



Board of Governors Annual Report (2014/15)

The school year 2014/15 has been a successful one in which many noteworthy achievements have been made.

The 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 quality teachers and classroom assistants in our school who are totally dedicated to their profession.

I trust you will find this information useful in finding out how Holywood Primary School serves the needs of the children within the school and in providing high quality teaching and learning opportunities.

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 Governors comprises of four Transferor representatives, two Education Authority South Eastern Region (EA SER) representatives, two parent representatives, a teacher representative and the school Principal, a non-voting member who acts as secretary. The following Governors will serve from 2014-2017

E.A. REPRESENTATIVES:

Mr G. Dunne MLA
Mr P. King

TRANSFEROR REPRESENTATIVES:

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

PARENT REPRESENTATIVES:

Mrs D Evans
Mrs R Scott

TEACHER REPRESENTATIVE:

Mrs L Stewart

SECRETARY:

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.

During the year 2014/15 the Governors met to deal with various items, including staff appointments, school policy matters, admissions policies, schemes of management, school maintenance and refurbishment and Performance Review and Staff Development.

The Governors of Holywood Primary School take a keen interest in all school activities. They have decisions to make about the financial management of the school, the curriculum, maintenance, staff appointments, community links and pastoral care including child protection and discipline.

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 2014-2015

- FINANCE MR WOODS MRS EVANS MRS SCOTT MRS STEWART
- APPEALS / GRIEVANCE MR KING, MRS GEDDIS MR DUNNE
- DESIGNATED GOVERNORS FOR CHILD PROTECTION
MRS ANDERSON
- PRSD PRINCIPAL REVIEWERS MRS TAYLOR MRS EVANS

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

STAFF LIST as at June 2015

Hollywood Primary School is served at a variety of levels by a team of approximately 47 members of staff.

Principal	Mrs Crookshanks
Primary 1	Mrs Wallace, Mrs Elliott & Mrs Maher
Primary 2	Miss Dobbin, Miss Black & Miss Gilliland
Primary 3	Mrs Gibson, Mrs Hunter & Mrs Watson
Primary 4	Mrs McCartney, Mrs Smith, Mrs Stewart & Mrs Curran
Primary 5	Mrs Brown & Mr McConnell
Primary 6	Mrs Clarke & Miss Riddell
Primary 7	Mrs Hart & Mrs Eves
SEN teacher	Mrs Robinson
P1 & P2 Classroom Assistants	Mrs Neill, Mrs Jeffrey, Mrs Shimmin, Mrs Carson, Mrs Martin & Mrs Duff
S/N Classroom Assistants	Mrs Mc Clenahan, Mrs Forster, Mr Ogburn, Mrs Clarke, Mr Leckey & Mr Eves
Office Staff	Miss McDonald & Mrs Carberry
Building Supervisor, Cleaners	Mrs Dowling, Mrs Nelson & Ms McWilliams
Lunchtime / Canteen Supervisors	Mrs Nelson, Mrs Strain, Mrs Crone, Mrs Leadbeater, Mrs Irvine, Ms Douglas & Ms W Johnson
Crossing Patrol staff	Mr Widdowson

Mrs Stewart was on Maternity Leave from November 2014 - June 2015.

Mrs Crone (Lunchtime Catering assistant) retired in November 2014.

Mrs S. Martin (P2 Classroom Assistant) retired in August 2015.

Mrs G. Martin (S/N Classroom Assistant) was off on long-term sickness during Term 2 and 3 of 2015.

Mrs Fawthrop, Mrs H. Jeffrey, Miss G. Neill and Miss H. McConnell provided S/N Classroom Assistant emergency cover during 2014-15.

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.

Ethos

Hollywood Primary School is committed to inspiring children, staff, parents and the community in the active pursuit of learning. We emphasise a team approach in a friendly family atmosphere, where children's work is truly valued and the achievements and contributions of the entire school community are recognised and celebrated.

OUR VISION

To continually promote the values and beliefs of respect, perseverance, teamwork, self-discipline, self belief, giving, compassion, honesty and responsibility.

OUR MISSION STATEMENT

Hollywood Primary School is committed to:

Developing a safe and enriched environment where all children's contributions are celebrated and the pursuit of excellence is emphasised.

Inspiring children, staff, parents and the community in the active pursuit of learning;

Working to create a community of learners where children and adults will thrive when they are appreciated, valued and encouraged to develop without limits;

Embracing individuality and celebrating achievement;

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

Nurture happy, enthusiastic and empowered responsible children who care about their families, their education, their local community, their world and each other.

AIMS OF THE SCHOOL

At Hollywood Primary School we aim to emulate the characteristics set out in the Every School a Good School policy of a successful school.

