



Board of Governors Annual Report (2015/16)

The school year 2015/16 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 teachers and classroom assistants of a high quality in our school who are totally dedicated to their profession.

I trust you will find this information useful in 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 2015/16 the Governors met to deal with various items, including the School Development Plan, 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 2015-2016

- **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 2016

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, Mrs McGonigle & Miss McGuile
Primary 3	Mrs Gibson, Miss McKeown Mrs Hunter, Mrs Heawood & Mrs Curran
Primary 4	Mrs McCartney, Mrs Smith, & Mrs Stewart
Primary 5	Mrs Brown & Mr McConnell
Primary 6	Mrs Hart & Mrs Eves
Primary 7	Mrs Clarke & Miss Riddell
SEN teacher	Mrs Robinson
P1 & P2 Classroom Assistants	Mrs Neill, Mrs Jeffrey, Mrs Shimmin, Mrs Carson, Mrs Duff & Mrs Black
S/N Classroom Assistants	Mrs McClenahan, Mrs Forster, Mr Ogborn & Mrs Clarke
Office Staff	Miss McDonald & Mrs Carberry
Building Supervisor, Cleaners	Mrs Dowling, Mrs Nelson & Ms Nixon
Lunchtime / Canteen Supervisors	Mrs Nelson, Mrs Strain, Mrs Leadbeatter, Mrs Irvine, Ms Douglas & Ms W Johnson
Crossing Patrol staff	Mr Widdowson

Mrs Wallace retired after 39 years of teaching in Hollywood Primary School.

Mrs Stewart finished at Hollywood Primary School at the end of the school year to take up a new position as Principal of Ligoniel Primary School, Belfast.

Mrs Hunter was on Maternity Leave from March 2016.

Mrs G. Martin (S/N Classroom Assistant) finished working in Hollywood PS.

Mr G. Leckey (S/N Classroom Assistant) left Hollywood Primary School in February to take up another position in the travel industry.

Ms McWilliams (Cleaning staff) left in March 2016 to take up a new Office position.

Mrs Thornton, Mrs Robinson and Ms Magowan provided S/N Classroom Assistant emergency cover during 2015-16.

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 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.

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.

2015/16 Hollywood Primary School Review

Curriculum (School Development Plan SDP)

The School Development Plan priorities (2015-2016) 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 2015 regarding current provision and identification of areas for improvement during 2015-16. 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 2015-16.

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 2015-2016, 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.
- SEN and Gifted & Talented Policies amended and distributed.
- Links continue with EA/ Outside Agencies / Outreach Support supporting inclusion/ diversity - ASCET / Speech & Language / Cottown / Longstone provided support throughout the year.
- Communication links with parents continued to be strong.
- Classroom Assistant Briefings well established.
- CRED policy developing.
- Mr Ogborn assisted SENCO giving small groups additional support e.g. SP pupils Pupil progress collated in June 2016 to record progress.
- CEA Q Levels used in FS and with individual SEN pupils to level portfolio pieces.
- SEN support sessions for P2 children who required extra assistance, very beneficial for children and staff.
- EAL pupils – support extended with CA Mrs Duff.
- Interpreter service offered but not always utilised.
- Groups of KS1 & KS2 pupils who have 130+ in NRIT were given extension & challenging activities.
- Aspects of CEA resource file used to support learners and strategies highlighted on pupil IEPs - Thinking Skills and Personal Capabilities.
- Support given to new members of staff e.g. facilitate Makaton / Positive Behaviour Training as required
- SENCo linked with CAs to develop their roles.
- CA involved in helping SEN pupils to set / review targets P1 & P2 teachers complete this process with pupils if not working directly with SENCo.

