of reading for thirteen pupils.
- Parents / grandparents supported as classroom and educational trip volunteers.
- Another successful year completed for Time to Read Programme and Business in the Community.
- The Annual School Book Fair took place raising funds for additional novels.
- Parent Information Evening (Sept. 18) for all P1- P7 classes was well attended.
- Parent questionnaire uploaded on the school website. Pupil questionnaires were adapted from June 2018. Comments made by parents and pupils were collated and acted upon.
- School Council well established with representation from P4 – P7.
- Links continued with local churches, local community events. e.g. Carol Service, May Day & Harvest.
- Pupil involvement in local and national art competitions.
- Active Communities coaches proved very successful e.g. Fundamental skills.
- Social Services links maintained.
- Involvement in North Down Primary Principal Group – sharing good practice.
- School website training for staff to have better accessibility to regularly complete Year Group updates.
- Educational visits for each class and visits to school premises utilising Council, EA and parental contacts.
- Website & PTA Facebook had regular postings each week.
- Nursery Schools attended Nativity Plays i.e. Merdyn & Glendhu.
- Head of FS linked with all pre-school providers prior to P1 Induction.
- PTA –Active involvement with many successful events during the year which included developing connections with local supermarkets and businesses where possible.
- Many charity fundraisers took place throughout the year e.g. Children in Need, Comic Relief etc.
- The 1,2,3 Club continued to be very popular and was co-ordinated by Mrs Carson, Mrs Ruine, Mrs Clarke and Mrs Duff. P1- P3 children had the opportunity to attend the After School Club each day from 2.00 p.m. – 2.50 p.m.
- The Breakfast Club was efficiently run by Mrs Forster and Mrs Nelson. Numbers attending rose again.
- P3 –P7 participated in Young Enterprise Programme –positive feedback from staff and pupils.
- P7 pupils attend an After School Cycling Proficiency Club in Term 3 2019 led by two CAs.
- P7 teachers and Principal liaised with Post Primary Schools.

Special Educational Needs

During 2018-2019, Mrs Robinson, the LSC, continued to keep a detailed programme to record various tests used for assessment. This helped significantly when confirming a baseline for additional support for pupils.

Current procedures for identifying pupils with Special Educational Needs follow the requirements of the SEN Code of Practice. Appropriate structures and procedures ensured the code was implemented effectively by all staff.

Mrs Robinson attended several EA training days during 2018 -2109 to become familiar with the new proposals from the SEN consultation which outlined how each SEN and medical condition should be categorised.

It is important to note that the majority of children with medical diagnosis or physical condition are well managed in school with some reasonable adjustments required.

As a consequence of changes outlined by the EA, the main adjustments required were recorded on the SIMs register in March 2019 as follows:-

- a) 38 SEN categories → 23 SEN categories + 25 Medical Conditions.
- b) 12 SEN needs have moved to medical conditions.
- c) Mild Learning Difficulties is no longer recorded

The school determines who is placed on the SEN Register.

Teachers monitored the progress of the pupils in their class. Following professional dialogue if a teacher still identified a pupil to be experiencing particular difficulties, they referred these concerns to the LSC.

Together they assessed the pupil's needs and provided additional help and support. An Individual Education Programme / Plan (IEP) was drawn up, monitored and reviewed for all these pupils on at least two occasions during the year. Parents were fully informed, received and agreed the content of their child's IEP.

The following information indicates the comprehensive nature of the support provided for children with a range of educational needs.

Children were supported in small groups / individually by LSC and CAs during 2018-2019 (i.e. 17 FS, 65 KS1 & 77 KS2 pupils).

- LSC/ CA provided:-
 - Literacy support for KS1 31 pupils & KS2 19 pupils.
 - Numeracy support for KS1 10 pupils & KS2 17 pupils.
 - Pre writing skills support for 13 pupils in P2.
 - Communication/ language & social skills support for KS1 8 pupils & 3 P5 pupils.
- LSC completed:-
 - Detailed information records regarding all pupils on the SEN register.
 - Annual reviews for all pupils with a SEN statement.