Child-centred provision
High quality teaching and learning
Effective leadership
A school connected to its local community

In detail we aim to:-

- promote the beliefs and values of honesty, respect, perseverance, self-discipline, compassion, team work, responsibility and giving.
- prepare pupils for responsibilities and experiences of post-primary education by nurturing independence and raising self-esteem, self-confidence, and expectations leading to opportunities for success and celebration of achievement.
- provide for all its members a caring, stimulating, happy and secure learning environment in which all children can realise their potential.
- ensure intervention regarding all forms of learning or behavioural problems.
- ensure that each child is fully involved in a broad and balanced curriculum suitable to their age, aptitude and abilities, including a comprehensive extra-curricular programme and opportunities to participate in creative/aesthetic activities and educational visits.
- support children towards being able to communicate with clarity and confidence.
- promote the development of spiritual, moral, cultural, intellectual and physical qualities as a basis for life at school and in society.
- develop a range of skills and help pupils acquire knowledge with respect to RE, Language & Literacy, Mathematics & Numeracy, The Arts, The World Around Us, Personal Development & Mutual Understanding, PE (KS1&2), Physical Development & Movement (Foundation Stage).
- provide access to and develop skills in ICT
- emphasise the development of skills in eight areas of intelligence (*logical/mathematical, verbal/linguistic, body/kinesethic, visual/spatial, musical/rhythmic, emotional, interpersonal and intrapersonal*).
- work in partnership with parents and the community to enhance learning, by involving parents in the life of the school and providing information about their child/children's progress by means of verbal and written communication.
- promote a culture of tolerance and understanding.
- develop links with other schools locally, nationally and if possible internationally.
- create a culture of continuous improvement and the pursuit of excellence.

2014/15 Holywood Primary School Review

Curriculum (School Development Plan SDP)

The School Development Plan priorities (2014-2015) were 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. All members of staff were asked to complete an audit in May 2014 regarding current provision and identification of areas for improvement during 2014-15. Targets were set incorporating staff responses to the ETI Together Towards Improvement document.

Using the characteristics of **DENI ESaGS** document the following areas were addressed, monitored and evaluated during 2014-15.

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 2014-2015 a summary of which is detailed on the following pages.

CHILD CENTRED PROVISION

SEN / INCLUSION / DIVERSITY

- Provision of additional support for children with Special Educational Needs, including the retention of current classroom assistants assigned to statemented children.
- Updated central bank of SEN information using SIMS.net.
- Safe Handling Training for 3 members of staff in December 2014.
- Links continue with EA/ Outside Agencies / Outreach Support supporting inclusion/ diversity - ASCET / Speech & Language / Cottown / Longstone provided support throughout the year.
- Classroom Assistant Briefings well established and effective.
- CRED policy requires further embedding.
- Mr Ogburn assisted SENCO giving small groups additional support e.g. SP pupils
- Mrs Maher attended course on Thinking Skills and gave feedback to FS, KS1 & SENCO. This assisted with CEA Q Levels used in FS to level portfolio pieces
- SEN support sessions for P2 children who required extra assistance, very beneficial for children and staff
- CA Mrs Duff timetabled to support EAL pupils
- Interpreter service offered but not always utilised
- Makaton training completed August 2014
- Groups of KS1 pupils who have 130+ in NRIT were given extension & challenging activities.
- Gifted & Talented Policy developed and distributed for consultation.

PASTORAL CARE

- School Council continued; still needs further development.
- Written material devised for SP pupils and families supporting them in the transition process to HPS.
- Links with EWO Officer well established - EWO very supportive in particular for a number of children where attendance gives cause for concern. Pupils and their families have responded positively.
- PDMU scheme supported the Pastoral Care programme in school.
- Introduction of parent note reminder has had significant improvement of outstanding absence notes.
- Our school once again took part in a NI initiative about Anti-Bullying. The teachers encouraged the children to talk in class and during circle time about their views and experiences regarding bullying.
- Noticeable that a number of new families attended Parent / Teacher consultations and PTA social gatherings.
- PDMU planning was adapted and included in FS & P3 lessons (Use of Living / Learning File included in planning)
- Reading buddies - some success between P7 & P3 (Noted that P7 pupils benefitted from this as much as the younger children involved.) The aim is to extend this to other year groups during 2015-16.

CHILD PROTECTION

- All Staff completed full Child Protection Training in Term 1 2014. Beginning teachers found this to be very useful.
 - Staff attended CP Case Conferences when possible – feedback was given to CP team.
 - Teachers liaised with DT to give updates on any child they were concerned about during 2014-15.
 - Links with Social Workers well established.
 - Designated & Deputy Designated Teachers attended EA refresher courses and received certificates
 - CP included on Board of Governor Agenda / Minutes – Full report given Term 1
 - Evident that Visitor badges are used by visitors
 - New Governor CP Officer received EA training
- PB referred to regularly by teachers who are managing pupils with particularly challenging behaviours