PASTORAL CARE

- School Council regularly met to plan, positive feedback from pupils / staff and parents. Good ideas were included in decisions / adaptations e.g. House System / Merit Badge rewards /new iPad apps.
- Written material devised for SP pupils and families supporting them in the transition process to HPS.
- Links with EWO Officer well established - EWO very active and effective in the majority of cases e.g. attendance and 'home school' pupil.
- PDMU scheme supported the Pastoral Care programme in school. P2 used the Living / Learning Together resource file.
- Parent note reminders continued to reduce outstanding absence notes.
- NI Anti-Bullying Week. Teachers encouraged children to talk in class & circle time about bullying.
- Reading buddies - some success between P7 & P3 (Noted that P7 pupils benefitted from this as much as the younger children involved.) The confidence levels improved of a number of children. The aim is to extend this to other year groups during 2016-17.
- Pastoral Care Policy was reviewed.
- Further SP involvement with HPS community was promoted.
- SP - individual and small group support. Funding approved by MOD to have CA support for SP pupils.
- On-going regular updates given to SW. Case Conferences attended by staff.
- Playground Buddy training done in depth with some changes made. ALL P6 pupils participated.

CHILD PROTECTION

- All Staff completed CP Training in Term 1 2015. Beginning teachers found this to be very useful.
- Staff attended CP Case Conferences when possible – feedback was given to CP team & relevant staff.
- Teachers liaised with DT to give updates on any child they were concerned about during 2015-16.
- CP Policy reviewed with EA guidance, to be ratified by Governors Term 1 2016.
- Links with Social Workers well established.
- Principal attended EA refresher course and received certificate.
- CP included on Board of Governor Agenda / Minutes – Full report given Term 1.
- Evident that Visitor badges were used by visitors.
- PB Policy referred to regularly by teachers when managing pupils with challenging behaviours.
- Newly introduced playtime rewards well received and good incentive for Year Groups 3 - 7 and individuals.
- Behaviour strategies/ rewards in place. Links between teachers / CAs, SENCo, Principal & parents.
- CP Staff Board redesigned.

PE / HEALTHY SCHOOL

- Staff continued to encourage all pupils to have healthy break. Classes in FS well aware and supportive of healthy break / food. Most pupils participated. A more direct approach was implemented.
- Whole school competitions to promote Healthy Breaks. i.e. Over 100 pupils rewarded for consistently supporting Healthy Break Scheme during the year.
- HPS continued to promote exercise in curriculum time and during After School activities. i.e. football, hockey, netball, badminton, multiskills 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.
- Drug & Food Policies updated during 2016.
- Fundamental Movements used well in P1 & P2, observations made; good support from PE co-ordinator. Two 5 - week sessions completed.
- Updates made in P4 PE planning.

HIGH QUALITY TEACHING AND LEARNING

LITERACY

- Literacy findings from SDD integrated into focus for development during 2015-2016.
- Communication CCS evidence collated for pupil portfolios and KS1 & KS2 levelled two pieces of work for each child
- Evaluations evident in teacher planning notes.
- Time to Read & Reading Partnership pupil outcomes recorded.
- Review of Literacy Policy underway.
- Literacy co-ordinator observations included a variety of multi –sensory strategies, showing a wide range of writing styles taught Feedback was given to staff.
- Co-ordinator highlighted particular focus for Year Groups and areas to be integrated from 2016.
- P2 introduced Spellings in Term 3 – positive change especially with high frequency words.
- Literacy work levelled each term for pupil portfolios and monitored by Principal Term 1: Writing, Term 2: Reading Term 3: Writing (different aspect)
- Talking & Listening Assessment sheets adapted for P4
- Levelling process / professional dialogue very helpful to all staff involved
- SMT & SENCo discussed data analysis / feedback from SDD– e.g. focus on additional provision for high achievers
- 'Big Write' week well received by pupils, staff and parents.
- Elements of Stranmillis CPD Project incorporated – i.e. P1 began amending handwriting scheme, to be continued when pupils are in P2.
- Single word spelling test at the beginning of Term 1 for P3 – P7 gave good baseline for determining groups/differentiation.
- Book scoops completed – Term 1: Peer / Self-evaluation Term 2: Differentiation Term 3: ICT / Handwriting
- P4 trialled Reading Buddies during class.
- A number of sessions arranged with KS2 & KS3 staff from local schools as part of Transition Project. Agreed moderation levels of KS2 work; shared good practice and resources. Relevant data passed to post primary schools. The programme enhances the already established links.

