



Board of Governors Annual Report (2020/21)

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 an overview of the work completed in one school year. It provides us with an opportunity to outline the success and achievements of our pupils and staff. We are extremely proud of the staff, pupils and parents of Holywood Primary School and the strong community ethos that exists.

Despite the significant challenges that the school has faced during the last academic year which has been dominated by the Coronavirus pandemic, the Governors and staff at Holywood Primary School place at the top of their agenda the importance of supporting the health and well-being of each child. The well - being of staff is also a priority. The team at Holywood Primary School are dedicated to their profession and the children in their care. They strive to provide a stimulating environment for all the pupils in the school each day.

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.

Term 2 was dominated by the impact of Covid-19 pandemic. The priority of the school leadership was to ensure each family and all members of staff were safe. Further development of teaching methods and liaising closely with all families to deliver Home Schooling for a second period was the focus. Holywood Primary also provided in school provision each day for Key Worker families and vulnerable children from January to March 2021. Feedback from the parent and pupil questionnaire was extremely positive. A huge number of parents wrote to individual teachers and myself to thank the school for the excellent quality of teaching, resources provided, pastoral support, online engagement and in school provision provided throughout Term 2.

A new single modular unit was completed during Term 2 &3. The school is delighted with this new classroom and wish to acknowledge the support of EA architect, Mr Paul Connolly, and the high standard of workmanship of John Doherty contractors.

During Term 3 the school community was extremely shocked and saddened to hear of the passing of Mr Gordon Dunne MLA. Mr Dunne had been a dedicated Governor for fourteen years. All those associated with the school wish to pass on their sincere condolences to his wife Gillian, a former Classroom Assistant in the school, and to his three children who were past pupils of Holywood Primary School.

I hope 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 2020-2021 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:
SECRETARY:

Mrs S Gibson
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 2 meetings consisted of regular communications via email.

In addition to regular correspondence electronically, Governors had face to face meetings during Term 1 & 3 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 2020-2021

- **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 2021

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

Principal	Mrs Crookshanks
Primary 1	Miss Armstrong, Miss Dobbin & Miss Dunlop
Primary 2	Mrs Hunter & Mrs Heawood, Mrs Harron & Mrs Clarke
Primary 3	Mrs Gibson & Mr Atcheson
Primary 4	Mrs Smith, Mrs McKeown & Mr Field
Primary 5	Mrs Brown, Miss Riddell & Mrs Harron
Primary 6	Mrs Clarke, Miss McGuile, Mr McConnell & Mrs Heawood
Primary 7	Mrs Hart & Mrs Riddall
Learning Support	Mrs Ebbinghaus & Mrs Harper
P1 & P2 Classroom Assistants	Ms deHaan, Mrs Duff, Mrs Carson, Mrs Black & Mrs Andrews
S/N Classroom Assistants	Mrs Forster, Mrs Ruine, Mrs Clarke, Ms Magowan, Miss James Mrs Thornton, Ms Nicholl, Mrs McBride, & Mrs Routledge
Office Staff	Ms Lowans & Mrs Shimmin
Building Supervisor Cleaners	Mr Chism Miss Adams, Mrs Bogitolu & Ms Nixon
Lunchtime Supervisor	Mrs Crowe Ms Douglas & Ms Dunlop
Canteen & Breakfast Club Supervision	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

During 2019-2020 Mrs Fulton, Mrs McGonigle, Mrs Wilson & Mrs Andrews were on maternity leave. Mrs Peel who had been covering Mrs Wilson's maternity leave, finished in May 2021 to return to Wales.

Mrs Robinson was unwell during 2020-2021 and was on long term sick leave during the school year. Ms Nixon returned from long term sick leave during Term 3.

Mrs Carberry finished in the School Office after fourteen years to take up a new post in the NHS. Mrs Clarke retired from Holywood Primary School in June 2021 after eight years on our SEN support team.

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.

2020/21 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 2020-21.

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 the School Transitional Plan for 2020-2021 which is outlined below.