PE / HEALTHY SCHOOL

- Staff continued to encourage all pupils to have healthy break. Classes in FS well aware and supportive of healthy break / food. Some pupils did not participate. A more direct approach to be considered.
- HPS continued to promote exercise in curriculum time and during After School activities. i.e. football, hockey, netball, badminton, multiskills, orienteering and a Zumba Club.
- New 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

HIGH QUALITY TEACHING AND LEARNING

LITERACY

- Literacy findings from SDD integrated into focus for development.
- Communication CCS evidence collated for pupil portfolios and KS1 & KS2 levelled two pieces of work for each child
- Multi-Sensory training received KS1, materials bought to develop this approach to learning.
- Multi-sensory strategies implemented in P1-P3. e.g. P3s used Multi-sensory to develop High Frequency words, P2 incorporated multi – sensory teaching once a week.
- New Guided reading planners used – P2 worked well, P1 adapted planners throughout the year.
- Literacy planners changed with a slight variation in Key Stages
- Spelling approaches used to improve standard of spelling especially high frequency words in KS2.
- P5 formalised their planners.
- P6 & P7 planner uniformity helped to show progression
- Observation & feedback about Bug Club usage- very positive feedback from staff, parents and pupils in particular reluctant boy readers in KS2.
- Book Scoop Term 1 WALT, Term 3 Differentiation & extension good evidence, feedback given to staff.
- Literacy co-ordinator compiled writing overview for each year group.
- New Reading Record compiled; will be reviewed again at the end of 2015-16.
- The use of a Task Board developed to promote multi-sensory learning.
- Evaluations evident in planning notes.
- Time to Read P5 pupil outcomes – 1 High, 5 average, 2 low progress who will receive SEN provision in 2015-16.
- Reading Partnership P3 pupil outcomes – 7 average, 3 low progress (2 receiving SEN support, 1 under review).
- Reading Partnership P4 pupil outcomes – 1 high, 6 average progress.

NUMERACY

- Class observations completed. Numeracy co-ordinator noted good progression and variety in activities.
- Numeracy Policy reviewed and ratified by Governors in Autumn 2014.
- Focus on practical maths completed.
- Levelled pupil work in portfolios.
- Internal levelling of Maths at KS Meetings throughout year. Joint FS /KS1 & KS2 Meetings ensured continuity in levelling.
- Book Scoops completed for monitoring purposes – pupil target setting / use of WALT /reviewing outcomes with pupils for self evaluation.
- Numeracy findings from SDD integrated into focus for development during 2014-2015.
- Use of websites extended to expand resources.
- Many more pictures uploaded onto the school website.
- Reasoning tasks using everyday life examples for assessment purposes were excellent ways to complete / evaluate the end of a topic.
- Photographs used as evidence in books.
- Time to Count P5 pupil outcomes – 3 High, 3 average progress.

ASSESSMENT

- Whole staff internal standardisation for Numeracy & Literacy which was very valuable.
- NFER/ PIPS/ NRIT analysis completed.
- Assessment Manager used to assist SDD on Data analysis.
- Results of pupils tracked 2013-14 monitored. Targets set for Individuals/ small groups for 2014-15. More individuals / groups were tracked.
- End of Key Stage Targets Set for school use only.
- Levelled work included in portfolios i.e. 1 piece of Literacy & Numeracy per term.
- Content for School Portfolio clarified for 2014-15.
- Additional tasks developed / amended during 2014-15.
- Annual Reports distributed to parents in June 2015.
- SDD Day determined final areas of focus which were highlighted in planning notes.
- Half Termly Meetings where all staff discuss levelling of pupils' work – focus was set for each session.

- High achievers tracked in mid primary classes.
- Assessment co-ordinator disseminated data findings clearly to staff.
- Staff discussion between Year Groups informed planning for Year Groups.
- Tracking continued for selected pupils including FS pupils - number of pupils tracked has increased.
- PIPS results used to focus areas for development in P1 & P2. Further analysis to be developed in 2015-16.
- Differentiated targets were set for all children and evident in class and homework.
- Book scoops were carried out; feedback always provided to staff and Principal.

ICT

- Texting service continued to be an effective form of communication. Principal researched parent emailing service to be trialled in 2015 -16.
- New ICT system introduced.
- P6 class uploaded ICT work in Fronter Room and completed animation projects.
- Ipad Training commenced via iTeach introducing apps to use in the classroom.
- Staff training increased amount and regularity of pictures being uploaded onto website.
- Bug Club introduced for P1 –P3 – a very successful interactive resource.
- Mrs McGonigle attended ND cluster training on creating a FS Fronter Room with appropriate resources
- Social Media Policy compiled – to be ratified by B of G in Autumn 2015.
- Introduction of Ipads - 25 purchased from PTA resources. Additional resources and training planned for 2015-16.
- WIFI coverage intermittent, to be investigated further during 2015-16.

