



## Board of Governors Annual Report (2019/20)

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.

Unfortunately, Term 3 was dominated by the impact of Covid-19 pandemic. The focus switched to ensuring each family and all members of staff were safe. Developing teaching methods and liaising closely with all families to deliver Home Schooling was a priority. Hollywood Primary also provided in school provision each day for Key Worker families from March to the end of the school year. Parent feedback was extremely positive. A huge number of parents wrote to individual teachers and myself to thank the school for the excellent quality of resources provided, pastoral support, online engagement and Key Worker provision given throughout Term 3.

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)

**HOLYWOOD 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 2019-2020 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 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 either attend face to face or online EA training on a variety of relevant matters.

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. Due to Covid-19 restrictions this year, Term 3 meetings consisted of meetings via the Zoom platform and regular communications via email.

In addition to regular correspondence electronically, Governors had face to face meetings during Term 1 & 2 to discuss various items, including the School Development Plan, EA LMS financial procedures and their operation, staff structure, 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 2019-2020**

- **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

### **STAFF LIST as at June 2020**

Holywood Primary School has a team of fifty members of staff.

Principal	Mrs Crookshanks
Primary 1	Miss Armstrong, Mrs Fulton & Miss Dobbin
Primary 2	Mrs Hunter & Mrs Heawood, Mrs McGonigle & Mrs Harron,
Primary 3	Mrs Gibson, Mr Atcheson & Mr Field
Primary 4	Mrs McCartney & Mrs Smith, Mrs McKeown
Primary 5	Mrs Brown, Miss Riddell & Mrs Curran, Mrs Wilson
Primary 6	Mrs Hart & Mrs Riddall
Primary 7	Mrs Clarke , Miss McGuile, Mr McConnell & Mrs Heawood
Learning Support	Mrs Robinson & Mrs Harper
P1 & P2 Classroom Assistants	Ms deHaan, Mrs Shimmin, Mrs Duff, Mrs Carson, & Mrs Black
S/N Classroom Assistants	Mrs Forster, Mrs Ruine, Mrs Clarke, Ms Magowan, Mrs Thornton, Ms Nicholl, Mrs McBride, Mrs Andrews & Mrs Routledge
Office Staff	Ms Lowans & Mrs Carberry
Building Supervisor	Mr Chism
Cleaners	Miss Adams & Mrs Boghtolu
Supervisors Lunchtime Canteen Breakfast Club	Mrs Crowe Ms Douglas, Mrs Robinson & Ms McCullough 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:	Mrs P. Woods
DESIGNATED GOVERNOR:	Mrs R. Scott

Mrs Curran retired from Holywood Primary School in June 2020 after many years of service. We welcomed Mrs Riddall, Mrs Wilson and Mr Field to the teaching staff in August 2019 and S/N Classroom Assistant Mrs McBride in October 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.

## 2019/20 Holywood Primary School Review

### **Curriculum (School Development Plan SDP)**

The School Development Plan (2020 – 2023) 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 2019-2020 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.
- 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
- 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 Mrs Heawood.
- 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.
- Investment in PATHS Programme Staff familiarisation of material and began to integrate some activities
- 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)
- On-going regular updates given to Social Workers.
- Playground Buddy training completed by Miss Armstrong. ALL P6 pupils participated.
- Anti- Bullying Policy and procedures review underway following EA training on the Anti Bullying Schools Act

## **CHILD PROTECTION**

- CP training completed for all new members of staff during 2019-2020
- EA Training for DDT (Nov.2019) Designated Governor (Dec.2019) Chairperson (March 2020)
- 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 2019-2020.
- CP included on Board of Governor Agenda / Minutes – Full report given during Term 1.
- Governor Meeting 11/3/20 - collective responsibilities of Governors was reiterated. Reference made to the updated 'Safeguarding in Schools' publication (DE Circular 2017/04). Each element of Section 4 of the Governor Handbook i.e. 'What does this mean for you as a school Governor' was confirmed at the meeting.
- 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. The majority of pupils in P1-P7 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.
- Pupils represented the school in regional and NI competitions e.g. cross country, hockey, football, trampolining etc.

