



Board of Governors Annual Report (2017/18)

I trust you will find the information in the report useful in how Holywood 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 Holywood Primary School. We are extremely proud of the staff, pupils and parents of Holywood 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 Holywood 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)

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. The school Principal, a non- voting member acts as secretary. The positions during 2017-2018 were as follows.

E.A. REPRESENTATIVES:

Mr G. Dunne MLA
Mr P. King

TRANSFEROR REPRESENTATIVES:

Mrs G Taylor
Mrs S Geddis
Mr P Woods (Chairperson)
Mrs S Anderson

PARENT REPRESENTATIVES:

Mrs D Evans
Mrs R Scott (Vice Chairperson)

TEACHER REPRESENTATIVE: **SECRETARY:**

Mrs S Gibson
Mrs D Crookshanks

The Governors are required to meet a minimum of three times per year but in practice meet and correspond more frequently than this.

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.

During the year 2017/18 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 2017-2018

- FINANCE MR WOODS MRS EVANS MRS SCOTT
- APPEALS / GRIEVANCE MR KING MRS GEDDIS MR DUNNE
- DESIGNATED GOVERNORS FOR CHILD PROTECTION
MRS ANDERSON MRS GIBSON (DDT)
- PRSD PRINCIPAL REVIEWERS MRS TAYLOR MRS EVANS

Each Governor was a member of the appointments panel when required.

All those associated with Holywood Primary School wish to acknowledge the support, commitment and loyalty shown by Mrs Gail Taylor, Mr Peter King, Mrs Deb Evans and Mrs Sadie Anderson as they finished their term of Office in 2018 as Governors at Holywood Primary School.

STAFF LIST as at June 2018

Hollywood Primary School has a team of approximately 45 members of staff.

Principal	Mrs Crookshanks
Primary 1	Miss Armstrong, Mrs Fulton & Mrs Elliott
Primary 2	Miss Dobbin & Mrs McGonigle
Primary 3	Mrs Gibson, Mr Atcheson, Mrs Hunter & Mrs Heawood
Primary 4	Mrs McCartney, Mrs Smith, Mrs McKeown & Mr Eves
Primary 5	Mrs Brown, Mr McConnell, Miss Riddell & Mrs Curran
Primary 6	Mrs Hart & Mrs Eves
Primary 7	Mrs Clarke , Miss McGuile & Mrs Heawood
LS teacher	Mrs Robinson
P1 & P2 Classroom Assistants	Mrs Neill, Mrs Jeffrey, Mrs Shimmin, Mrs Carson, & Mrs Black
S/N Classroom Assistants	Mrs Forster, Mrs Duff, Mrs Ruine, Mrs Clarke, Mrs Andrews, Ms Magowan, Mrs Thornton & Mrs Harper
Office Staff	Miss McDonald & Mrs Carberry
Building Supervisor, Cleaners	Mrs Dowling, Mrs Nelson, Mrs Adams & Mrs Bogatolu
Lunchtime / Canteen Supervisors	Ms Douglas & Mrs Robinson
Crossing Patrol staff	Mr Widdowson

Miss Riddell returned to teach P5 in January 2018 following a long term illness. Classroom Assistant Mrs Neill retired from Hollywood Primary School in June 2018.

Mrs McBride & Mrs Crowe provided Lunchtime Supervisor cover during 2017-18. Ms Johnson (catering staff) left during Term 2.

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.

2017/18 Hollywood 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 2017-18.

CHILD CENTRED PROVISION :

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

HIGH QUALITY TEACHING AND LEARNING:

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

EFFECTIVE LEADERSHIP:

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

SCHOOLS CONNECTED TO THE LOCAL COMMUNITY:

Communication / Projects linking with educational agencies

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

Reports were given to Governors during 2017-2018 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.

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 regularly met to plan, positive feedback from pupils / staff and parents. Good recommendations were included in decisions / adaptations to existing practice
- 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.
- NI Anti-Bullying Week. Teachers encouraged children to talk in class & circle time about bullying.
- SP - individual and small group support.
- On-going regular updates given to Social Workers. Case Conferences attended by staff.
- In depth Playground Buddy training completed. ALL P6 pupils participated.