TRANSITIONAL PLAN 2020 - 2021



KEY CURRICULUM AREAS

Develop and implement strategies to ensure the effective delivery of curriculum including Literacy, Numeracy & STEM

TARGETS

- Identify and address any underachievement for those pupils who have experienced barriers to learning during remote learning in Term 3 2020
- To ensure that pupils are engaged in reading and have been equipped with strategies to access meaning in the written form.
- To improve the quality of teaching and learning of fundamental Numeracy facts
- Integration of more STEM activities in outdoor learning

PASTORAL & WELL - BEING

Supporting the physical, mental and emotional health and well-being of pupils and staff

TARGETS

- Baseline well-being of pupils and staff also using parental feedback regarding Home Learning experiences to prepare for pupils return to school
- Constant review of daily practice making decisions on behalf of the school community whilst Covid -19 virus dominates and challenge the school environment
- Further integrate the PATHS Programme and emphasis on outdoor learning, both focuses from 2019-2020, to develop emotional learning of pupils
- Review Pastoral Policies and practices in light of Covid-19 pandemic including Positive Behaviour and Anti-Bullying Policies

RECOVERY & HOME LEARNING

Supporting the learning opportunities of all pupils in school and when home learning

- Identify and address any underachievement for those pupils who have experienced barriers to engaging in remote learning
- Develop progressive skills across P1 – P7 in the use of online platforms to enhance pupil and parent engagement for homework and/ or online home learning
- To develop skills of staff in providing remote or blended learning when required
- Review ICT policies, adapting future practice in the use of digital technologies during remote / blended learning

Reports were given to Governors during 2020-2021 at Governor meetings. Significant emphasis was placed on assessing areas of greatest need due to the impact of Covid-19 on learning. A more detailed outline of areas is recorded on the following pages.

1. CHILD CENTRED PROVISION

SEN / INCLUSION / DIVERSITY

- Support for children with Special Educational Needs maintained
- Updated central bank of SEN information using SIMS.net.making the transition from five stages on the Code of Practice to three
- Staff worked together to develop elements of the new SEND Framework
- Links continued with EA/ Outside Agencies / Outreach Support supporting inclusion/ diversity e.g. RISE / Speech & Language / Down Syndrome Association / EA Literacy Service
- Temporary LSC, Mrs Ebbinghaus, liaised with Mrs Crookshanks and staff to restructure provision provided to small groups and individuals with learning needs
- Communication links with parents continued to be strong
- Use of Learning Support room and resource areas were revamped
- A range of online training completed by support staff during 2020-2021
- Classroom Assistants provided additional support e.g. SP, EAL pupils, Key worker and vulnerable pupils
- Interpreter service provided as required
- Social skill sessions provided to individuals
- CA involved in helping SEN pupils to set / review targets
- Additional SEN reading resources purchased to enhance the current programmes used

PASTORAL CARE

- Huge emphasis by staff incorporating a recovery programme to support the health and well-being of pupils, staff and families which continued during the period of Home Learning Term 2
- Links with EWO Officer continued - EWO supported the school when addressing low attendance figures of pupils other than Covid-related absences
- PDMU scheme supported the Pastoral Care programme in school with emphasis on Well-being of pupils and staff as we address the needs of the school community as a consequence of Covid-19
- PDMU co-ordinator appointed Term 3 2021
- NI Anti-Bullying Week. Teachers encouraged children to talk in class & circle time about bullying
- Whole school consultation and EA support to update the Anti Bullying Policy which included the requirements necessary in the Addressing Bullying in Schools Act 2016
- SP - individual and small group support from all staff
- During Term 2 Home Learning a wide range of additional activities were created to support the well being of the HPS community
- On-going regular updates given to Social Workers
- School Council was led by Mrs Heawood

CHILD PROTECTION /SAFEGUARDING

- CP training completed for all staff during 2019-2020 with emphasis on pupil welfare
- Teachers liaised with DT to give updates on any child they were concerned about during 2018-19
- Social Worker links continued
- Mrs Crookshanks and some members of staff were involved in providing detailed evidence as part of the first Domestic Homicide Review in NI
- Child Protection Policy reviewed which included Covid-19 addendum
- During Home Learning in Term 2 the school promoted the NSPCC online Assembly Speak Out, Stay Safe Campaign
- Updated training for staff including vigilance regarding potential of domestic violence cases due to circumstances as a result of Covid-19
- Safeguarding Team met during 2020-2021. Mrs Clarke (DT) liaised with CP Governor Mrs Scott
- CP / Safeguarding included on Board of Governor Agenda / Minutes – Full report given during Term 1