- LSC co-ordinated:-
 - Reading Partnership Programme supporting 14 P3 and P4 pupils.
 - Time to Read which supported 10 P5 pupils.
 - CA support for FS 2 pupils & KS2 3 pupils who had English as an additional language.
 - Spelling support for pupils found to be underachieving in Spelling/Literacy for KS1 5 pupils & KS2 25 pupils.
 - Numeracy support for pupils found to be underachieving in Maths for KS1 14 pupils & KS2 37 pupils.
 - Literacy support from EA Outreach service for 3 KS2 pupils.
 - Support provided by Downs Syndrome
 - CA support for 2 KS1 pupils and 2 KS2 pupils on medical grounds.
 - CA support for 2 FS pupils, 2 KS1 and 3 KS2 pupils with specific needs.
 - Parent volunteers for P3 pupils
 - CA worked specifically with a number of Service Personnel pupils who had 'gaps' in their learning due to mobility. Some of these pupils moved during the school year.

- EA Time Allocation was used for pupil assessments as follows:
 - The statement process completed for 2 KS2 pupils – additional CA hours allocated.
 - 3 KS1 and 1 KS2 pupil had Stage 4 full assessments:
 - 1 KS1 and 3 KS2 pupils had Stage 3 reviews carried out by Education Psychologist.
 - 4 pupils were placed on the waiting list for additional EA Literacy support and 1 of these also on the waiting list for additional EA Behaviour support.

- RISE NI Team provided the following support:
 - Individual sessions to support 5 KS1 pupils.
 - P1 teachers were given guidance to deliver 'First Steps' programme to all P1 pupils.

The strong partnership between home and school led to positive relations. Parents were given clear communication from members of staff and gave consent for additional support to be provided to their child during the school year. Integration of all children, into the life and activities of the school is a priority of Governors and staff, regardless of physical, academic or emotional needs of the pupils.

Shared Education Programme

The school completed a second successful year of the Shared Education Programme with Glencraig IPS. The number of pupils increased as both P3 and P7 year groups were involved. Each year group completed 30 hours of activities together which included STEM subjects, PDMU and PE. Members of staff worked conscientiously throughout the programme, sharing good practice, enhancing resources and developing skills of both pupils and staff.

In total 270 pupils from both schools have been involved in Year 1 and 2 of the Programme.

Reporting to Parents

A Curriculum Information Evening took place in September 2018. Attendance was extremely good. Feedback from those parents who attended was positive. Parents of all pupils were invited to attend a consultation with their child's teacher in October and again in February. The attendance at both sets of consultations was very good. P4 – P7 parents were offered PTE and PTM results from Term 1 of 2018. Parents were also encouraged to contact the school throughout the year to make appointments at mutually agreeable times to discuss their child's progress with members of staff.

Parents of all pupils received a detailed written report at the end of June. The format of this report was not amended, with the exception of reporting end of Key Stage levels, due to Teacher Union Industrial Action.

Parent notes, curriculum notes and school newsletters were sent home regularly with the children and many were also available on the school website. A texting service continued and once again proved to be very effective. e.g. giving reminders about early closures. The email service continued during 2018 - 2019.

The online payment service for parents was well established. Whilst the cost for this service is significant, the service minimises hugely the manual hours spent processing funds by all staff. This new method also reduced hugely the amount of money being held on the school premises at any time.

Music

Music was enjoyed by all pupils in the school. All class had many opportunities to sing, listen to and make sounds with musical instruments. Pupils participated in assemblies and singing practice. P1- P3 Hymn Practice was led by all teachers. P4 – P7 Hymn Practice was led by Miss Riddell. On Wednesday and Thursday mornings the full range of choruses and hymns from the Assembly Hall was a joy to listen to.

Our Harvest Service was held in October. Both choirs had their first performance of the year. It was most enjoyable to hear a number of our Key Stage 2 children playing musical instruments during the service.

The Choir sang at a range of venues throughout the year including Castle Court and local Nursing Homes. Music ensembles were successful at the Holywood Festival.

The Christmas Carol Service took place in December in St. Philip and St. James Parish Church where the staff and pupils were joined by a huge crowd of Governors, parents, friends, Governors and local ministers for an evening of praise and Bible readings.

