



Board of Governors Annual Report (2016/17)

The school year 2016/17 has been any extremely busy year which had many noteworthy achievements.

The Governors and staff at Holywood Primary School continue to place at the top of their agenda the maximum development of each child's potential within a caring and stimulating environment. We are fortunate to have so many talented teachers and classroom assistants 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 Board of 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 served from 2014-2017. Their positions during 2016-2017 were as follows.

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 S Gibson

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 2016/17 the Governors met to deal with various items, including the School Development Plan, Educational Training Inspectorate (ETI), 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 safeguarding, financial management, curriculum, maintenance, staff appointments and community links.

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 2016-2017

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

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

STAFF LIST as at June 2017

Hollywood Primary School is served at a variety of levels by a team of approximately 48 members of staff.

Principal	Mrs Crookshanks
Primary 1	Miss Armstrong, Mrs Donald & Mrs Elliott
Primary 2	Miss Dobbin, Mrs McGonigle & Mrs Curran
Primary 3	Mrs Gibson, Mrs Fulton, Mrs Hunter & Mrs Heawood
Primary 4	Mrs McCartney, Mrs Smith, Mrs McKeown & Mr Eves
Primary 5	Mrs Brown & Mr McConnell
Primary 6	Mrs Clarke , Miss McGuile & Mrs Heawood
Primary 7	Mrs Hart & Mrs Eves
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 Ruine & Mrs Clarke
Office Staff	Miss McDonald & Mrs Carberry
Building Supervisor, Cleaners	Mrs Dowling, Mrs Nelson, Mrs Adams & Mrs Bogatolu,
Lunchtime / Canteen Supervisors	Mrs Adams, Ms Douglas & Mrs Robinson
Crossing Patrol staff	Mr Widdowson

Miss Riddell was off school from February – June 2017 due to illness.

Mrs Donald finished at Hollywood Primary School at the end of the school year to take up a new teaching position.

Mrs Hunter returned from Maternity Leave in Term 2 to teach in Primary 3.

Special Education Needs Assistants Mrs McClenahan and Mr Ogburn finished at Hollywood Primary School in June 2017. Mrs McClenahan retired and Mr Ogburn returned to university to continue with his studies.

Ms Magowan, Mrs McLaughlin & Mrs Thornton provided S/N Classroom Assistant emergency cover during 2016-17.

Mrs Strain retired after thirty-one years as a Lunchtime Supervisor.

Mrs McKeown and Mrs McBride provided Lunchtime Supervisor emergency cover during 2016-17.

Lunchtime Supervisors Mrs Leadbeatter and Mrs Parr left Hollywood Primary School in October 2016 and March 2017.

Ms Nixon (cleaning staff) was off school throughout 2016-2017 due to illness.

Ms Johnson (catering staff) was on Maternity Leave during Term 2 & Term 3.

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.

2016/17 Hollywood Primary School Review

Curriculum (School Development Plan SDP)

The School Development Plan (2016 – 2019) was drawn up to include areas for development and through discussion with staff and Governors incorporated the views of the entire school community. Parents and pupils completed a questionnaire. All members of staff were asked to complete an audit in May 2016 regarding current provision and identification of areas for improvement during 2016-17. Targets were set incorporating staff and Governor responses to the ETI Together Towards Improvement document.

Using the characteristics of **DENI ESaGS** and self - evaluation documents the following areas were addressed, monitored and evaluated during 2016-17.