ACTIVITY BASED LEARNING

- Improved use of outdoor spaces and classes began to have more focused outdoor play activities.
- P1 need to integrate further outdoor play in planning.
- FS observations consistently completed and evidence recorded Classroom Assistants helped to assist this process. e.g P2 observed each child 6 times every term covering the six areas of learning.
- Multi –sensory approach used in all P1 – P3 classrooms.
- Beginning teacher ABL training facilitated by EA.
- Mrs Wallace attended ND FS Cluster Group.

WORLD AROUND US

- More school notes uploaded electronically to save paper.
- Medium planners show progression – any repetition of topics e.g. Cold Lands shows progression of content.
- Planners reviewed electronically.
- Outside garden created and maintained by year groups.
- P2 included WAU in all play planners.
- P5 Science is not always topic linked.
- Co-ordinator wants to do more to develop STEM during 2015-16.
- WAU co-ordinator gave further feedback to teachers to assure them that the work produced in planners/ pupil work was showing progression.

ART & DESIGN

- ABL – Topic links were agreed by the P4 Year Groups and written into Art Scheme to include thinking skills and personal capabilities.
- Art promoted throughout the school e.g. Art Club, competitions and incorporating Photography Club material for display work internally and externally.
- Additional activities included to correspond with Activity Based Learning Topics.
- Photos were on display and regular updates on the school website.
- Whole school involvement in a variety of competitions.

EFFECTIVE LEADERSHIP

- Staff / Pupil & parent (electronic) questionnaires completed and used to chart progress and highlight areas for development.
- SMT used ESAGS document for self evaluation and collating evidence during 2014-15.
- Findings included as areas for development in 2014-2015 target setting process.
- Monitoring / evaluating completed at Key Stage and whole school levels to ensure continued good practice of Numeracy and Literacy. Meeting time allocated to complete this process effectively.
- Evaluations evident in planners to reflect classroom practice and inform future planning.
- NFER Assessments completed in Term 1. SEELB PIM & PIE spreadsheets and C2K Assessment Manager used to support analysis in Maths & Communications which determined trends, strengths and areas of focus for Whole School /Year Groups.
- TTI documentation self evaluation tool used.
- Members of staff completed class observations to view progression giving feedback based on EA proformas.
- Whole school Literacy & Numeracy Teams continued with teachers representing each Year Group.
- Action Plans were devised and evaluated by each subject co-ordinator.
- Book Scoops – Co-ordinators gave verbal and written feedback to teaching staff.
- PRSD Scheme completed. Meaningful and challenging for each staff member. A number of target areas were consistent with aspects of the SDP.
- Literacy planners monitored by Literacy Co-ordinator
- Literacy, Numeracy and Topic planners included additional space for reflection and evaluation.
- Assessment, Numeracy & Literacy Co-ordinators completed class observations during Term 2 using adapted SEELB proforma to provide feedback to teaching staff.
- Book scoops – e.g. Recount writing.
- Mrs Crookshanks continued to collate the most recent school policies both hard copy and electronic versions for easy access.
- SMT provided opportunities for teachers to attend courses especially those who were not co-ordinators e.g. Stranmillis SEN CPD, ICT.
- Maintained the staffing with 15 classes plus a full time Special Needs teacher. The SMT and Board of Governors were fully aware of the financial constraints on EA and the school.
- Effective support and deployment of finances available to implement the requirements of the NI Curriculum and focus agreed in the SDP.
- Close links with EA to prepare and adapt for increased enrolment in FS and KS1 and provision of additional accommodation for SP pupil intake from Sept. 2015.
- Allocation of additional funds or grants 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 some resources.
- MOD grant application submitted and successful.
- Contingency Funding received in May 2015.
- Links with EA, MOD and local schools for SP intake Sept. 2014.
- **Minor Works/ Maintenance** - Minor Works application to EA. The following was completed:-
(*School carpark realigned and some areas resurfaced—pathways created for safer pedestrian access*)
- School liaised with PSNI ref: parking at school entrances.
- PRSD continued to be meaningful and gave a challenge for focus – Positive feedback about reviewers
- PRSD – good range of targets set to develop interests/ skills of individuals or target areas on SDP
- TTI self-evaluations completed – Mrs Crookshanks compiled and distributed results
- All staff completed PRSD & BT process
- Questionnaires completed by parents and pupils
- Monthly meetings between principal and classroom assistants to disseminate relevant information
- Mrs Wallace attended ND FS Cluster Group Meetings- it is hoped that additional materials from these meetings will enhance teaching resources and approaches for HPS in the future.
- Regular weekly updates / reviews with CA was reported as being very useful
- SENCO gave more guidance to CA e.g. being familiar with IEPS and target settings
- Cluster Groups attended by V.P. & Assessment co-ordinator
- Review took place regarding access to school between 2.15 p.m. & 2.50 p.m. pickups.