NUMERACY

- Numeracy co-ordinator completed observations on Measure & collected evidence. Staff very receptive to co-ordinator feedback.
- 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 – Measures & ICT.
- Use of websites extended to expand resources.
- Time to Count P5 pupil outcomes recorded.
- Principal, Assessment & Numeracy Co-ordinator liaised regarding maths (PTM) data analysis tests.
- Numeracy CCS evidence for pupil portfolios and Levelling process for FS, KS1 & KS2.
- SDD Numeracy findings integrated into focus for development during 2015-2016 e.g. for high achievers.

- Pupil portfolios updated and monitored by Principal, meetings held to discuss and level pupil work each term. i.e. Term 1: Measures, Term 2: Number Term 3: Data.
- ICT resources compiled and shared, useful and worthwhile. E.g. suitable iPad Apps researched and compiled for P1 – P7 use.
- P4 & P6 task planning based on reasoning real - life situations very well received e.g. carpeting a house / timing sporting events.
- Use of CCEA task resources was helpful for assessment purposes.
- Maths Display Board profiled Numeracy in school.

ASSESSMENT

- Whole staff internal standardisation for Numeracy & Literacy was a valuable exercise each term.
- NFER/ PIPS/ NRIT analysis completed.
- Assessment Manager used to assist SDD on data analysis.
- Results from pupils tracked during 2014-15 were scrutinised.
- Targets set for individuals/ small groups for 2015-16. More individuals / groups were tracked.
- SDD analysis, links & trends of pupil performance corresponding with factors including gender /FSM /SP
- End of Key Stage Targets set for school use only.
- Levelled work clarified and included in portfolios
- Additional tasks developed / amended during 2015-16.
- Annual Reports distributed to parents in June 2016.
- SDD Day determined final areas of focus which were highlighted in planning notes.
- Half Termly Meetings where all staff discussed 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.
- Tracking P1 & P2 pupils with BASE / PIPS converted to standardised score – more comparable.
- 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.
- Collated assessment data informed planning and practice
- Assessment mediums explored. i.e. paper v ICT
- Single Word Spelling Test introduced. Results highlighted were useful, action applied when necessary.
- Assessment Policy review underway.
- Assessment overview was amended – good reference point for all staff during year.
- Self-assessment introduced in P1, one per term.
- Pupils selected for tracking. Reasons recorded. Assessment co-ordinator collated stats, areas of focus confirmed
- Good feedback from Assessment co-ordinator and Principal about pupil performance from previous year
- Higher achievers (tracked pupils) given extension sessions.
- Key Stage Target setting process completed.
- Target areas highlighted in planning notes.

ICT

- Ipad Training continued via iTeach introducing more apps to use in the classroom.
- Staff training increased amount and regularity of pictures being uploaded onto website.
- Two ICT co-ordinators appointed to lead FS / KS1 & KS2
- New co-ordinators began to provide a supportive role
- Computer Club well established.
- Policies updated and ratified i.e. ICT, Social Media, Use of Internet.
- SDD time allocation to develop ICT Apps/ training
- Parent email system set up as primary means of communication, effective for most and ECO friendly
- Book scoop in Term 3 monitored evidence showing use of ICT.
- The addition of 50 iPads has been an excellent classroom resource .
- More evidence of 5 'E's in ICT through planning and classroom practice.
- App usage formed PRSD targets for many teachers
- Childline Programme – P6 & P7 promoted safe use of internet (BeeSafe interactive conference)
- FS / KS1 & KS2 end of year assessment sheets updated
- Successful 8 week After School Programming Club. PWC employees introduced 'Hive Hackers'.

ACTIVITY BASED LEARNING

- FS observations consistently completed.
- FS evidence recorded - Classroom Assistants continued to assist with 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.
- P1 – P3 highlighted and began planning for and resourcing outdoor play.
- ND FS Cluster Group regularly attended.
- Uniformity of planning in P1 & P2.
- SeeSaw App used for observing play.
- P3 Learning Intentions in planners helped progress in topics.