PE / HEALTHY SCHOOL

- Staff continued to encourage all pupils to have a healthy and active lifestyle
- HPS continued to promote exercise in curriculum time both inside and outside the classroom each day
- 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
- Further integration of PATHS Programme
- Outdoor Learning a key focus area throughout the year for all P1-P7 classes – additional resources to enhance this area of development

- Classes in FS well aware and supportive of healthy break / food. The majority of pupils in P1-P7 participated
- Each Year Group continued to promote PE and exercise including during Lockdown 2 Term 2
- Online NI Chest Heart & Stroke sessions promoted healthy lifestyle
- Reinforcement of safe practice arrangements and procedures i.e. Comprehensive Risk Assessments completed

2. HIGH QUALITY TEACHING AND LEARNING

Action Plans were devised and monitored in the following areas:-

LITERACY

- Following Data analysis and professional judgement due to the impact of Covid-19, the Literacy focus for 2020-2021 was reading throughout the school and to maintain high standards in secretarial skills and spelling
- Focus on Reciprocal Reading helped develop comprehension skills
- Trial of new Reading and Spelling scheme (Nessy) to develop methods of these areas of learning
- Engage Programme focus was to support the development of spelling
- Learning Support teacher worked with pupils specifically in need of phonic and reading support in early years
- Extension of Bug Club to Key Stage 2 to develop independent and shared reading

NUMERACY

- Data analysis overview and teacher observation, necessitated a focus on Number Facts throughout the school
- Mental Maths strategies were developed further to help improve pupil use of mathematical language
- Number lessons were recorded in medium and short term planning
- Clear and concise learning intentions evident in planning
- Use of websites extended and EA resources (Sumdog) to enhance teaching and pupil performance
- FS pupils engaged in practical activities using Numicon to consolidate number facts

ASSESSMENT

- Literacy & Numeracy focus areas for 2020-2021 monitored by Assessment co-ordinator and Principal
- FS staff complete pupil observations
- Engage Programme was completed during Term 2 & 3
- Baseline assessment i.e. PTE/ PTM / CAT / PASS and SWT completed May 2021

WORLD AROUND US (WAU) / STEM

- Whole school focus on Outdoor Learning
- To continue to raise professional confidence of teachers implementing Science/STEM e.g. links with Sentinus
- Focus of WAU/ ICT/ Numeracy Co-ordinators liaised together to develop skills in each KS
- Further development of how technology is integrated in KS2 planners
- During Home Learning Term 2 Year Groups placed emphasis on more outdoor learning opportunities.
- Well established links with e.g. Business in the Community which continued virtually
- Learning Intentions included in planners and more detailed in FS play planners
- WAU co-ordinator continued to review resources. Significant increase in items purchased for Outdoor Play assisted by Shared Education budget. Resourcing to continue in 2021-2022
- All year groups spent time focusing on World Earth Day

ICT

- Further development of the area of 'Exchange' through the desirable features of Online Collaboration and Presentation
- Promotion of pupil and parent online engagement and access due to period of Term 2 Home Learning
- Extended options of online payment system which is ECO friendly
- Whole school promoted safe use of internet e.g. Internet safety
- Online Staff Training for further use of Google Classroom, Seesaw, school website etc.
- FS/ KS1 ICT co-ordinator appointed
- Staff Training Just2Easy

ACTIVITY BASED LEARNING (ABL)

- Focus for 2020-21 was the evaluation of Foundation Stage play planners with a particular emphasis on progression within the planned activities included in each play area
- FS further integration of STEM activities during ABL
- Development and evaluation of outdoor play planners KS1
- FS planners evaluated with outcomes
- Assistant Play & Music co-ordinator appointed

3. EFFECTIVE LEADERSHIP

- Mrs Crookshanks and the HPS team navigated through the unprecedented challenges presented by Covid-19 with total professionalism being supported by the Governors throughout
- Each Year Group worked collaboratively to adapt the delivery of the NI curriculum, providing excellent pastoral support and curriculum resources
- The school community was kept informed throughout these difficult times being provided with relevant information and guidance. The effectiveness of forms of communication used was endorsed by written feedback from parents and pupils
- Evaluations evident in planners to reflect classroom practice and inform future planning
- NFER Assessments completed in Term 3 (PTM / PTE / CAT / PASS) were used to support analysis in Maths, Communications & Pupils attitude to self and school which determined trends, strengths and areas of focus
- Opportunities for teachers and support staff to access courses albeit virtually
- 17 classes and temporary 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 Transition Plan
- Although limited due to Covid-19, continued use of School Fund for the provision of school activities and other resources
- Links with EA, MOD and local schools for SP intake during 2020-2021
- Accommodation analysis completed with an excellent additional SEN resource room completed by EA in May 2021
- Principal liaised with Governors who monitored and supported the progress of the school during the challenges of 2020-2021