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 2016-2017, 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.
- Links continue with EA/ Outside Agencies / Outreach Support supporting inclusion/ diversity - ASCET / Speech & Language / Cottown / provided support throughout the year.
- Communication links with parents continued to be strong.
- Classroom Assistant Briefings well established.
- Mr Ogborn assisted SENCO giving small groups additional support e.g. SP pupils Pupil progress collated in June 2017 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 provided as required.
- Groups of KS1 & KS2 pupils 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 members of staff e.g. facilitate Makaton / Positive Behaviour training as required
- SENCo linked with CAs to develop their roles. e.g. Training to support P4 spelling Booster Groups.
- CA involved in helping SEN pupils to set / review targets
- Provision of specialist equipment to SEN children – e.g. spellchecker, coloured eye-level rulers, books with coloured pages, coloured overlays, new pencil grips, scissors. (Refer to CEA Resource file)

PASTORAL CARE

- School Council regularly met to plan, positive feedback from pupils / staff and parents. Good ideas were included in decisions / adaptations.
- Written material devised for SP pupils and families supporting them in the transition process to HPS.
- Links with new HPS EWO Officer established - EWO active and effective in the majority of cases e.g. attendance and 'home school' pupil.
- PDMU scheme supported the Pastoral Care programme in school.
- 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 Buddy programme extended throughout the school.
- 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 Social Workers. 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 2016. Beginning teachers and CA 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 2016-17.
- Links with Social Workers well established.
- DDT and CP and Designated Governor attended EA CP courses.
- 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 updated.

PE / HEALTHY SCHOOL

- Staff continued to encourage all pupils to have healthy break. Classes in FS well aware and supportive of healthy break / food. Most pupils participated. A more direct approach was taken with parents.
- HPS continued to promote exercise in curriculum time and during After School activities. i.e. football, hockey, netball, badminton, multiskills and Zumba Club. Additional Clubs introduced were rugby & running.
- Pupil documentation pack included additional HPS healthy eating information and DENI publications.
- Healthy eating promoted regularly on school website, monthly news sheets and noticeboards.
- PE integrated in planning notes through the HE overview.
- Dairy Council / NI Chest Heart & Stroke / Belfast Giants visits promoted healthy lifestyle.
- Reinforcement of safe practice arrangements and procedures i.e. Further development of Risk Assessments.
- IFA and Holywood Cricket Club coaching schemes completed in Key Stage 1 & 2.
- Sports Days formats adapted to deliver additional athletic activities for FS, KS1 and KS2.

HIGH QUALITY TEACHING AND LEARNING

LITERACY

- Literacy findings from SDD integrated into focus for development during 2016-2017.
- Communication CCS evidence collated for pupil portfolios and KS1 & KS2 levelled two pieces of work for each child.
- Introduction of Reciprocal Reading in Foundation Stage.
- Introduce Prim Ed Spelling Scheme with P2, P3 & P4.
- Evaluations evident in teacher planning notes.
- Time to Read & Reading Partnership pupil outcomes recorded.
- Literacy co-ordinator observations included a variety of multi –sensory strategies and reciprocal reading. Feedback was given to staff.
- Principal, Assessment & Literacy Co-ordinator liaised regarding maths (PTE) data analysis tests.
- Co-ordinator highlighted particular focus for Year Groups and areas to be integrated from 2017 to all staff and Governors.
- P2 introduced Spellings in Term 3 – a positive change especially with high frequency words.
- Literacy work levelled each term for pupil portfolios and monitored by Principal.
- 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 spelling outcomes.
- Elements of Stranmillis CPD Project incorporated – i.e. P2 began amending handwriting scheme.
- Single word spelling test at the beginning of Term 1 for P3 – P7 gave good baseline for determining groups/differentiation.
- A continuation of KS2 & KS3 meetings with local schools as part of Transition Project. i.e. Agreed moderation levels of KS2 work; shared good practice and resources and relevant data passed to post primary schools. The programme enhanced the already established links.

NUMERACY

- Numeracy co-ordinator observed and monitored the use of language for Mental Maths strategies collecting evidence. Staff receptive to co-ordinator feedback.
- Reintroduction of Mental Maths Strategy terminologies with children
- Levelled pupil work in portfolios.
- Internal levelling of Maths at KS Meetings throughout year. Joint FS / KS1 & KS2 Meetings ensured continuity in levelling.
- Planning notes for Mental Maths updated with evidence of strategies.
- 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 termly.
- ICT resources compiled and shared, useful and worthwhile. E.g. suitable iPad Apps researched and compiled for P1 – P7 use.
- Use of CCEA task resources was helpful for assessment purposes.
- Numeracy Display Board profiled further in school.