SCHOOLS CONNECTED TO THE LOCAL COMMUNITY

- School promoted through events including an Open Day, and the Prospectus.
- Application for additional funding was submitted and successful gaining MOD Funding for Support Fund for Service Children.
- ASCET team support for FS and KS1 pupils and staff.
- Parental involvement in Reading Partnership promoted enjoyment of reading.
- Parents / grandparents supported the school 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 twelve P5 & P6 pupils. Six P5 pupils were involved in the Time to Count Programme.
- The Annual School Book Fair took place raising funds for additional novels.
- P1- P4 children and staff continued to enjoy Spanish lessons until March 2015 when DENI funding for the Primary Languages Programme was no longer available.
- Roots of Empathy Programme Year 4 completed in Primary 5. Mrs D. Clarke was the course leader. Queens University collated outcomes of the programme.
- Parent Information Evening (Sept. 14) for all P1- P7 classes were well attended.
- Parent questionnaire was uploaded onto the School website again. Results were analysed. Pupil questionnaires were adapted from June 2014. Comments made by parents and pupils were collated and acted upon when appropriate and feasible.
- Mrs Crookshanks liaised with MOD Welfare in Holywood and Lisburn before, during and after the mobility of the Scottish Unit during 2014- 2015.
- Interpretation Service was available to support EAL pupils.
- Links continued with local churches, local community events. e.g. May Day.
- Pupil involvement in local and national art competitions.
- ECO Club involved parents and outside agencies.
- Active Communities Coaches proved very successful e.g. Gaelic Football & Cricket.
- 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 Year 4. HPS hosted Sustrans UK community cycle training in June 2015.
- Educational visits for each class and visits to school premises utilising Council, EA and parental contacts.
- Website had regular postings – hundreds of 'hits' each week.
- Nursery Schools attended Nativity Plays i.e. Merdyn, Little Bunnies & Glendhu.
- Continuation of Interschool links i.e. Local Principals met in Term 1 to confirm a number of inter school events:-
 1. Sports Days for P3 pupils (Very positive feedback from all schools)
 2. Quiz morning P7
 3. Cross Country P6
- PTA –Active involvement with many successful events during the year which included developing connections with local supermarkets and businesses where possible.
- Many charity fundraisers throughout the year.
- 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. where they participated in art, craft, model making, music, educational games, imaginative play and outdoor play. The charge for this facility remained the same during 2014-15.
- The Breakfast Club was efficiently run by Mrs Forster. Numbers attending rose again.
- P3 –P7 participated in Young Enterprise Programme –positive feedback from staff and pupils
- P7 Cycling Proficiency was more time consuming as the format changed in 2015.
- P6 Enterprise Day with Priory College
- P7 teachers liaised with Post Primary Schools. Transition links to be developed further during 2015-2016.

Special Educational Needs

During 2014-2015, SENCO 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. With professional dialogue if a teacher still found a pupil to be experiencing particular difficulties, they referred these concerns to the SENCO. 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 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 gives an indication of the success of the policy and the comprehensive nature of the support provided for children with a range of educational needs.

Overall seventy-three children were supported in small groups / individually by SENCO and CAs during 2014-2015.

- SENCO - Literacy support KS1 25 pupils & KS2 21 pupils
 - Numeracy support KS1 19 pupils & KS2 21 pupils
 - Pre writing skills support for 10 pupils in P2
- Detailed information recorded regarding all pupils on the SEN register.
- Annual reviews completed for all pupils with a SEN statement.
- EA Speech & Language support provided for two FS pupils. Members of staff also received Makaton training.
- EA Team Teach Training for three members of staff.
- ICT Assessments was completed for seven KS2 pupils and one KS1 pupil
- EWO & ASD advice / observation provided by SEELB Behaviour Team
- Classroom Assistant and P1 teacher developed links with Clifton Special School
- Eight Key Stage 2 children were involved in Literacy support from Cottown Reading Unit.
- Two children received outreach support for one term from Longstone Unit.
- An Occupational Therapist supported three pupils, one in KS2 and two in FS.

- SENCo co-ordinated:-
 - the Reading Partnership Programme supporting fifteen P3 and P4 children.
 - Additional classroom assistant time allocation and support for a KS1 pupil with significant communication difficulties.
 - A retired teacher volunteered to support ten P3 pupils developing their mental maths skills
 - A classroom assistant worked specifically with a number of Service Personnel pupils who had 'gaps' in their learning due to mobility. The three KS1 & five KS2 pupils responded well to these additional small group Literacy and Numeracy activities. Six of these pupils moved during the school year. Of the two remaining pupils, both made average progress in numeracy. One of the pupils was supported in Literacy and achieved high progress.
 - Classroom assistant support for three KS2 pupils who had English as an additional language.
- EA Psychology Time Allocation was used for pupil assessments as follows:-
 - Procedures completed for six P7 pupils transferring to post primary school
 - KS2 MOD pupil
 - KS2 statement process completed for a KS2 pupil – additional teaching hours allocated.
 - One FS and one KS1 pupil Stage 4 full assessment by Education Psychologist; school and parents await recommendations
 - EA Stage 3 review assessment completed for a FS and KS2 pupil.
- ASCET Team provided the following:-
 - a programme with emphasis on social and communication skills to support an individual pupil in FS.
 - 'First Steps' programme with a FS class.
 - 'Kool Kids' programme with a group of KS1 pupils
 - 'Following Instructions through Movement' programme with a group of FS children.