CHILD PROTECTION

- CP training completed for all new members of staff during 2017-2018
- 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 2017-18.
- Social Worker links continued.
- Designated Governor and Chair of Governors attended EA CP courses.
- CP included on Board of Governor Agenda / Minutes – Full report given during Term 1.
- Review of CP procedures completed in line with GDPR e.g. visitor procedures, privacy notices etc.
- 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. A more direct approach was taken with parents.
- HPS continued to promote exercise in curriculum time and during After School activities. i.e. football, hockey, netball, badminton, multiskills rugby and dance Club.
- Pupil documentation pack included additional HPS healthy eating information and DENI publications.
- Healthy eating promoted regularly on school website, monthly news sheets and noticeboards.
- PE integrated in planning notes through the HE overview.
- Dairy Council / NI Chest Heart & Stroke / Belfast Giants visits promoted healthy lifestyle.
- Reinforcement of safe practice arrangements and procedures i.e. Further development of Risk Assessments.
- IFA coaching schemes completed in Key Stage 1 & 2.
- Sports Days formats adapted to deliver additional athletic activities for FS, KS1 and KS2.

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 2017-2018 was Reading throughout the school.
- Particular emphasis was placed on reading comprehension skills.
- The Literacy Coordinator observed a wide range of reading lessons throughout the school where she saw many examples of good practice. i.e. shared and guided reading
- Reciprocal Reading implementation further developed
- Resourcing audit completed FS and KS 1 are well resourced. KS 2 require more graded novels.
- Time to Read & Reading Partnership Programmes continued during 2017-2018
- Literacy work levelled each term for pupil portfolios and monitored by Principal.

NUMERACY

- Data analysis overview, necessitated a focus on Problem Solving and Shape and Space throughout the school. These areas of focus will continue for two years.
- Mental Maths strategies were developed further to help improve the children's use of mathematical language.
- The Numeracy Coordinator observed lessons showing good practice which incorporated Mental Maths
- Shape and Space levelling tasks were compiled.
- 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 to expand resources.
- Time to Count Programme continued during 2017-2018.

ASSESSMENT

- Literacy & Numeracy focus areas for 2017-2018 monitored by Assessment co-ordinator and Principal
- Targets set and scrutinised for tracked individuals / small groups for 2017-18.
- 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 & Reciprocal Reading Term 2: Shape & Space & Reading Term 3: Data Handling & Creative Writing. Feedback always provided to staff and Principal.

ICT

- New Medium term planner template created to support the planning and teaching of ICT
- P4-P7 focused on area of 'Exchange' using email and C2K News Desk
- 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.
- Introduction of Parent online payment system very effective for most and ECO friendly
- P6 & P7 promoted safe use of internet (e.g. P7 attended a Bee Safe Interactive Conference)
- FS / KS1 & KS2 end of year assessment sheets compiled

ACTIVITY BASED LEARNING

- Focus for 2017-18 was the amendment of Foundation Stage play planners with a particular focus on progression within the planned activities included in each play area
- Planners were detailed including learning intentions, adult roles and resources required
- Development and evaluation of outdoor play planners

WORLD AROUND US

- ECO School status awarded for a further two years - ECO Club involved parents 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 e.g. IKEA (import / export programme).
- W.A.U. Co-ordinator charted lines of development between Foundation Stage classes to ensure even coverage of strands and clear progression. W.A.U. co-ordinator liaised with Foundation Stage Leader and Foundation teachers to accomplish this.

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 results were also recorded on C2K Assessment Manager 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 to attend courses especially those who were *not* co-ordinators.
- 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 Sept. 2017.
- Minor Works application for traffic management approved by EA
- Monthly meetings between principal and classroom assistants to disseminate relevant information.
- Governor feedback at meetings or via emails.

SCHOOLS CONNECTED TO THE LOCAL COMMUNITY

- Year 1 Shared Education Programme a success. P7 pupils from Holywood PS and Glenraig IPS completed a range of activities with emphasis on STEM subjects and Transition to KS3.
- 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 Count & Time to Read Programmes.
- Business in the Community, Time to Read volunteers worked with eight P5 pupils. Seven P5 pupils were involved in the Time to Count Programme.
- The Annual School Book Fair took place raising funds for additional novels.
- Parent Information Evening (Sept. 17) for all P1- P7 classes was well attended.
- Parent questionnaire uploaded on the school website. Pupil questionnaires were adapted from June 2017. 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. 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.
- Bike IT Scheme continued and Beat The Street Initiative completed
- 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 including the very successful, much enjoyed whole school event for Lagan Dragons and Cancer Focus NI.
- The 1,2,3 Club continued to be very popular. 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 2018 led by two CAs.
- P7 teachers and Principal liaised with Post Primary Schools.

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 completed EPD Programmes.