The wonderful P1- P3 Christmas Nativity, 'Straw and Order', was held on three consecutive days in December with a large group of parents, friends and local pre-school children attending each day.

A number of P4 - P7 children followed the Associated Board of the Royal Schools of Music exam syllabuses in woodwind, brass and strings through the tuition provided in school. Many of these pupils attained excellent results.

A P7 pupil was placed third in the Primary School Northern Ireland Musician of the Year Competition 2019; an excellent achievement.

A highlight for Term 2 was the School Production 'Peter Pan'. We received many positive comments by telephone, letter, email and in person. Proud friends and families of our P5 chorus members and all P6 & P7 children gathered in a packed Assembly Hall where they were treated to a delightful child - friendly show. The children sang, danced, played instruments and acted so well and really did give their appreciative audiences performances to remember for a very long time! The show simply would not have happened had it not been for the support of parents, commitment of pupils and hard work and dedication of staff.

Congratulations to over 130 P4 - P7 boys and girls who participated in the Summer Serenade in June. Both P5 classes showcased pieces they do regularly in class music. Ensembles and soloists entertained us with popular and classical music. Flutes, clarinets, strings, trumpets, French Horn, a baritone, saxophone, hand bells and percussion instruments were on display. The P5 - P7 choir sang two lovely pieces, A Whole New World from Aladdin and Oh I Just Can't Wait To Be King from The Lion King. Thanks to our music tutors, Miss Riddell, Mrs Hunter and Mrs Fulton for all their hard work during the year.

The Governors would like to thank all staff, pupils and others who helped in the organisation and productions of all events and performances.

Sporting Events and After School Activities

An excellent range of curricular and extra-curricular sporting activities also took place involving both staff and pupils. In the 2018/19 year the school offered the following:

Netball	Cricket	Outdoor Pursuits	Football	Dance	Tennis
Multi skills	Rugby	Swimming (all P4 - P7)	Cycling	Hockey	

The school participated in all sporting events organised in North Down. Many of the pupils represented the school with distinction in a wide variety of sports including trampoline championships and athletics. Following the NI qualification competition in which eight pupils participated, four girls represented Holywood Primary School and Northern Ireland in the British Gymnastics Championship in England.

The Boys' Football team had a busy season. They played in the Priory Cup and Ashfield Tournaments. The North Down PS League was restructured during 2018-2019. Every four weeks a squad of P6 & P7 pupils had the opportunity to represent the school playing against ten schools in the North Down area.

Both the girls' and boys' hockey teams participated in a ND tournament and also participated in friendly matches with local schools.

P6 & P7 girls participated enthusiastically each week in the Netball Club and a number of girls represented the school at the Rockport Tournament and other friendly matches with local schools. The pupils were delighted to wear new netball kits which were kindly sponsored by a company that has parent links with the school.

P6 & P7 boys successfully competed in a number of Primary School Rugby Tournaments, including the East Down Regional Tournament and Campbell College Tournaments.

Eighteen P5, P6 and P7 pupils represented the school at the North Down Athletics Meeting. We were very proud of all the children who used the skills they have developed during PE lessons to participate in track and field events. We were delighted that twelve children qualified for Finals Day with five pupils winning gold medals, four receiving a silver medal and two bronze medals.

The boys also won the Besant shield which is presented to the school with the most accumulated points. We were delighted to be the recipient of this award; the first time since 2008.

A group of eleven P5, P6 & P7 pupils participated in Inter School Cross Country events. A P7 pupil also qualified for the NI Girls' Primary Schools Cross Country Final.

Two successful Sports Days were held in June. The P1- P4 Sports Day events included running, throwing, relay races, a Teddy Bears' Picnic, sack, egg 'n' spoon and obstacle races. All events were thoroughly enjoyed by the children and viewed by the many spectators. It was lovely to see the children leave very proud of their vast collection of competitor stickers on their t-shirts!

The P5 – P7 Sports Day involved each child participating in team events and a number of pupils also competed individually. P5 – P7 pupils used a range of athletic skills to earn points for their Houses; some winning medals. The overall winner of House Sports Day was Red (Redburn) House.