Each week SENCo supported a group of eleven Key Stage 1 pupils who were found to be underachieving in Maths. Evidence confirmed that each of the pupils in this 'booster group' achieved average or high progress.

The strong partnership between home and school led to positive relations. 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 2014. There was a very good attendance. 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 April. The attendance at both sets of consultations was good. P1 parents received information regarding PIPS assessment while P3 – P7 parents were given NFER results from Term 1 of 2014. 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. Almost all parent questionnaire responses were very supportive of this service and want email service introduced. This is planned for Term 1 2015.

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. All pupils participated willingly in assemblies and hymn singing practice. P1- P3 Hymn Practice was lead by all teachers. P4 – P7 Hymn Practice was lead 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.

The School Choir, music ensembles and P7 percussion groups were successful at the Hollywood Festival.

Our Harvest Service was held in October. P1 – P7 children sang so well. Our Choir had their first performance of the year singing a Harvest Samba. It was most enjoyable to hear a number of our Key Stage 2 children and members of staff accompanying the service.

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 parents, friends, governors, local ministers and pastors for an evening of praise and Bible readings.

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

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

The Choir sang at a range of places throughout the year. e.g. Belfast City Airport and the Stormont Hotel.

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.

The Summer Serenade took place in June. Over fifty children in the school had the opportunity to perform in front of a supportive audience. Boys and girls from P4- P7 played flutes, trumpets, clarinets, a tuba, violins, recorders and percussion instruments throughout the afternoon. Choir members from P5, P6 and P7 sang two beautiful pieces. Thank you to all the children and staff, especially Miss Riddell, who put together such a varied programme.

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

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 2014/15 year the school offered the following:

Athletics	Badminton	Netball	Cricket	Zumba
Outdoor Pursuits	Football	Hockey	Orienteering	
Multi skills	Basketball	Gaelic Football	Swimming (all P4 - P7)	

Many of the pupils represented the school with distinction in a wide variety of sports including swimming galas, trampoline championships, netball and athletics.

The school participated in all sporting events organised in the North Down area.

The Boys' Football team had a busy season. They were semi-finalists in the Priory Cup and John Barratt Tournament and came third from sixteen teams in the North Down PS League 2014-15. One of the football teams in the Ashfield Boys' Tournament won the plate competition.

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.

Thirty-seven 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 11 children qualified for Finals Day and two pupils won medals.

A group of 12 P6 pupils met at Rockport School to compete in an Inter School Cross Country event with boys and girls from four local schools. They had a great morning and enjoyed getting to know and spend time with pupils from other schools, some of whom they may meet at Post – Primary School.

'Holywood 2015'- Local Primary Principals and North Down Sports Coaches arranged for P3 pupils to join together in a collaborative Sports Days at Sullivan playing fields. The boys and girls wore their bright coloured Holywood 2015 t-shirts with pride as they joined together to participate in a range of activities. New friendships were made and fond memories for everyone of a very enjoyable event.

Two successful Sports Days were held in June. The P1- P3 Sports Day 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! We would like to thank Sullivan Upper School for the use of their facilities.

Unfortunately the NI weather was not so favourable for P4 – P7 the following day. In the true spirit of HPS team work, the staff and pupils improvised and instead the school grounds were used to avoid disappointment. The enthusiastic participants could be heard by residents along Demesne Road! Each child participated in team events and a number of pupils also competed individually. P4 – 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 Red House!

One P7 pupil represented the school in the Ulster Schools Swimming Gala winning two gold medals. All P4 - P7 pupils have, once again, experienced a high level of swimming tuition and the governors wish to express their appreciation to the coaches involved. P6 & P7 completed the year by participating in the annual HPS Swimming Gala. It was a great event and so encouraging to see the progress that has been made by the children this year. Every child earned valuable points for their House.

In excess of 145 pupils per week stayed for after-school clubs to enjoy a range of activities including:-

Netball	Art	Scripture Union
Football	Hockey	Science
Craft	Badminton	Rugby
Multiskills	Music / Percussion Club	Zumba

Educational Visits & Visitors

All pupils benefited from a wide programme of educational visits.

Day visits took the children to locations including:

Belfast Zoo	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.

Eighteen of our P5 & P6 pupils, who were part of the Time to Read or Time to Count Programme, spent a morning with the volunteers at their place of work at Phoenix Gas Head Office in Belfast.