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 2017-2018 Action Plan targets
- Governor skills based record updated and ETI Governance self- evaluation materials completed
- ND cluster groups attended during 2017-2018 i.e. Literacy

POLICIES REVIEWED DURING 2017-2018

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 Intimate Care Positive Behaviour Annual Health & Safety review

TERM 2 Child Protection Anti Bullying Uniform Literacy Art Complaints

TERM 3 Education Visits First Aid Assessment Administration of Medicines
SEN(including accessibility) Salary Music
GDPR documentation including:-

- a) *Data Protection Officer Services Agreement*
- b) *Data Register Audit / Log*
- c) *Data Protection Policy*
- d) *Disposal of Records Schedule*
- e) *Subject Access Request*
- f) *Personal Data Breach Management Procedure*
- g) *Privacy Notices for parents, teaching and support staff*

Special Educational Needs

During 2017-2018, Mrs Robinson the LSC reviewed the school SEN policy. She continued to keep a detailed programme to record various tests used for assessment purposes of all children in school. 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.

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

Together they assessed the pupil's difficulties 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 2017-2018.

- LSC provided:-
 - Literacy support for KS1 35 pupils & KS2 38 pupils
 - Numeracy support for KS1 23 pupils & KS2 17 pupils
 - Pre writing skills support for 9 pupils in P2
 - support for fifteen Key Stage 1 pupils who were found to be underachieving in Maths.
- LSC completed:-
 - Detailed information records regarding all pupils on the SEN register.
 - Annual reviews for all pupils with a SEN statement.
- LSC co - ordinated:-
 - the Reading Partnership Programme supporting thirteen P3 and P4 children.
 - the Time to Read Programme which supported eight pupils and the Time to Count Programme supported seven pupils.
 - a Classroom Assistant to work specifically with a number of Service Personnel pupils who had 'gaps' in their learning due to mobility. Three KS2 pupils responded well to these additional small groups in Literacy and Numeracy. Some of these pupils moved during the school year.
 - CA support for one FS and two KS1 pupils on Stage 3 Code of Practice.
 - CA support for four KS2 pupils who had English as an additional language.
 - CA support for two FS pupil and a KS2 pupil on medical grounds.

- CA support for two FS pupil, two KS1 pupils and one KS2 pupils with specific needs.
- CA support for three KS1 children for communication / language & social skills.
- EA Speech & Language support for one KS1.
- Literacy support from Cottown Reading Unit for three Key Stage 2 children
- CA support for small groups in P3
- CA support for five P4 pupils in a Spelling Booster Group and three P4 pupils in a Maths Booster Group.
- CA support for eight P5 pupils in a Spelling Booster Group
- CA and parent volunteers for seventeen P5 pupils in a Maths Booster Group.
- P6 & P7 Maths Booster Groups
- EA Psychology Time Allocation was used for pupil assessments as follows:-
 - Circle of Friends Programme for a P7 pupil transferring to post primary school. This involved the child's P7 class.
 - The statement process completed for one FS and an EA statement issued.
 - One FS and three KS1 pupils had Stage 4 full assessments carried out by Education Psychologist.
 - One KS1 pupil referred to EA Autistic Spectrum Disorder (ASD) Service
- RISE –Team provided the following:-
 - a 6 – week programme 'Attention and Listening' with a group of P3 pupils
 - facilitated support for P1 teachers to deliver 'First Steps' programme to all P1 children.
 - a 6 week programme 'Next Steps' with a group of P2 pupils
 - five P2 pupils referred for 1:1 intervention which will commence in their P3 year.

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.

Reporting to Parents

A Curriculum Information Evening took place in September 2017. Attendance was very 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 good. P4 – P7 parents were given PTE and PTM results from Term 1 of 2017. Parents were also encouraged to contact the school 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 2017 - 2018. An online payment service was trialled during June 2018. The overall response was very positive. Whilst the cost for this service is significant, it will continue as this 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. Each 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. P1 – P7 children sang so well. Our Choir had their first performance of the year. It was most enjoyable to hear a number of our Key Stage 2 children and members of staff accompanying the service.

The Choir sang at a range of places throughout the year including Castle Court and local Nursing Homes. A number of choir members also recorded a Christmas song which was included on a CD produced by Priory College. 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 large crowd of Governors, parents, friends, Governors and local ministers for an evening of praise and Bible readings.

The wonderful P1- P3 Christmas Nativity, 'Super Star', 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 very good results.

A P6 pupil was a finalist in the Primary School Musician of the Year 2018, a great achievement.

A highlight for Term 3 was the Summer Serenade. All pupils in the school had the opportunity to perform. A wonderful afternoon of musical talent was on display in front of a packed audience. A number of boys and girls from P5 - P7 played flutes, trumpets, clarinets, violins and a guitar. Each Year Group gave a wonderful rendition of music. Our P4 choir relished the opportunity to perform in front of an audience. The audience thoroughly enjoyed the P6 children and the P5-P7 choir singing songs from 'The Greatest Showman'. P4 pupils gave a memorable rendition of 'A Thousand Years'. There were a few tears from staff and audience! Thank you to all the children and staff who put together such a varied programme for everyone to enjoy and remember for a very long time.