We would like to thank Sullivan Upper School for the use of their facilities.

All P4 - P7 pupils have, once again, experienced a high level of swimming tuition and the Governors wish to express their appreciation to the coaches involved.

P6 & P7 completed the year by participating in the annual HPS Swimming Gala. It was a great event and so encouraging to see the progress that has been made by the children this year. Every child earned valuable points for their House.

Red (Redburn) House was the overall winner.

Well done to eight pupils who participated in the Ulster Schools' Cup and Championship. As a result, two Key Stage 2 pupils qualified for the Irish Schools' Minor Championships in Dublin.

In excess of 350 pupils stayed for After School Clubs to enjoy a range of activities throughout the year including:-

Netball	Art	ICT	Camera	Hockey
Scripture Union	ECO & Garden Club	Science	Music	Choir
Football	Spanish	Multi skills	Drama	Dance
Rugby	Tennis	Cycling		

Thanks to coaches from Holywood Cricket Club who led cricket sessions in school for each P1– P5 class. Also a high level of coaching sessions by an IFA coach took place for all P5 – P7 classes.

All Year Groups continued to participate in the Bikelt project.

In addition to the PE curriculum, P1- P3 pupils engaged in regular Outdoor Play activities and a number of classes participated enthusiastically in the Daily Mile Challenge therefore promoting a healthy and active lifestyle with the children.

Educational Visits & Visitors

All pupils benefited from a wide programme of educational visits.

Day visits took the children to locations including:

Streamvale Farm Ulster Folk & Transport Museum W5 Odyssey Castleward
Crawfordsburn Country Park BeeSafe

Many classes had visitors who supported the delivery of the NI Curriculum e.g. NI Chest, Heart & Stroke 'Chester Challenge' where P5 pupils participated in three weeks of Interactive Workshops. Information about Health Education, fitness and the effects of smoking was shared.

The school is very grateful to the many parents, trainee teachers and classroom assistants as well as work experience volunteers who assisted with a wide range of activities throughout the school year.

Volunteers from the Business Community delivered the Young Enterprise Programme. Through practical and fun activities the volunteers highlighted the importance of life-long learning and skill development.

All pupils had the opportunity to make visits in the local area to enhance their learning experiences and the links with the local community. e.g. visits to local parks, supermarkets, restaurants, schools and a variety of trails in Holywood, linked to curricular areas in the World Around Us programme.

P6 pupils travelled to Ganaway to participate in a range of activities and outdoor pursuits. A number of P7 pupils travelled to Edinburgh for a fabulous four days in May. The Governors thank all the staff who gave of their time to organise and lead these residential visits.

Open Day Friday 30 November 2018

We enjoyed welcoming the parents of our pupils and prospective parents to our Open afternoon. Families were free to browse in all the classrooms, talk to members of staff and Governors, look at the exciting displays and join in with lots of classroom activities. A number of Key Stage 2 pupils were commended for their good manners and how they interacted with adults and younger children. Everyone was treated to a programme of activities including the School Choir, as well as a wonderful instrumental programme by the Key Stage 2 children. Members of the support staff provided refreshments throughout the afternoon. Due to a number of requests we also hosted an Open Morning for prospective families in January 2019.

Charity

All pupils, parents and staff should be congratulated on their level of support for the various charity appeals. We are grateful for the generous response from parents, friends and relatives, which encourages the children to think of those less fortunate than themselves. During the year various fundraising activities were organised in support of charities. Those who benefited were as follows:-

Cedar Foundation Action Mental Health Comic Relief
Shoe collection for Africa Children in Need Appeal
Royal British Legion Poppy Appeal

P7 Leavers' Assembly June 2019

Parents of our P7 pupils attended the Final Assembly for their children at Holywood Primary School. This special event allowed boys and girls to share memories of their time at Primary School. The P7 boys and girls from Mrs Hart and Mrs Eves' P7 classes compiled an all-inclusive Assembly. The Leavers' Assembly was one of the highlights of the year for the P1 – P7 pupils and staff. There was much laughter, time to reflect and tears shed throughout the morning. Memories of the children and events at HPS over the years were captured so well especially the pictures and memories of the boys and girls which concluded the Leavers' Assembly. After presentation of awards and each child's Record of Achievement, P7 pupils and parents enjoyed a BBQ and refreshments. It allowed P7 families to enjoy a special time together.