P1, P2 & P4 had a great time on the ARC 21 Recycle bus. The children appreciated the message about 'Reduce, Re-use and Recycle' during the interactive workshops.

All children enjoyed a visit from a theatre company who performed the show 'The Fisherman and the Pearl'.

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.

Our P7 Year Group participated in a Young Entrepreneur Project in conjunction with Mash Direct. P6 Year Group also participated in an Enterprise Day at Priory College.

Our school continued to participate in the Bikelt project. P3 – P7 boys and girls enjoyed a presentation by Belfast Theatre Company, Footsteps. They showcased the importance of having a road worthy bike.

Our P6 & P7 classes hosted Glencraig IPS and St. Patrick's PS pupils to watch Saltmine Theatre Company perform 'Escape', an Internet safety play and workshop.

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 Seapark, local supermarkets and restaurants, Holywood Parish Church, local schools and a variety of trails in Holywood linked to curricular areas in the World Around Us programme.

Residential parties travelled to Ardnabannon 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 academic year various fund raising activities were organised in support of charities. Those who benefited were as follows:-

Storehouse	Royal British Legion Poppy Appeal
Save the Children	Children in Need Appeal
Cedar Christmas Seals	Comic Relief

Open Day Friday 4th December 2014

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 2015.

P7 Leavers' Assembly June 2015

Parents of our 47 P7 pupils attended the Final Assembly for their children at Hollywood Primary School. This special event allowed boys and girls to share memories of their time at Primary School. The P7 boys and girls from Mrs Hart's and Mrs Eves' P7 classes compiled an all-inclusive Assembly. The Leavers' Assembly was one of the highlights of the year for the P1 – P7 pupils and staff. So much effort had been put into the morning by all the P7 staff and children. There was much laughter, time to reflect and tears shed throughout the morning. After the presentation of awards and each child's Record of Achievement, P7 pupils and parents attended a BBQ 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 consult the class teacher. If this is either unsatisfactory or inappropriate, the parent should speak to the Designated Teacher for Child Protection, Mrs Clarke, or the Deputy Designated Teacher for Child Protection, Mrs Wallace. 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.

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, ESAGS and TTI were being addressed. Timetabled training included the following areas:-

In school Teaching & non-teaching staff)	<ul style="list-style-type: none"> • Development of Data Analysis (including target setting for tracking of children) • ICT Iteach iPad training sessions • Child Protection refresher for all staff and training for new members of staff • Assessment Cross Curricular Skills Assessment KS1 & 2 including internal standardisation • SEN CPD Literacy Project • 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 • Makaton Training • Sensory Processing skills 	
EA	<ul style="list-style-type: none"> • Child Protection • BT Induction • First Aid • Team Teach • Literacy Co-ordinator • SENCO Leadership & Capacity Building • Governor Training • Principals' Courses 	2 TEACHERS AND GOVERNOR 2 TEACHERS 1 TEACHER 3 CLASSROOM ASSISTANTS 1 TEACHER 1 TEACHER VARIOUS GOVERNORS Mrs Crookshanks
ND e.g. CLUSTER GROUPS	<ul style="list-style-type: none"> • ICT Fronter Project in conjunction with C2K • FS / Assessment / VP Cluster Groups • Principals' Conference 	1 TEACHER VARIOUS TEACHERS Mrs Crookshanks
CEA/ DENI/	<ul style="list-style-type: none"> • SEN CPD Literacy Project • Assessment Literacy Levels • Assessment Q Levels 	2 TEACHERS 1 TEACHER 1 TEACHER
RTU	<ul style="list-style-type: none"> • PQH Introductory course 	1 TEACHER
HEALTH TRUST	<ul style="list-style-type: none"> • Diabetic Training 	2 CLASSROOM ASSISTANTS

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 EA Board Officers, other training officers and advisers, parents and members of the local and business communities who helped the school in any way during the year.

Open Enrolment / Attendance

The Open Enrolment Policy directed by DENI sets the maximum enrolment at 523. At the beginning of the year 419 children were attending the school. 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. During the Spring Term applications were received for admissions to Primary 1 for September 2015. All applicants were offered places.

68 children began Primary 1 in September 2014. Children were also admitted to other year groups during the year. Pupils who moved from the school during the year were due to house moves or relocation because of association with the M. O. D.

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

LMS and Allocation of Delegated Budget Share

LMS accounts were viewed by SEELB 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 2014-2015 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. This year the PTA worked conscientiously to submit an application to The Charity Commission to be registered as a Charity. This was successful. Additional funding was raised through the ability to Gift Aid.

Equipment and resources were purchased for P1- P7 classes e.g new tracksuits for children who represent the school in sporting events. The most notable fundraising enabled funds to be earmarked to buy 50 iPads for use by all pupils in Term 1 2015.