WORLD AROUND US

- Most school notes uploaded electronically to save paper.
- Medium planners show progression – any repetition of topics e.g. Cold Lands/ weather show progression of content.
- Planners reviewed electronically.
- WAU co-ordinator reviewed medium planners to ensure progression from P1 to P7 checking for unnecessary repetition or overlap of themes/ topics/ concepts. Feedback given by co-ordinator.
- More emphasis on practical approach to science / STEM.
- Science Club teachers promoted areas of STEM.
- P4 topic 'What's under or feet?' survey completed and a success.
- 4th Green Flag awarded.
- New bed areas created, garden area redesigned - support from Hastings Group promoting NI Year of Food.
- Well established links with Business in the Community continued e.g. IKEA (import / export programme).
- Class participation in maintaining school grounds and developing ECO themes e.g. weeding, litter picking, potato growing.

ART & DESIGN

- 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.
- A wide range of photos were on display and regular updates on the school website.
- Whole school involvement and success in a variety of local and National competitions.
- Noticeboard displays stimulating.
- Assembly & noticeboard rotas amended for most classes.
- Outdoor mural created with FS pupils, local artist and parent involvement. Much enjoyment for all.

EFFECTIVE LEADERSHIP

- Staff / Pupil & parent (electronic) questionnaires completed and used to chart progress and highlight areas for development.
- TTI documentation self-evaluation tool used. Mrs Crookshanks compiled and distributed results.
- Findings included as areas for development in 2015-2016 target setting process.
- Monitoring / evaluating completed at Key Stage and whole school levels ensured continued good practice of Numeracy and Literacy. Meeting times were allocated to complete this process effectively.
- Evaluations evident in planners to reflect classroom practice and inform future planning.
- NFER Assessments completed in Term 1. PTM / PTE results recorded on C2K Assessment Manager used to support analysis in Maths & Communications which determined trends, strengths and areas of focus for Whole School / Year Groups.
- Members of staff completed class observations to view progression. EA proforma used for feedback.
- 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
- Assessment, Numeracy & Literacy Co-ordinators completed class observations during the year using adapted EA proforma to provide feedback to teaching staff.
- Book scoops completed each term.
- 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.
- Increased staff to 18 classes plus a full time Special Needs teacher.
- Effective support and deployment of finances available to implement the requirements of the NI Curriculum and focus agreed in the SDP.
- EA links in preparation for increased enrolment and provision of additional accommodation for SP pupils.
- Allocation of additional funds or grants completed to release teachers for training, meetings in cluster groups and assisting other staff.
- Continued use of School Fund for the provision of swimming, school events and other resources.
- MOD grant application submitted and successful.
- Contingency Funding received in May 2016.
- Links with EA, MOD and local schools for SP intake Sept. 2016.
- Minor Works / Maintenance projects were completed. i.e.
 - Library converted into a temporary P2 classroom.
 - Chair store adjacent to Assembly Hall renovated to be used as a small Library area.
 - Dining Hall floor sanded and walls painted.
 - Additional container purchased and located in the playground to store Assembly Hall chairs. N.B. Planning commenced for additional classroom provision.
- Online questionnaires completed by parents; pupils completed paper copy questionnaires.
- Monthly meetings between principal and classroom assistants to disseminate relevant information
- Regular updates / reviews with CA was reported as being very useful
- Governor feedback at meetings or via email plus input from staff evaluations of SDP 2014-2015 targets were incorporated in areas for development in 2015-2016 target setting process.

PRSD

- All staff completed PRSD process. One recently qualified teacher continued with EPD1 Programme.
- 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.

Curriculum Leadership

- Annual self-evaluation process completed, results compiled to help inform future planning.
- Governor, staff, pupil & parent feedback via questionnaires, completion of forms. Increased number of responses to parent questionnaire.
- Governors completed skills based survey and began to discuss ETI Governance self- evaluation materials
- CA completed a more detailed questionnaire.
- Regular meetings took place with CA to disseminate information.
- Increased number of ND cluster groups attended during 2015-2016 i.e. ICT, Literacy, VP, Assessment, FS. It is hoped that additional materials from these meetings will enhance teaching resources and approaches for HPS in the future.