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

A broad range of curricular and extra-curricular sporting activities also took place involving both staff and pupils. In the 2017/18 year the school offered the following:

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

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. A P7 girl represented Holywood Primary School and Northern Ireland in the British Gymnastics Championship in England.

The Boys' Football team had a busy season. They reached the Final of the Priory Cup and Semi – Final of the John Barratt Tournament. They came third from sixteen teams in the North Down PS League 2017-18. One of the two football teams in the Ashfield Boys' Tournament reached the Semi-Final of the competition.

Both the girls' and boys' hockey teams participated in a ND tournament. The boys' team qualified for the NI PS Finals.

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.

Nineteen P6 & P7 boys successfully competed in a number of Primary School Rugby Tournaments, the highlight being held at the Kingspan Stadium. Thanks to one of our HPS parents, who kindly arranged for the 6 Nations Trophy to be brought to our school.

Twenty-one 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 seven children qualified for Finals Day and one pupil won a silver medal.

A group of 10 P6 & P7 pupils participated in Inter School Cross Country events.

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 winners of House Sports Day were Blue (Ballymenoch) 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. A number of Key Stage 2 pupils participated in the Ulster Schools' Qualifiers. 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) were the overall winners.

In excess of 200 pupils per week stayed for after-school clubs to enjoy a range of activities including:-

Netball	Art	ICT	Camera
Scripture Union	ECO & Garden Club	Hockey	Science
Football	Spanish	Badminton	Multi skills
Dance	Rugby	Choir	

In addition to the PE curriculum, a number of classes participated enthusiastically in the Daily Mile Challenge facilitating giving another way to highlight the importance of 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 pupil participated in three weeks of Interactive Workshops. Information about Health Education, fitness and the effects of smoking was shared.

Two touring drama companies visited the school during 2017-2018.

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 Year Groups continued to participate in the Bikelt project.

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.

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 fund raising activities were organised in support of charities. Those who benefited were as follows:-

Cedar Foundation	Alzheimer's Society	The Larder
Cancer Focus NI	Lagan Dragons	Shoe collection for Africa
Children in Need Appeal	Royal British Legion Poppy Appeal	

Congratulations to all the boys, girls and members of staff who completed a wide range of fitness activities as part of our whole school Charity Event. e.g. a sponsored swim, Zumba, walk and skip. The generosity of families and friends who sponsored the children was greatly appreciated. A wonderful £4644 was raised for two local charities Lagan Dragons and Cancer Focus NI.

Open Day Friday 1st December 2017

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, sporting events as well as a wonderful instrumental programme by the Key Stage 2 children. Members of the non - teaching staff provided refreshments throughout the afternoon. Due to a number of requests we also hosted an Open Morning for prospective families in January 2018.

P7 Leavers' Assembly June 2018

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 Clarke and Miss McGuile's P7 classes compiled an all-inclusive Assembly based on the theme of The Circus. 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. After the presentation of awards and each child's Record of Achievement, P7 pupils and parents enjoyed refreshments in the Assembly Hall. It allowed P7 families to enjoy a special time together.

P7 boys and girls transferred to eleven 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 2017-2018, 464 children were enrolled in the school. During the Spring Term of 2017, applications were received for admissions to Primary 1 for September 2017. Seventy-nine children began Primary 1 in September 2017.

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 96.5 %.

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"> • ASD TRAINING sessions for all staff • Development of Data Analysis (including target setting for tracking of children) • Numeracy training (Mental Maths strategies) • Child Protection training for staff and training for new members of staff • ICT website / My School (News desk) / money system training • Assessment Cross Curricular Skills Assessment KS1 & 2 including internal standardisation • Literacy Reciprocal Reading training • Library Training for support staff • 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 and Communications 	
EA	<ul style="list-style-type: none"> • Shared Education • First Aid • Numeracy Co-ordinator • SEN • Principals' Courses 	4 TEACHERS & Mrs Crookshanks 1 TEACHER 1 TEACHER 1 TEACHER Mrs Crookshanks
ND e.g. CLUSTER GROUPS	<ul style="list-style-type: none"> • FS / Assessment / VP Cluster Groups • FS ABL -planners • Principals' Conference • ECO School Training 	VARIOUS TEACHERS 1 TEACHER Mrs Crookshanks 1 TEACHER
CEA/ DENI/ C2K	<ul style="list-style-type: none"> • ICT – Software training • Literacy & Numeracy KS2 / KS3 • ICT – iProc training 	1 TEACHER 1 TEACHER OFFICE STAFF
HEALTH TRUST	<ul style="list-style-type: none"> • Diabetic Training • Epilepsy Awareness 	VARIOUS TEACHERS / SUPPORT STAFF
EA	<ul style="list-style-type: none"> • Governor Training <ul style="list-style-type: none"> ➤ Recruitment & Selection ➤ Child Protection ➤ Handling Complaints 	1 GOVERNOR 2 GOVERNORS 2 GOVERNORS