P7 boys and girls transferred to thirteen Post Primary schools. Details can be found in **Appendix A**.

Concerns procedure

Any parent with concerns about a child's safety should follow the school policy and consult with the class teacher. If the response is unsatisfactory the parent should speak to the Designated Teacher for Child Protection or the Deputy Designated Teacher for Child Protection. If issues remain, the Principal should be consulted. Any matter not resolved by this stage should be addressed in writing to the Chairman of the Board of Governors.

Open Enrolment / Attendance

The Open Enrolment Policy directed by DENI sets the maximum enrolment at 523. The maximum number for Primary 1 pupils was set at 75. The school's admissions criteria and information within the EA Open Enrolment booklet were also reviewed. At the beginning of the school year 2018-2019, 488 children were enrolled in the school. During the Spring Term of 2019, applications were received for admissions to Primary 1 for September 2019. Sixty - one children began Primary 1 in September 2018.

Children were admitted to other year groups during the year. Pupils who moved from the school during the year were due to house moves or relocation primarily because of association with the M. O. D.

The average daily attendance for the school was over 96%.

Staff Training

All teachers were involved in staff and in-service training which was based on our SDP. Training provided by EA (SER) and C2K was attended by staff where possible. Training was given for assessment, by our own skilled teaching staff and through involvement in North Down Cluster Groups. The five non-teaching days and five DENI School Development Days were used to ensure the targets in the School Development Plan were addressed.

Timetabled training included the following areas:-

In school Teaching & non-teaching staff)	<ul style="list-style-type: none"> • Development of Data Analysis (including target setting for tracking of children) • Child Protection / Safeguarding training for <u>all</u> members of staff and Governors • ICT – Promethean SmartBoard Training • Assessment Cross Curricular Skills Assessment KS1 & 2 including internal standardisation • Literacy Training - Reading Strategies • SEN target setting / IEP reviews • Action planning for subject co-ordinators • Assessment planning & evaluations in Numeracy & Literacy • Preparation for collating materials for pupil portfolios • Continued development of how Levels for each pupil are recorded and collated in each Key Stage in Using Mathematics, Communications & ICT 	
EA	<ul style="list-style-type: none"> • Shared Education • First Aid • Numicon Training • Designated Teacher CP Training • CP Training • SEN Co-ordinator Training • Developing Middle Management • Early Intervention Transformation Project • Anti Bullying Schools Act • Principals' Courses • SDP Training • Governor Training <ul style="list-style-type: none"> ➤ Recruitment & Selection ➤ Induction ➤ Finance ➤ Role of the Chairperson 	4 TEACHERS & Mrs Crookshanks 1 TEACHER 1 TEACHER 1 TEACHER Mrs Crookshanks 1 TEACHER 2 TEACHERS 3 TEACHERS & Mrs Crookshanks Mrs Crookshanks Mrs Crookshanks Mrs Crookshanks 1 GOVERNOR 4 GOVERNORS 1 GOVERNOR 1 GOVERNOR
ND e.g. CLUSTER GROUPS	<ul style="list-style-type: none"> • FS / Assessment / Numeracy Cluster Groups • Principals' Conference • Activity Play Based Learning 	VARIOUS TEACHERS Mrs Crookshanks 2 TEACHERS
CEA/ DENI/ C2K	<ul style="list-style-type: none"> • ICT – SIMs Training • Literacy & Numeracy KS2 / KS3 • Anti – Bullying SIMs Training 	1 TEACHER 2 TEACHERS & Mrs Crookshanks Mrs Crookshanks
HEALTH TRUST	<ul style="list-style-type: none"> • Diabetic Training • Epilepsy Awareness • RISE Training • Signs of Safety 	VARIOUS TEACHERS & SUPPORT STAFF 1 TEACHER 1 TEACHER
OTHER	<ul style="list-style-type: none"> • Middle Management Training 	10 TEACHERS

The Board of Governors would like to thank training officers and advisers, parents and members of the local and business communities who helped the school in any way during the year.