## **2. HIGH QUALITY TEACHING AND LEARNING**

Action Plans 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 2019-2020 was Extended Writing throughout the school.
- Writing overviews reviewed and amendments made to ensure all writing styles covered
- Learning Intentions for extended writing were clear in all planning notes
- Teaching staff discussed the sharing of good practice of extended writing
- Effective Teaching observed by Literacy Co-ordinator throughout the school on a range of writing styles
- Reciprocal Reading introduced to new members of staff
- Reading Buddy Scheme Term 2 throughout the school
- Time to Read & Reading Partnership Programmes continued during Term 1 & Term 2 2019-2020
- Literacy work levelled in Term 1 & 2 for pupil portfolios and monitored by Principal.
- Long term planning in FS development underway.

#### **NUMERACY**

- Data analysis overview, necessitated a focus on Problem Solving throughout the school.
- Mental Maths strategies were developed further to help improve pupil use of mathematical language
- 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 2019-2020 monitored by Assessment co-ordinator and Principal
- Targets set and scrutinised for tracked individuals / small groups for 2019-20 Term1 & Term 2.
- 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 scoop Term 1 & 2: Feedback provided to staff and Principal.

#### **WORLD AROUND US / STEM**

- Focus of WAU/ ICT/ Numeracy Co-ordinators to liaise together to develop skills in each KS
- WAU Co-ordinator & other member of staff completed 3 Day Training – Effective sharing through STEM via Shared Education Programme
- Further development of how technology is integrated in KS2 planners in preparation for KS3.
- ECO School Year 3 award preparation completed – focus on Outdoor Learning & Biodiversity
- Success award of ECO Schools Green Flag for the sixth time
- During Home Learning Term 3 Year Groups placed emphasis on more outdoor learning opportunities.
- ECO Club and activities involved 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.
- 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. Science Enquiry (Staff Development Day)
- WAU co-ordinator continued to complete a resource audit. Items purchased for Outdoor Play. Resourcing to continue in 2020-2021.

#### **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)
- 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 online payment system i.e. School dinners / Clubs very effective and ECO friendly
- Whole school promoted safe use of internet e.g. Internet safety
- Development of ICT Schemes
- Staff Training completed for use of Google Classroom, SeeSaw, school website etc.

## **ACTIVITY BASED LEARNING**

- Focus for 2019-20 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
- FS planners evaluated with outcomes
- FS classes integrated the use of Numicon to 10 in Play and Numeracy planners

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- Staff Training completed for use of Google Classroom, SeeSaw, school website etc.

## **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
- 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..
- Accommodation analysis completed and additional SEN resource area approved by EA
- Monthly meetings between principal and classroom assistants to disseminate relevant information.
- Governors monitored, evaluated and gave 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.
- One 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 the out workings of their subject area 2019-2020 Action Plan targets in Term1 & Term 2.
- Governors attended EA training
- Governors met with Curriculum Leaders
- Mrs Crookshanks attended face-to-face and virtual NDPPG meetings during 2019-2020

## **POLICIES REVIEWED DURING 2019-2020**

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 ICT Cycle

**TERM 2** Homework Gifts & Hospitality Marking Use of Internet & Digital Technologies  
Gifted & Talented

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

Significant preparation for policy amendments was completed in Term 3 due to Covid-19 as part of the whole school restart Risk Assessment in readiness for Term 1 2020.

### **4. SCHOOLS CONNECTED TO THE LOCAL COMMUNITY**

- Year 3 Shared Education Programme a success. P3 pupils from Holywood PS and Glencraig IPS completed a range of activities using the theme of Friendship. P7 completed a Familiarisation Day.
- 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 two terms 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. 19) for all P1- P7 classes was well attended.
- Parent questionnaire uploaded on the school website. Pupil questionnaires were adapted from June 2019. Comments made by parents and pupils were collated and acted upon.
- Links continued with local churches, local community events. e.g. Carol Service, May Day & Harvest.
- Pupil involvement in local and national art competitions.
- 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.
- 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 teachers and Principal liaised with Post Primary Schools.

## **Special Educational Needs**

During 2019-2020, 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.

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.

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.

### **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.

During Term 1 & 2, children were supported in small groups / individually by LSC and CAs in school.