Teachers were involved in classroom observations as part of the Performance Review and Staff Development scheme (PRSD) during the year.

The Assessment, Literacy, Numeracy, Principal and EPD co-ordinator completed classroom observations during the year.

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.

LMS and Allocation of Delegated Budget Share

LMS accounts were viewed by EA and C2K support staff and certified by the Board of Governors. Parent Teacher Association and School Accounts were audited by an Independent Accountant.

LMS Financial Statement for 2017-2018 can be seen 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 be earmarked to buy five Interactive panels to be installed during Term 1 2018.

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 2017-2018 included:-

TERM 1: Coffee Morning, Bake Sale & Coffee Afternoon, Christmas Fair, Christmas cards, Nativity refreshments, P1- P4 W5 Science & Magic Shows, P5- P7 Discos and P7 Trip.
TERM 2: Quiz Night & Raffle & Easter Raffles
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 2017-2018 **Appendix A**

A total of 55 pupils transferred to post-primary education at the end of the 2017/18 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	22	Bloomfield Collegiate	8
Methodist College	1	Strangford College	1
Strathearn School	2	Priory Integrated College	12
Campbell College	3	Rockport School	1
Ashfield Girls' High School	1	Glenlola Collegiate	2
Ashfield Boys' High School	2		

EA Financial Statement 2017- 2018

Appendix B

The publication of outturn statements by EA (SER) at the end of each financial year allows actual net expenditure to be compared with budget allocations adjusted to include supplementary allocations and allocations from excepted items and the contingency provision. The outturn statement also indicates the balance to be carried forward into the subsequent financial year.

A complete statement can be accessed from the EA.

Financial Statement Holywood Primary School 2017-2018

Expenditure

Teaching & Non- teaching Staff	£ 1,180,848
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 N.B. Total takes account of School Stock Valuation (£25,260)	£ 55,067
Gross Expenditure (less income £3,930)	£ 1,231,985
Budget Available	£ 1,252,557
Delegated Budget Carryover	£ 20,572

PTA Accounts 1st September 2017 – 31st August 2018 Appendix C

Opening Balance (See Note 2)

£23,040.31

17/18 Income	Income	Expenses	Total
Bake Sale	£355.20		£355.20
Christmas Cards	£2,236.00	£1,718.25	£517.75
School Fund	£12,129.53		£12,129.53
Quiz Night & Raffle	£895.25		£895.25
Christmas Disco	£612.41	£123.45	£488.96
Christmas Fair	£3,259.40	£563.96	£2,695.44
P7 income	£832.50	£250.00	£582.50
Easter Event	£524.00		£524.00
School Fair (Note 1)	£5,068.41	£1,977.76	£3,090.65
Raffle	£1,140.00		£1,140.00
Sports Day tea & coffee	£294.64		£294.64
Interest	£27.44		£27.44
			<u>£22,741.36</u>

17/18 Expenditure

Teachers expenses	£2,253.40
P7 Trip	£559.15
P7 Hoddies	£996.00
P7 Yearbook	£594.00
NCPTA	£122.50
	<u>£4,525.05</u>

Closing Balance (Note 3)

£41,256.62

Notes

1 Expense includes float of £900

2 Current account £22,897.75 + Reserve £142.56

3 Current account £41,113.96 + Reserve £142.66

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	PB	Positive Behaviour
CP	Child Protection	PDMU	Personal Development & Mutual Understanding
CPD	Continued Professional Development	PTE	Progress Test in English
C2K	ICT service for schools in NI	PTM	Progress Test in Maths
DENI	Department of Education for Northern Ireland	PIPS / BASE	Baseline Assessment P1 & P2
DT	Designated Teacher for Child Protection	PRSD	Performance Review & Staff Development
DDT	Deputy Designated Teacher for Child Protection	PTA	Parent / Teacher Association
EA	Education Authority	RISE	Regional Integrated Support for Education in NI
EAL	English as Additional Language	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