Finances including Allocation of DE Delegated Budget Share

All school accounts and budget allocations are audited by the Finance Committee of the Board of Governors and are available on request. The financial statement for the financial year ending 31st March 2019 and ratified by the Education Authority for Hollywood Primary School is included in **Appendix B**.

Parent Teacher Association and School Accounts were audited by an Independent Accountant.

Parent Teacher Association

All parents are automatically members of the PTA and are encouraged to be involved in its activities. Hollywood Primary is fortunate to have, although small in numbers, a very enthusiastic committee. Additional funding was raised through the ability to Gift Aid. Equipment and resources were purchased for P1- P7 classes. Each class got the opportunity to be the winners of the Wish List cash prize. Fundraising efforts enabled funds to be earmarked to buy four Interactive panels to be installed during Term 1 2019.

Parents and teachers worked closely, each supporting many events throughout the year. A wide range of events and activities for both parents and children were organised. The Board of Governors wish to express its gratitude to the PTA for the support given to the school.

PTA Events during 2018-2019 included:-

TERM 1: Coffee Morning, Bake Sale & Coffee Afternoon, Christmas Fair, Christmas cards, Nativity refreshments, P1- P4 Magic Show, P5- P7 Discos and P7 Trip.
TERM 2: Quiz Night & Raffle, Easter Raffles & Coin Challenge
TERM 3: Summer Fair, BBQ, Raffle, Sports Day refreshments, P7 Year Book & Hoodies.

A summary of finances relating to the PTA can be seen in Appendix C.

P7 pupil transfer to Post Primary Schools 2018-2019 Appendix A

A total of 60 pupils transferred to post-primary education at the end of the 2018/19 school year. The Principal has been contacted on a number of occasions regarding the success of pupils who have transferred from Holywood P.S. many who have gone on to achieve top N.I. grades at their respective schools.

PUPILS FROM HOLYWOOD PRIMARY TRANSFERRED AS FOLLOWS:

Sullivan Upper School	27	Rockport School	1
Methodist College	1	Strangford College	1
Strathearn School	2	Priory Integrated College	12
Campbell College	3	Glenlola Collegiate	1
Ashfield Girls' High School	5	Lagan College	2
Ashfield Boys' High School	3	Malone College	1
Hazelwood Integrated College	1		

Opening Cumulative Surplus 1 April 2018	£20,572
Delegated Resources allocated Allocated 2018-19 (i.e. Common Funding Formula Funding &1243,266 Other funding: Central payment –sub cover £600)	£1,243,866
Teaching & Non- teaching Staff	£ 1,199,036
Other costs including:- <ul style="list-style-type: none"> • Oil and electricity • Cleaning requisites and water • Maintenance & supplies • Postage, telephone, advertising & printing • Books, ICT equipment & practice materials 	£ 64,004
Total Expenditure (less income of £13,048)	£ 1,249,992
Delegated Budget Carryover	£ 14,446

TEACHING STAFF		996,965
NON-TEACHING STAFF		201771
Course Fees		300
Electricity		7,864
Water		2,096
Toilet Requisites		835
Gas (including natural gas)		12,203
Cleaning Materials		642
Sundry Accommodation Expenses		1,482
Building Repairs - Response Maintenance		364
Building Repairs/Fixed Plant Gen - Planned Maintenance		795
Grounds Maintenance - Response		1,561
Repair/Maintenance - Equipment (excluding office & IT)		104
Telephone		1,455
IT Services - EDU Spot		1,635
Postages		208
Stationery & Office Requisites		1,152
Photocopying Charges		8,275
Hire of Equipment/Facilities		1,132
Hire of Computer Services		8,079
Books, Practice Materials & Teaching Requisites		12,163
Licences		109
Prior Year Expenditure		1,235
Equipment < £1,000		188
Computer Equipment < £200		427
Recovery of Costs		-510
Donations		-12,538
Total Expenditure		£1,249,992