PRSD

Due to Covid-19, the PRSD programme was paused by the Education Authority

Curriculum Leadership

- Annual self-evaluation process completed, results compiled to help inform future planning
- Co-ordinators led the out workings of their subject area 2020-2021 Action Plan targets
- Governors had access to adapted online EA training
- Mrs Crookshanks attended virtual NDPPG meetings during 2020-2021

POLICIES REVIEWED DURING 2020-2021

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. A significant number of policies were reviewed as a result of Covid-19. In consultation with staff, Governors, parents and EA Officers the following policies were reviewed.

TERM 1	Drugs	Food	Health Education	PE	RE
	Child Protection	Attendance	Critical Incident	Health & Safety	
	First Aid	Intimate Care	Visitors to School	Administration of Medicines	
TERM 3	Anti Bullying	Salary	Positive Behaviour		

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

4. SCHOOLS CONNECTED TO THE LOCAL COMMUNITY

- Year 4 Shared Education Programme completed activities online. Whilst slightly limited, P3 & P7 pupils from Holywood PS and Glenraig IPS completed a range of activities
- School promoted through events including a virtual Open Day, and the school prospectus and online Christmas events
- RISE team support for FS and KS1 pupils and staff
- Comprehensive Covid-19 Risk Assessments were completed and adjusted throughout the year which enabled a small number of parents / grandparents were able to assist some educational trips in Term 3
- Parent and pupil responses to the draft Positive Behaviour and Anti Bullying Policies were addressed and amendments made prior to final copies being ratified and implemented
- Links continued with local churches, local community etc.e.g. Care Homes and organisations
- Pupil involvement in local and national art competitions
- Social Services links maintained
- Involvement in North Down Primary Principal Group – sharing good practice e.g. Anti Bullying
- Website & PTA Facebook had regular postings each week
- Head of FS linked with all pre-school providers prior to P1 Induction
- PTA – although limited a number of events took place during the year
- Charity fundraisers took place throughout the year e.g. Children in Need, Comic Relief
- The 1,2,3 Club was co-ordinated by Mrs Carson and Mrs Duff. P1- P3 children had the opportunity to attend the After School Club during Term 3
- The Breakfast Club was available in Term 3 and run by Mrs Forster and Mrs Nelson
- Some Year Groups participated in the virtual Young Enterprise Programme
- P7 teachers and Principal liaised with Post Primary Schools.
- FS Leader, Miss Armstrong completed transition meetings with all pre-school providers and parents

Special Educational Needs

During 2020-2021, Mrs Robinson, the LSC, was unwell and was on long term sickness. Mrs Ebbinghaus was the LS teacher in the interim working alongside Mrs Crookshanks and was assisted by Mrs Heawood and Mrs Harper. This team approach helped significantly when determining the priorities of learning support whilst confirming a baseline for additional support for pupils with the teaching staff.

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 by all staff.

It is important to note that children with medical diagnosis or physical condition are well managed in school with reasonable adjustments being put in place as 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 Learning Support team.

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 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 in school. During the period of Home Learning during Term 2 as a result of Covid-19, Mrs Ebbinghaus attended school to support those SEN children who were in school providing them with one-to-one and small group teaching sessions. Online support was also provided to all other SEN pupils who remained at home during this time from Mrs Ebbinghaus and each child's class teacher. A number of CAs also liaised with the pupils they were assigned to either when at home or attending school.

- Learning support team provided:-

- Literacy support for KS1 & KS2 pupils.
- Numeracy support for KS1 pupils & KS2 pupils.
- Pre writing and phonic skills support for pupils in P2.
- Communication/ language & social skills support for KS1 pupils & KS2 pupils.

- Learning support team completed:-

- Detailed information records regarding all pupils on the SEN register.
- Annual reviews for nine pupils with a SEN statement.