SCHOOLS CONNECTED TO THE LOCAL COMMUNITY

- School promoted through events including an Open Day, and the school 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 for nineteen pupils.
- 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 eight P5 pupils. Seven P5 pupils were involved in the Time to Count Programme.
- The Annual School Book Fair took place raising funds for additional novels.
- Roots of Empathy Programme completed in Primary 5. Mrs D. Clarke (CA) was the course leader. Queens University collated outcomes of the programme.
- Parent Information Evening (Sept. 15) for all P1- P7 classes was well attended.
- Parent questionnaire was uploaded onto the school website. 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 regarding the mobility of the Scottish Unit during 2015- 2016. This included attendance at a very useful MOD Conference.
- Interpretation Service was available to support EAL pupils.
- Links continued with local churches, local community events. e.g. May Day & Harvest.
- Pupil involvement in local and national art competitions.
- ECO Club involved parents and outside agencies.
- Active Communities coaches proved very successful e.g. rugby & 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. HPS hosted Sustrans UK community cycle training in Term 3.
- 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 e.g. Quiz morning (P7) & 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 2015-16.
- 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 completed in 2016.
- 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 2015-2016, 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. Following 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 these pupils on at least two occasions during the year. Parents were fully informed, received and agreed the content of their child's IEP.

The following information 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 eighty children were supported in small groups / individually by SENCO and CAs during 2015-2016. (i.e. 14 FS, 34 KS1 & 32 KS2 pupils)

- SENCO - Literacy support KS1 30 pupils & KS2 25 pupils
 - Numeracy support KS1 23 pupils & KS2 16 pupils
 - Pre writing skills support for 12 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 one KS1 & one FS pupil.
- ICT Assessment was completed for one KS2 pupil.
- Three Key Stage 2 children were involved in Literacy support from Cottown Reading Unit.
- One child 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 nineteen P3 and P4 children.
 - Additional CA to support two KS1 pupils with communication difficulties.
 - A Classroom Assistant to work specifically with a number of Service Personnel pupils who had 'gaps' in their learning due to mobility. The one KS1 & six KS2 pupils responded well to these additional small groups in Literacy while seven pupils benefitted from Numeracy activities. Some of these pupils moved during the school year.

- CA supported two KS2 pupils on Stage 3 and Stage 5 of the Code of Practice respectively.
 - CA support for four KS2 pupils and one KS1 pupil who had English as an additional language.
 - EA CA support for one FS pupil and a KS1 pupil on medical grounds.
 - CA support given for two FS pupils, one KS1 pupil and three KS2 pupils with specific needs.
- EA Psychology Time Allocation was used for pupil assessments as follows:-
 - Procedures completed for three P7 pupils transferring to post primary school
 - KS2 statement process completed for a KS2 pupil – additional teaching hours allocated.
 - Two FS, one KS1 and one KS2 pupil Stage 4 full assessments carried out by Education Psychologist; school and parents await recommendations
 - Completion of four pupil statements issued by EA leading to arrange alternative provision for one FS pupil and three KS1 pupils.
 - ASCET Team provided the following:-
 - a 6 – week programme with emphasis on fundamental skills and instructions to support six FS pupils.
 - a weekly 1-1 OT session throughout the year for a KS1 pupil.

Each week SENCo supported a group of sixteen Key Stage 1 pupils who were found to be underachieving in Maths. Each of the pupils responded well to support provided in this ‘booster group’.

The strong partnership between home and school led to positive relations. Parents are given clear communication from members of staff with regard to additional support given during the school year. Integration of all children, into the life and activities of the school is a priority of Governors and staff, regardless of physical, academic or emotional needs of the pupils.

Reporting to Parents

A Curriculum Information Evening took place in September 2015. Attendance was very good. Feedback from those parents who attended was positive. Parents of all pupils were invited to attend a consultation with their child's teacher in October and again in 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 2015. Parents were also encouraged to contact the school to make appointments at mutually agreeable times to discuss their child's progress with members of staff.

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

Parent notes, curriculum notes and school newsletters were sent home regularly with the children and many were also available on the school website. A texting service continued and once again proved to be very effective. e.g. giving reminders about early closures. The new email service was introduced during 2015 - 2016.

Music

Music was enjoyed by all pupils in the school. Each class had many opportunities to sing, listen to and make sounds with musical instruments. Pupils participated in assemblies and singing practice. P1- P3 Hymn Practice was 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.

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. 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, 'Prickly Hay', was held on three consecutive days in December with a large group of parents, friends and local pre school children attending each day.