PTA Accounts 1st September 2018 – 31st August 2019 Appendix C

	2019	2018
Income - Fundraising	Unrestricted Income	Unrestricted Income
Bake Sale	£331.00	£355.20
Christmas Cards	£2,272.70	£2,236.00
School Fund	£9,975.00	£12,129.53
Quiz Night & Raffle	£1,056.00	£895.25
Christmas Disco	£710.00	£612.41
Christmas Fair	£3,151.00	£3,259.40
P7 income	£450.00	£582.50
Easter Event	£635.00	£524.00
School Fair	£5,408.27	£5,068.41
Raffle	£970.00	£1,140.00
Sports Day tea & coffee	£293.80	£294.64
Interest	£41.16	£27.44
Magic show	£480.00	-
Copper Challenge	£728.62	-
	<u>£26,502.55</u>	<u>£27,124.78</u>
Expenses		
Christmas Cards	£1,742.35	£1,718.25
Christmas Disco		£123.45
Christmas Fair	£1,020.04	£563.96
School Fair	£1,319.54	£1,977.76
Teachers expenses	£1,358.90	£2,253.40
P7 Trip	£772.40	£559.15
P7 Hoodies	£1,144.00	£996.00
P7 Yearbook	£475.00	£594.00
NCPTA	£105.00	£122.50
Magic show	£270.00	-
Educational Visits 2 years worth	£15,200.00	-
Whiteboards	£12,530.00	-
	<u>£35,937.23</u>	<u>£8,908.47</u>
Surplus/(Deficit)	-£9,434.68	£18,216.31

Balance Sheet

Cash at Bank and in Hand	31,821.94	41,256.62
	<u>31,821.94</u>	<u>41,256.62</u>
Unrestricted Reserves B/fwd	41,256.62	23,040.31
Surplus/(Deficit)	-9,434.68	18,216.31
	<u>31,821.94</u>	<u>41,256.62</u>

Signed Chris Fleming

Date 16 / 12 / 19

Chris Fleming F.C.A.
PTA Treasurer

Glossary of Terms used throughout this document. Appendix D

AFL	Assessment For Learning	ND	North Down
CA	Classroom Assistant	NDPPG	North Down Primary Principals' Group
CAT	Cognitive Abilities Test	NFER	National Foundation for Educational Research
CCS	Cross Curricular Skills	NRIT	Non- Reading Intelligence Test
CEA	Council for Curriculum, Exams & Assessment	PASS	Pupil Attitudes to Self & School test
CP	Child Protection	PB	Positive Behaviour
CPD	Continued Professional Development	PDMU	Personal Development & Mutual Understanding
C2K	ICT service for schools in NI	PTE	Progress Test in English
DENI	Department of Education for Northern Ireland	PTM	Progress Test in Maths
DT	Designated Teacher for Child Protection	PIPS / BASE	Baseline Assessment P1 & P2
DDT	Deputy Designated Teacher for Child Protection	PRSD	Performance Review & Staff Development
EA	Education Authority	PTA	Parent / Teacher Association
EAL	English as Additional Language	RISE	Regional Integrated Support for Education in NI
EITP	Early Intervention Transformation Project	SDD	Staff Development Day
ESAGS	Every School a Good School (Dept. of Education document)	SDP	Staff Development Plan
ETI	Education Training Inspectorate	SEN	Special Education Needs
EWO	Education Welfare Officer	SIMS.NET	School administration computer system
FS	Foundation Stage (P1 & P2)	SMT	School Management Team
FSM	Free School Meals	SOS	Office Supplies company
ICT	Information Communication & Technology	SP	Service Personnel
IEP	Individual Education Plan	STEM	Science, Technology, Engineering & Maths
KS1	Key Stage 1 (P3 & P4)	SWST	Single Word Spelling Test
KS2	Key Stage 2 (P5, P6 & P7)	TTI	Together Towards Improvement (Dept. of Education document)
LMS	Local Management Scheme	WALT	We are Learning to
LSC	Learning Support Co-ordinator	WAU	World Around Us
MOD	Ministry of Defence	WILF	What I'm Looking For