- Learning support team co-ordinated:-

- CA support for FS pupils & KS2 pupils who had English as an additional language.
- Spelling support for pupils found to be underachieving in Spelling/Reading for KS1 & KS2 pupils.
- Literacy support from EA Outreach service for KS2 pupils.
- Support provided by Downs Syndrome Association
- CA worked 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. The school would like to acknowledge the support provided by the Education Psychologist Mrs Julie Connell throughout the school year particularly during Term 2 for pupil assessments. Understandably, to Covid-19 some assessments were unable to be completed. The school prioritised these pupils in Term 1 of 2021-2022
- Numbers of pupils being able to access the RISE NI service was limited due to the team not being permitted by the Health Trust to come into schools in Term 3.
- 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.
- SEN updates were provided at Governor meetings. An annual report was prepared throughout the school year, the final content will be given to Governors in Term 1 2021.

Unfortunately, due to Covid-19 restrictions during Term 2 2020-2021 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 2.

Shared Education Programme

The school embarked on Year 4 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 prevented face to face engagement and 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.

Reporting to Parents

Parents of all pupils were provided with a phone consultation with their child's teacher in October 2020. Engagement with parents was apparent throughout the school year via telephone, email, Google Classroom and using the Seesaw platform. Over 95% of families engaged on a daily basis with the school throughout the period of Home Learning in Term 2. Feedback from parents was very positive about the support provided by staff and the school in general during this time. Parents of all pupils received a written report at the end of June.

Parent notes, curriculum notes and detailed 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. forthcoming events, Covid updates etc.

The email service continued during 2020 – 2021 and was an invaluable means of communication throughout the year.

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. Despite the significant restrictions of singing due to the potential transmission of Covid-19, classes took the opportunity to sing and play music when permitted by the EA.

Pupils had access to online assemblies and singing practice. We successfully adapted the approach to celebrating various services and events. It was most enjoyable to hear a number of our Key Stage 2 children playing musical instruments as we celebrated Christmas through music and readings ensuring social distancing was maintained as we recorded the children prior to it being uploaded on the school website.

It was the same for our P1-P3 pupils also. The P3 children provided much entertainment with their original script of P3 Christmas has got Talent whilst our P1 & P2 pupils all prepared their delightful version of retelling the First Christmas in music and verse which could be viewed on the school website.

Sincere thanks to the staff and pupils for working so hard to produce such a high standard of performances particularly under such difficult circumstances. The HPS community both near and far were able to enjoy a full range of Christmas songs, dances and instrumental pieces online to complete the Christmas celebrations for 2020.

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 achieved great results.

A number of Music Tutors supported their pupils during Home Learning 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. Face to face lessons took place for some pupils in Term 1 and 3 following DE and EA guidance. Risk Assessments were completed too.

Thanks to our music tutors, Miss Riddell and Mrs Hunter for all their hard work during the year.

The Governors would like to thank all staff, pupils and others who overcame the many challenges of Covid-19 helping to organise all the meaningful, events and performances during the year.

Sporting Events and After School Activities

Unfortunately, as directed by DE, extra-curricular sporting activities and After School Clubs were unable to take place during 2020-2021.

However, the staff team continued to place as much emphasis as possible on active learning by delivering indoor PE and outdoor lessons throughout the school year.

In addition to the PE curriculum, all 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.

Fitness Fun Days

Every class had such fun during a sponsored event with Fitness Freddy. Lots of energetic routines, music, team spirit and most importantly laughter throughout each session. With the help of parents and friends we raised over £3000 for the school.

A hugely successful adaptation was made to the previous Sports Days programme. Instead each Year Group had a Sports Week which enabled additional events and activities to be included. Individual, small group and team events were completed by each child. P5-P7 House competitions were keenly contested. The feedback from pupils, parents and staff was excellent and the format of Sports Weeks will continue in 2021-2022.

Educational Visits & Visitors

Ordinarily all pupils benefit from a wide programme of educational visits. Understandably these visits were limited during 2020-2021 as directed by DE. We did however welcome 'Wee Critters' who visited the P4 year group. Their workshops took place outdoors and were very much enjoyed by all the children.