- LSC/ CA provided:-
  - Literacy support for KS1 & KS2 pupils.
  - Numeracy support for KS1 pupils & KS2 pupils.
  - Pre writing skills support for pupils in P2.
  - Communication/ language & social skills support for KS1 pupils & KS2 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 P3 and P4 pupils.
  - Time to Read which supported P5 pupils.
  - CA support for FS pupils & KS2 pupils who had English as an additional language.
  - Spelling support for pupils found to be underachieving in Spelling/Literacy for KS1 & KS2 pupils.
  - Numeracy support for pupils found to be underachieving in Maths for KS1 & KS2.
  - Literacy support from EA Outreach service for KS2 pupils.

- Support provided by Downs Syndrome Association
  - CA support for 1 KS1 pupils and 3 KS2 pupils on medical grounds.
  - CA support for 1 KS1 and 5 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.
- The process of EA Time Allocation was completed in Term 1 and Term 2 for pupil assessments. However, due to Covid-19 some assessments were unable to be completed. The school prioritised these pupils in Term 1 of 2020-2021
  - RISE NI Team liaised with the school during Term 1 and Term 2.
  - 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.

Unfortunately, due to Covid-19 restrictions during Term 3 2019-2020 a number of Outside agencies were unable to provide support. Despite this, the staff team continued to liaise closely with families for those pupils who were on the SEN register. Class teachers provided differentiated work for all pupils on IEPs during Home Learning in Term 3. Mrs Robinson and Mrs Harper also provided additional online resources during Term 3.

### **Shared Education Programme**

The school embarked on Year 3 of the Shared Education Programme with Glencraig IPS. The number of pupils increased as both P3 and P7 year groups were involved. Covid-19 restrictions reduced the number of hours of activities that could be facilitated together. Members of staff worked conscientiously throughout the programme, sharing good practice, enhancing resources and developing skills of both pupils and staff. In total 489 pupils from both schools have been involved in Year 1, 2 and 3 of the Programme.

### **Reporting to Parents**

A Curriculum Information Evening took place in September 2019. 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 2019. 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 written report at the end of June.

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 2019 - 2020.

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 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 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. Our P4 & P5 choir 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 local Nursing Homes. Music ensembles were successful at the Holywood Festival. Almost 50 P6 & P7 pupils had an amazing evening and experience at the SSE Arena. They performed at a sell-out concert with over 1000 pupils from NI schools as well as a 100-piece orchestra. Thanks to Mrs Hunter and Mrs Fulton who prepared the children so well for the event.

The Christmas Carol Service took place in December in St. Philip and St. James Parish Church for our P6 & P7 pupils. The church was filled with parents, friends, Governors and local ministers for an evening of praise and Bible readings.

Proud friends and families of our P1, P2 and P3 children were treated to an action packed Christmas Play 'Lights, Camel, Action 2!' on three consecutive days in December. The children sang, danced, acted and played instruments so well, giving their appreciative audiences including local pre-school children, performances to remember for a very long time.

All P4 & P5 classes were involved in a Christmas Concert, a new event during 2019-2020. We welcomed parents and friends who enjoyed a full range of Christmas songs, dances and instrumental pieces. A lovely festive atmosphere completed the Christmas celebrations for 2019.

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 number of Music Tutors supported their pupils during Lockdown by offering lessons virtually. Whilst initially it took time to adapt to this new format, overall it was very successful for most of the children.

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 2019/20 year the school offered the following:

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

The school participated in a number of sporting events organised in North Down during Term 1 & Term 2.

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

A group of twenty-five P5, P6 & P7 pupils participated in Inter School Cross Country events. Two P7 girls qualified for the NI Girls' Primary Schools Cross Country Final and for the first time a Boys' Team qualified to represent the school in the Final.

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.

Well done to 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.

Unfortunately, due to the Covid-19 pandemic, a number of planned sporting events for Term 3 were unable to take place.

In excess of 320 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	Music	Choir	Football
Cookery	Multi skills	Drama	Dance	Rugby

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**

Ordinarily all pupils benefit from a wide programme of educational visits. Understandably these visits were limited during 2019-2020.

During Term 1 & Term 2 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.

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. The Governors thank all the staff who gave of their time to organise and lead these residential visits.

### **Open Day Friday 6 December 2019**

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 2020.