Chairperson: Aodhan Connolly
Deputy Chairperson: Elaine Brown
Secretary: Claire Ross
Treasurer: Barry Sheridan

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 2014-2015 included:-

TERM 1: Coffee Mornings, Quiz Night & Raffle, Bake Sale & Coffee Afternoon, Christmas Fair, Christmas cards, Nativity refreshments, P1- P7 discos and P7 Trip.
TERM 2: Copper Challenge, Zumba & Bake Sale, Easter Raffles and DVDs for School Production Aladdin Trouble.
TERM 3: Summer Fair, Raffle, Sports Day refreshments and the P7 Year Book & BBQ.

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

P7 pupil transfer to Post Primary Schools 2014-2015 **Appendix A**

A total of 47 pupils transferred to post-primary education at the end of the 2014/15 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	15	Victoria College	1
Bloomfield Collegiate	1	Ashfield Boys' High School	2
Our Lady & St. Patrick's College	1	Lagan College	2
Ashfield Girls' High School	6	Priory Integrated College	16
Breda Academy	1	Glenlola Collegiate	1
St. Joseph's High School	1		

EA Financial Statement 2014- 2015 **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 viewed on the EA (SER) website or by following the link below.

[http://www.seelb.org.uk/images/files/pdfs/lms/OutturnStatements/Outturn Statements 2014-15.pdf](http://www.seelb.org.uk/images/files/pdfs/lms/OutturnStatements/OutturnStatements2014-15.pdf)

Financial Statement Holywood Primary School 2014_2015 Expenditure

Teaching & Non- teaching Staff	£ 928,990
Other costs including:- <ul style="list-style-type: none"> • Oil and electricity • cleaning requisites and water • Maintenance & supplies • Postage, telephone, advertising & printing • Books & practice materials 	£67,144
Gross Expenditure (less income of £4,101)	£992,033
Budget Available	£1,016,127
Delegated Budget Carryover	£24,094

PTA Accounts 1st September 2014 – 31st August 2015 Appendix C

Hollywood Primary School

PTA Accounts

1st Sept 14 - 31st August 2015

Opening Balance (See Note 4) £9,539.42

Income Received Accounted Previous Year £15.60

14/15 Income	Income	Expenses	Total
Tuck Shop	£31.63	£0.00	£31.63
Past Pupil Donation	£50.00	£0.00	£50.00
School Fund (Note 2)	£7,755.00	£60.00	£7,695.00
Gift Aid Rebate	£1,328.75	£0.00	£1,328.75
Quiz Night & Raffle	£1,164.00	£84.00	£1,080.00
Xmas Cards	£2,230.00	£1,600.50	£629.50
Christmas Fair	£1,947.37	£306.36	£1,641.01
School Disco	£758.50	£203.81	£554.69
Zumba + Cake Sale	£1,113.12	£0.00	£1,113.12
Copper Challenge	£729.97	£43.50	£686.47
Nativity refreshments	£195.20	£0.00	£195.20
Belfast City Airport Donation	£100.00	£0.00	£100.00
Easter Event	£391.50	£131.79	£259.71
School Fair (Note 1)	£5,411.51	£2,044.43	£3,367.08
Raffle	£2,508.40	£0.00	£2,508.40
DVD Sales (Aladdin)	£390.00	£241.50	£148.50
Sports Day tea & coffee (Note 2)	£177.52	£0.00	£177.52
Interest	£15.92	£0.00	£15.92
			<u>£21,582.50</u>

14/15 Expenditure

School Track Suits	£312.00
Coffee Morning	£49.10
Flowers For PTA Retirement (Note 3)	£20.00
Teachers expenses	£598.47
Purchase Of Ipads	£8,284.96
P7 Trip	£379.00
P7 Leavers BBQ	£95.28
P7 Yearbook	£531.00
NCPTA	£96.00
	<u>£10,365.81</u>

Cheque Not Drawn £20.00

Closing Balance (Note 3) £20,791.71

Notes

- 1 Expense includes float of £855.00
- 2 Cheque Returned of £60.00
- 3 Current account £20,649.62 + Reserve £142.39
- 4 Current Account £9397.10 + reserve £142.32
- 5 Cheque Not Drawn (Mr A Connolly)

An examination includes a review of the income and expenditure records kept by the charity and a comparison of the income and expenditure presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view.

Signed Chris Fleming

Chris Fleming A.C.A.
Independent Examiner

Glossary of Terms used throughout this document. Appendix D

AFL	Assessment For Learning	ND	North Down
ASCET	Additional Support for Children in Education Team	NDPPG	North Down Primary Principals' Group
CA	Classroom Assistant	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	PIE	Progress in English
C2K	ICT service for schools in NI	PIM	Progress 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	SDD	Staff Development Day
EAL	English as Additional Language	SDP	Staff Development Plan
ESAGS	Every School a Good School (Dept. of Education document)	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
MOD	Ministry of Defence	WAU	World Around Us
		WILF	What I'm Looking For