During Term 1 & Term 3 adaptations were made for classes to be supported in the delivery of the NI Curriculum from outside agencies such as The Young Enterprise Programme. In the absence of face to face lessons, the team provided adapted resources for the staff to be able to deliver to the children. NI Chest, Heart & Stroke 'Chester Challenge' did virtual sessions which enabled P5 pupils to participate in online Interactive Workshops. Information about Health Education, fitness and the effects of smoking was shared. Cancer Focus NI delivered the Smoke Busters Programme to our P7 classes. During the sessions, the harmful effects of cigarette chemicals are highlighted, role play

was used to empower pupils to resist experimentation and pupils help achieve smoke-free environments. Parents also assisted by recording topic related presentations that pupils could view online, a method that we will continue to use.

Despite the restrictions in place during 2020-2021, the school wishes to acknowledge the support of parents, trainee teachers and classroom assistants who assisted with duties during the school year.

During Term 3 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. Streamvale Farm for our Foundation Stage classes.

A great action packed day was arranged for P7 pupils and staff at Ardnally Scout Centre. It was a very special day for the P7 pupils as they finished HPS!

Virtual Tour of Holywood Primary School for prospective parents

As directed by DE, schools were not permitted to arrange face to face Open Days or tours. Instead we showcased our school virtually. This included contributions from each Year Group, Mrs Crookshanks and parent Governor, Mrs Scott. Thanks to past pupil Zoe Woods who helped create the virtual tour.

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 a number of Charity collections were supported including Chest, Heart & Stroke, Blythwood, Children in Need and Comic Relief.

P7 Leavers' Assembly June 2021

The team at Holywood Primary School ensured the end of the primary school was marked for the P7 pupils despite the restrictions imposed by Covid-19. One section of the special event was completed virtually! There was also a presentation of their Record of Achievement and awards on the last day. The boys and girls shared their memories of their time at Primary School. Mrs Hart and Mrs Riddall 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 parents of the children to come into the school grounds at the end of June. It was a welcome opportunity for the children and their families to say a final goodbye to their teachers and Classroom Assistants, Mrs Clarke, Ms Nicholl, Mrs McBride and Miss James whilst reminiscing about their time at primary school. Although an emotional day, it was a very fitting celebration.

Parents of P7 pupils completed online applications for post primary school choices. At the end of Primary 7, sixty P7 boys and girls transferred to ten Post Primary schools in Northern Ireland. Two pupils transferred to schools in England and Scotland. 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 2020-2021, 489 children were enrolled in the school. Sixty - eight children began Primary 1 in September 2020. During the Spring Term of 2021, applications were received for admissions to Primary 1 for September 2021.

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 & Governor Training

Despite the limitations presented by Covid-19, all teachers were involved in staff and in-service training. Training provided by EA, DE and C2K was limited. All training was completed virtually. The five non-teaching days and five DENI School Development Days were used to ensure the targets in the Transition Plan were addressed.

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

In school Teaching & non-teaching staff	<ul style="list-style-type: none">• Development of Data Analysis (including target setting for tracking of children)• Child Protection / Safeguarding update training for <u>all</u> members of staff• ICT – Google Classroom / Seesaw updates• GDPR Training• SEN target setting / IEP reviews• Action planning for subject co-ordinators• Assessment planning & evaluations in Numeracy & Literacy• Nessy – dyslexia training• Principal Training – Leadership Matters
EA	<ul style="list-style-type: none">• Shared Education – various courses• First Aid / Epilepsy in conjunction with Health Trust• Deputy Designated Teacher CP Training• SEN Co-ordinator Training• Steps into Leadership for 3 members of staff• Classroom Assistant training• Governor Training

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 2021 and ratified by the Education Authority for Hollywood 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. Hollywood Primary is fortunate to have, although small in numbers, a very enthusiastic committee. Additional funding was raised through the ability to Gift Aid.

Equipment and resources were purchased for P1- P7 classes. Each class got the opportunity to be the winners of the Wish List cash prize.

Events were limited during 2020-2021. However, staff, parents and pupils worked hard to provide opportunities for the children to enjoy activities whilst also raising PTA funds.

The Board of Governors wish to express its gratitude to the PTA for the support given to the school.