The Choir sang at a range of places throughout the year.

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 was an entertaining afternoon. Every pupil in the school had the opportunity to perform in front of a supportive audience. A number of individuals, boys and girls from P4- P7 played flutes, trumpets, clarinets, a euphonium, cello, violins, hand bells, recorders and percussion instruments throughout the afternoon. Choir members from P5, P6 and P7 also gave an enthusiastic performance. 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.

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 2015/16 year the school offered the following:

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

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

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

Two P7 girls represented the school at the Zonal Schools Trampolining competition in Gateshead.

A P7 boy was part of a successful NI U15 wheelchair basketball team.

A P6 pupil was very successful in NI Girls' Primary Schools Cross Country events.

The Boys' Football team had a busy season. They participated in the Priory Cup and John Barratt Tournament and came second from sixteen teams in the North Down PS League 2015-16. One of the two football teams in the Ashfield Boys' Tournament reached the semi-final of the competition. The Girls' Football team won the B Final in the Priory Cup.

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

P6 & P7 girls participated enthusiastically each week in the Netball Club and a number of girls represented the school at the Rockport Tournament and other friendly matches with local schools.

Twelve P7 boys and girls won a Primary Schools Tag Rugby Tournament.

Twenty - eight 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 eleven children qualified for Finals Day and four 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.

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.

P4 – P7 had their Sports Day the following week. 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 Blue House.

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

Netball	Art	ICT	Camera
Scripture Union	ECO & Garden Club	Hockey	Science
Football	Craft	Badminton	Multi skills
Zumba	Construction	Music / Percussion Club	

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.

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.

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 pupils spent a day at IKEA to experience 'Life in the workplace'.

P6 Year Group also participated in an Enterprise Day at Priory College.
All Year Groups continued to participate in the Bikelt project.

All pupils had the opportunity to make visits in the local area to enhance their learning experiences and the links with the local community. e.g. visits to 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:-

Blythswood Care
Save the Children
Cedar Christmas Seals

Royal British Legion Poppy Appeal
Children in Need Appeal
Action MS NI

Congratulations to all the boys, girls and members of staff who completed a Sponsored Walk at Crawfordsburn Country Park. Thank you to the parents who volunteered to walk with us. The generosity of families and friends of HPS who sponsored the children was greatly appreciated. £ 8641.50 was raised for Action MS NI, the highest amount raised by any school in NI during 2016.

Open Day Friday 3rd December 2015

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 2016.

P7 Leavers' Assembly June 2016

Parents of our 52 P7 pupils attended the Final Assembly for their children at Holywood Primary School. This special event allowed boys and girls to share memories of their time at Primary School. The P7 boys and girls from Mrs Clarke's and Miss Riddell's P7 classes compiled an all-inclusive Assembly. The Leavers' Assembly was one of the highlights of the year for the P1 – P7 pupils and staff. There was much laughter, time to reflect and tears shed throughout the morning. With the help of one of our P7 parents, memories of the children and events at HPS over the years were captured so well on a DVD which each child received a copy of as a keepsake. 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 the response is either unsatisfactory or inappropriate, 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. 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 of 2015, applications were received for admissions to Primary 1 for September 2015. All applicants were offered places. 68 children began Primary 1 in September 2015. 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 %.

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 training for staff and training for new members of staff • ICT website training • Defibrillator training • Assessment Cross Curricular Skills Assessment KS1 & 2 including internal standardisation • Action planning for subject co-ordinators • Assessment planning & evaluations in Numeracy & Literacy • Preparation for collating materials for pupil portfolios • Continued development of how Levels for each pupil are recorded and collated in each Key Stage in Using Mathematics and Communications 	
EA	<ul style="list-style-type: none"> • Child Protection • Early Professional Development • First Aid • Literacy Co-ordinator • Governor Training • Principals' Courses 	PRINCIPAL 1 TEACHER 1 TEACHER 1 TEACHER VARIOUS GOVERNORS Mrs Crookshanks
ND e.g. CLUSTER GROUPS	<ul style="list-style-type: none"> • FS / Assessment / VP Cluster Groups • Principals' Conference 	VARIOUS TEACHERS Mrs Crookshanks
CEA/ DENI/	<ul style="list-style-type: none"> • ICT – Software training on Scratch 	1 TEACHER
RTU	<ul style="list-style-type: none"> • Early Leadership • PQH Programme 	1 TEACHER 1 TEACHER
HEALTH TRUST	<ul style="list-style-type: none"> • Diabetic Training • Epilepsy Awareness 	2 TEACHERS

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.