### **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  
Storehouse

Children in Need Appeal  
Royal British Legion Poppy Appeal

Tiny Life

### **P7 Leavers' Assembly June 2020**

The team at Holywood Primary School ensured the end of their primary school year was marked for the P7 pupils despite the restrictions imposed by Covid-19. The main section of the special event was completed virtually! There was also an online presentation of awards. The boys and girls shared their memories of their time at Primary School. Mrs Clarke, Miss McGuile Mr McConnell and Mrs Heawood compiled an all-inclusive Assembly which was showcased on Google Classroom. The Leavers' Assembly was one of the highlights of the year for the P7 pupils and their families. Whilst following Covid-19 procedures including social distancing, Mrs Crookshanks arranged for the children to come into school at the end of June to be presented with their Record of Achievement and awards. It was a welcome opportunity for the children and their families to say a final goodbye to their teachers and reminisce about their time at primary school. Although an emotional day, it was a very fitting way to celebrate the end of their time at Holywood Primary School

P7 boys and girls transferred to ten 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 2019-2020, 489 children were enrolled in the school. During the Spring Term of 2020, applications were received for admissions to Primary 1 for September 2019. Sixty-eight children began Primary 1 in September 2019.

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), DE and C2K was attended by staff where possible. Significant opportunities were accessed from the Shared Education Training Programme for members of both schools. Other training was delivered by our own skilled teaching staff. The five non-teaching days and five DENI School Development Days were used to ensure the targets in the School Development Plan were addressed.

Below provides examples of training completed during Term 1 & Term 2. Members of staff also accessed some online training sessions in Term 3.

In school Teaching & non-teaching staff	<ul style="list-style-type: none"><li>• Children Looked After - Whole School Awareness Training – Trauma and Attachment Programme (TAP)</li><li>• Health &amp; Well Being – outside provider – joint session with Glenraig IPS</li><li>• Development of Data Analysis (including target setting for tracking of children)</li><li>• Child Protection / Safeguarding update training for <u>all</u> members of staff and Governors</li><li>• ICT – Google Classroom / SeeSaw</li><li>• Assessment Cross Curricular Skills Assessment KS1 &amp; 2 including internal standardisation</li><li>• Literacy Training – Extended Writing</li><li>• SEN target setting / IEP reviews</li><li>• Action planning for subject co-ordinators</li><li>• Assessment planning &amp; evaluations in Numeracy &amp; Literacy</li><li>• Preparation for collating materials for pupil portfolios</li><li>• Continued development of how Levels for each pupil are recorded and collated in each Key Stage in Using Mathematics, Communications &amp; ICT</li></ul>
EA	<ul style="list-style-type: none"><li>• Shared Education – various courses including Play, STEM, Collaboration, ICT</li><li>• First Aid / Epilepsy</li><li>• Deputy Designated Teacher CP Training</li><li>• SEN Co-ordinator Training</li></ul>

	<ul style="list-style-type: none"> <li>• Steps into Leadership for 3 members of staff</li> <li>• EAL Training for SIMs record</li> <li>• Classroom Assistant training e.g. Embracing cultural diversity, Behavioural support</li> <li>• Governor Training <ul style="list-style-type: none"> <li>➤ Child Protection (Chairperson &amp; Designated Governor for CP)</li> <li>➤ Recruitment &amp; Selection</li> <li>➤ Effective Governance</li> <li>➤ Complaints</li> </ul> </li> </ul>
ND e.g / CLUSTER GROUPS	<ul style="list-style-type: none"> <li>• FS / Assessment / Numeracy SEN Cluster Groups</li> </ul>
HEALTH TRUST	<ul style="list-style-type: none"> <li>• Diabetic Training</li> <li>• Epilepsy Awareness</li> </ul>

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 2020 and ratified by the Education Authority for Holywood Primary School is included in **Appendix B**.

### **Parent Teacher Association**

All parents are automatically members of the PTA and are encouraged to be involved in its activities. Holywood 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 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 2019-2020 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

TERM 3:

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 2019-2020    Appendix A**

A total of 84 pupils transferred to post-primary education at the end of the 2019/20 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	42	Priory Integrated College	16
Campbell College	9	Ashfield Girls' High School	8
Ashfield Boys' High School	3	Lagan College	2
Bloomfield Collegiate	1	Glastry College	1
Glenlola Collegiate	1	RBAI	1