PTA Events during 2020-2021 included:-

TERM 1:

P5- P7 Christmas Films, P1-P4 Visit from Santa & Christmas Raffle

TERM 3:

P1-P4 Magic Show

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 62 pupils transferred to post-primary education at the end of the 2020/21 school year. 60 pupils went to schools in Northern Ireland and two other pupils transferred to England and Scotland. The Principal has been contacted on a number of occasions regarding the success of pupils who have transferred from Hollywood 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	35	Priory Integrated College	6
Campbell College	4	Ashfield Girls' High School	5
Ashfield Boys' High School	3	Methodist College	2
Strathearn School	2	Glenlola Collegiate	1
Thornhill College	1	St. Gerard's School	1

EA Financial Statement 2020- 2021

Appendix B

Delegated Resources allocated 2020-21 (i.e. Common Funding Formula Funding including funding for Teacher pay increase)	£1,436,339
Teaching & Non- teaching Staff	£ 1,379,269
Other costs including:-	£61,521
<ul style="list-style-type: none"> • Oil and electricity • Cleaning requisites and water • Maintenance & supplies • Postage, telephone, advertising & printing • Books, ICT equipment & practice materials 	
SUBTOTAL	1,440,790

	£
TOTAL TEACHING STAFF	1,164,878
TOTAL NON-TEACHING STAFF	214,392
SUBTOTAL	1,379,269
2554/2555 PROTECTIVE CLOTHING ETC.	811
2581/2553 COURSE FEES	631
SUBTOTAL	1,442
3106 ELECTRICITY	7298
3109 WATER	656
3110 TOILET REQUISITES	670
3111 GAS (INCLUDNG NATURAL GAS)	12,490
3115 CLEANING MATERIALS	1518
3201 /3352 BUILDING REPAIRS – RESPONSE MAINTENANCE	848
3402 REPAIR / MAINTENANCE – EQUIPMENT (EXCLUDING OFFICE & IT EQUIPMENT)	54
SUBTOTAL	23,534
3501 TELEPHONE	2173
3556 IT SERVICE – NON CONTRACT	2415
3601 POSTAGE	163
3604 PRINTING	85
3605/3610 STATIONERY & OFFICE REQUISITES / WASTE	3931
3606 PHOTOCOPYING CHARGES	8903
3804 HIRE OF EQUIPMENT / FACILITIES	226
3806 HIRE OF COMPUTER SERVICES	1407
3874/3881 MANAGED SERVICES / IT- TECHNICAL	95
4510 BOOKS, PRACTICE MATERIALS & TEACHING REQUISITES	13 462
4503 FIRST AID MATERIALS	260
4703 ADMIN CHARGES EMPLOYER FOR CHILDCARE	40
SUBTOTAL	33,160
6001/6002 EQUIPMENT < £1,000	1912
6904 GROUNDS MAINTENANCE	1473
SUBTOTAL	3,385
1155 GRANT FROM MOD FUNDING	-10,000
1158 RENEWABLE ENERGY INCOME	-639
3112 GENERAL WASTE	-227
4212 REFUND OF PRIVATE HIRE OF BUS	-309
6907 RE-ALLOCATION OF TUITION FEES	-540
SUBTOTAL	-11,715

Total Expenditure (less income of £11,715)	£1,429,075
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PTA Accounts 1st September 2020 – 31st August 2021

Appendix C

	2021	2020
	Unrestricted Income	Unrestricted Income
Income - Fundraising	Income	Income
Bake Sale		£751.35
Christmas Cards		£2,379.45
School Fund	£9,660.11	£9,808.42
Quiz Night & Raffle		
Christmas Expenses		£645.77
Christmas Fair		£4,020.88
P7 income		£256.00
Interest	£43.20	£37.12
	<u>£9,703.31</u>	<u>£17,898.99</u>
Expenses		
Christmas Cards		£1,790.05
Christmas Expenses	£853.34	£260.00
Christmas Fair		£1,583.14
School Fair		£100.80
Teachers expenses	£438.70	£1,153.88
P7 Trip		£1,156.00
P7 Hoodies	£650.00	£1,512.00
P7 Yearbook	£475.00	£645.00
NCPTA	£111.00	£110.00
Educational resources		£1,956.92
Covid fund		£76.00
	<u>£2,528.04</u>	<u>£10,343.79</u>
Surplus/(Deficit)	£7,175.27	£7,555.20
Balance Sheet		
Cash at Bank and in Hand	46,552.41	39,377.14
	<u>46,552.41</u>	<u>39,377.14</u>
Unrestricted Reserves B/fwd	39,377.14	31,821.94
Surplus/(Deficit)	7,175.27	7,555.20
	<u>46,552.41</u>	<u>39,377.14</u>
Chris Fleming F.C.A. PTA Treasurer		

Glossary of Terms used throughout this document. Appendix D

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