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 2015-2016 can be seen in Appendix B.

Parent Teacher Association

All parents are automatically members of the PTA and are encouraged to be involved in its activities. Holywood Primary is fortunate to have, although small in numbers, a very enthusiastic committee. Additional funding was raised through the ability to Gift Aid.

Equipment and resources were purchased for P1- P7 classes and a defibrillator for the school. Each class got the opportunity to be the winners of the Wish List cash prize. The most notable fundraising enabled funds were earmarked to buy 18 new computers to be installed in the new ICT Suite for all pupils to use in Term 1 2016.

Chairperson: Elaine Brown
Secretary: Claire Ross
Treasurer: Chris Fleming

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 2015-2016 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: Zumba & Bake Sale, Easter Raffles & Ladies Night.
TERM 3: Belfast Marathon Teams, Summer Fair, Raffle, Sports Day refreshments, P7 Year Book, Hoodies & BBQ.

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

P7 pupil transfer to Post Primary Schools 2015-2016 Appendix A

A total of 52 pupils transferred to post-primary education at the end of the 2015/16 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	21	Bangor Grammar	1
Bloomfield Collegiate	3	Lagan College	1
Strathearn School	1	Priory Integrated College	15
Ashfield Girls' High School	4	Glenlola Collegiate	1
Campbell College	5		

EA Financial Statement 2015- 2016 Appendix B

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

A complete statement can be accessed from the EA (SER).

Financial Statement Holywood Primary School 2015_2016 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 2015 – 31st August 2016 Appendix C

Hollywood Primary School

PTA Accounts

1st Sept 15 - 31st August 2016

Opening Balance (See Note 2)

£20,791.71

Income Received Accounted Previous Year

15/16 Income	Income	Expenses	Total
Bake Sale	£520.00	£79.53	£440.47
Christmas Cards	£2,192.00	£1,550.25	£641.75
School Fund (Note 2)	£8,220.97	£6,724.70	£1,496.27
Gift Aid Rebate	£1,951.80		£1,951.80
Quiz Night & Raffle	£1,064.95	£238.00	£826.95
Christmas Disco	£1,057.75	£375.00	£682.75
Christmas Fair	£2,674.66	£611.60	£2,063.06
P1/P2 cake sale and barn dance	£1,032.94		£1,032.94
Marathon sponsorship	£382.70		£382.70
Nativity refreshments	£298.50		£298.50
Ladies Night	£402.00		£402.00
Easter Event	£627.71	£243.09	£384.62
School Fair (Note 1)	£5,840.50	£2,231.13	£3,609.37
Raffle	£2,146.13	£286.97	£1,859.16
Raffle NI Shirt	£300.00		£300.00
Sports Day tea & coffee	£214.00		£214.00
Interest	£19.36		£19.36
			<u>£16,605.70</u>

15/16 Expenditure

C Riddell Books		£500.88
Christmas Craft		£309.43
60th year ball		£200.00
Donations		£50.00
Teachers expenses		£1,768.74
Purchase Of Ipads		£7,250.00
Defibrillator		£480.00
Onside		£151.40
P7 Trip		£577.70
P7 Leavers BBQ		£62.25
P7 Hoddies		£1,030.00
P7 Yearbook		£595.00
J McCartney		£151.94
NCPTA		£96.00
		<u>£13,223.34</u>
Cheques Not Drawn at year end	831	£17.50
	832	£75.97
	840	£510.00
	843	£50.00
	864	£47.80
		<u>£701.27</u>

Closing Balance (Note 3)

£24,875.34

Notes

- 1 Expense includes float of £900
- 2 Current account £20,649.62 + Reserve £142.39
- 3 Current account £24,732.88 + Reserve £142.46

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 Lois A McC. Kenny

Lois Kenny F.C.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