<b>Opening Cumulative Deficit 1 April 2019</b>	<b>-£26,245</b>
<b>Delegated Resources allocated Allocated 2019-20 (i.e. Common Funding Formula Funding £1,350,430 less deficit £26,245</b>	<b>£1,324,185</b>
<b>Teaching &amp; Non- teaching Staff</b>	<b>£ 1,317,208</b>
<b>Other costs including:-</b> <ul style="list-style-type: none"> <li>• Oil and electricity</li> <li>• Cleaning requisites and water</li> <li>• Maintenance &amp; supplies</li> <li>• Postage, telephone, advertising &amp; printing</li> <li>• Books, ICT equipment &amp; practice materials</li> </ul>	<b>£ 95,585</b>
<b>Total Expenditure (less income of £93,787)</b>	<b>£ 1,319,006</b>
<b>Delegated Budget Carryover</b>	<b>£ 5179</b>

	£
TEACHING STAFF	1,098,160
NON-TEACHING STAFF	218,773
COURSE FEES	275
ELECTRICITY	9737
WATER	1649
TOILET REQUISITES	612
GAS (INCLUDING NATURAL GAS)	13,029
WASTE - GENERAL	1899
CLEANING MATERIALS	492
BUILDING REPAIRS – RESPONSE MAINTENANCE	300
BUILDING REPAIRS / FIXED PLANT GENERAL – PLANNED MAINTENANCE	300
REPAIR / MAINTENANCE – EQUIPMENT (EXCLUDING OFFICE & IT EQUIPMENT)	187
TELEPHONE	1679
POSTAGE	113
STATIONERY & OFFICE REQUISITES	3608
PHOTOCOPYING CHARGES	9555
HIRE OF EQUIPMENT / FACILITIES	1044
CONTRACT HIRE SECURITY SERVICES	545
HIRE OF COMPUTER SERVICES	1354
HIRE OF BUSES	310
BOOKS, PRACTICE MATERIALS & TEACHING REQUISITES	13 496
FIRST AID MATERIALS	161
LICENCES	116
STOCK – VALUE ADJUSTMENT	10 364
PRIOR YEAR EXPENDITURE	8951
EQUIPMENT < £1,000	1885
SOFTWARE LICENSING <£1,000	1901
RE – ALLOCATION OF COSTS – GROUNDS MAINTENANCE	998
RE – ALLOCATION OF COSTS – TUITION FEES (MUSIC)	1980
PURCHASE OF COMPUTER EQUIPMENT > £200	9320
RE –ALLOCATION FOOD FUNDING FROM CENTRAL MEALS	-350
GRANT FROM MOD FUNDING	-80000
DONATIONS - PTA	-13437

<b>Total Expenditure</b>	<b>£1,319,006</b>
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**PTA Accounts 1<sup>st</sup> September 2019 – 31<sup>st</sup> August 2020 Appendix C**

Quiz Night & Raffle		£1,056.00
Christmas Disco	£645.77	£710.00
Christmas Fair	£4,020.88	£3,151.00
P7 income	£256.00	£450.00
Easter Event		£635.00
School Fair		£5,408.27
Raffle		£970.00
Sports Day tea & coffee		£293.80
Interest	£37.12	£41.16
Magic show		£480.00
Copper Challenge		£728.62
	<u>£17,898.99</u>	<u>£26,502.55</u>

**Expenses**

Christmas Cards	£1,790.05	£1,742.35
Christmas Disco	£260.00	
Christmas Fair	£1,583.14	£1,020.04
School Fair	£100.80	£1,319.54
Teachers expenses	£1,153.88	£1,358.90
P7 Trip	£1,156.00	£772.40
P7 Hoodies	£1,512.00	£1,144.00
P7 Yearbook	£645.00	£475.00
NCPTA	£110.00	£105.00
Magic show		£270.00
Educational Visits 2 years worth		£15,200.00
Whiteboards		£12,530.00
Educational resources	£1,956.92	
Covid fund	£76.00	
	<u>£10,343.79</u>	<u>£35,937.23</u>

Surplus/(Deficit)	£7,555.20	-£9,434.68
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**Balance Sheet**

Cash at Bank and in Hand	39,377.14	31,821.94
	<u>39,377.14</u>	<u>31,821.94</u>

Unrestricted Reserves B/fwd	31,821.94	41,256.62
Surplus/(Deficit)	7,555.20	-9,434.68
	<u>39,377.14</u>	<u>31,821.94</u>

Signed \_\_\_\_\_

Date

Chris Fleming F.C.A.  
PTA Treasurer

## Glossary of Terms used throughout this document. Appendix D

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