ASSESSMENT

- Whole staff internal standardisation for Numeracy & Literacy was a valuable exercise each term.
- Huge investment in integrating Digital Assessment process P3 - P7 – PTE/PTM CAT (P4 & P5).
- Assessment Manager used to assist SDD on data analysis.
- Results from pupils tracked during 2015-16 were scrutinised.
- Targets set for individuals/ small groups for 2016-17.
- Analysis of SWST data – Principal/Assessment Coordinator/Literacy Coordinator.
- 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 2016-17.
- Annual Reports distributed to parents in June 2017.
- 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.
- Performance of high achievers tracked.
- 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.
- 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.
- Collated assessment data informed planning and practice.
- Book scoops completed – Term 1: Number Term 2: Differentiation Term 3: Use of ICT - Feedback always provided to staff and Principal.
- Assessment overview was updated – good reference point for all staff during year.
- Pupils selected for tracking and reasons recorded. Assessment co-ordinator collated stats, areas of focus confirmed.
- Key Stage Target setting process completed for internal moderation purposes.
- Target areas highlighted in planning notes.

ICT

- Newly converted ICT Suite with 18 computers had a positive impact and greatly enhanced P1-P7 integration of ICT on a daily basis.
- SDD time allocated to support iPad Training via iTeach introducing more apps to use in the classroom.
- Staff training increased amount and regularity of pictures being uploaded onto website.
- Both ICT co-ordinators further developed FS / KS1 & KS2 schemes of work
- Computer Club well established.
- Parent email system primary means of communication, effective for most and ECO friendly
- Book scoop in Term 3 monitored evidence showing use of ICT.
- More evidence of 5 'E's in ICT through planning and classroom practice i.e. Focus on Explore & Express
- Development of ICT was a PRSD target for many teachers
- P6 & P7 promoted safe use of internet (P7 attended a Bee Safe Interactive Conference)
- FS / KS1 & KS2 end of year assessment sheets compiled
- Completion of CCEA tasks as part of ICT End of Key Stage statutory assessment

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.
- Development of uniformed planning in P1 & P2.
- SeeSaw App used for observing play.
- P3 Learning Intentions in planners helped progress in topics.
- Development of outdoor play planners
- Focus on progression of sand play to include a broader range of learning opportunities within P1

WORLD AROUND US

- School notes uploaded electronically to save paper.
- Medium planners show progression – any repetition of topics show progression of content.
- Planners reviewed electronically.
- ECO Schools Committee active.
- More emphasis on practical approach to science / STEM.
- Science Club teachers promoted areas of STEM.
- 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.

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.

POLICIES REVIEWED DURING 2016-2017

TERM 1	Admissions Assessment eLearning Pastoral Care Child Protection Use of Internet & Digital Technologies
TERM 2	Cred Health Education P.E.
TERM 3	Critical Incident Homework Marking Salary

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 2016-2017 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.
- 18 classes maintained 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.
- Links with EA, MOD and local schools for SP intake Sept. 2017.
- Minor Works / Maintenance projects were completed. i.e. 2 additional mobile classrooms funded by EA and ICT Suite refurbishment funded by the school.
- Online questionnaires were 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 emails.

PRSD

- All staff completed PRSD process. Three recently qualified teachers completed the BT & EPD Programmes.
- 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 completed ETI Governance self- evaluation materials
- CA completed a more detailed questionnaire.
- Regular meetings took place with CA to disseminate information.
- ND cluster groups attended during 2016-2017 i.e. VP / Assessment.

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 thirteen 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. Eight P5 pupils were involved in the Time to Count Programme.
- The Annual School Book Fair took place raising funds for additional novels.
- Parent Information Evening (Sept. 16) for all P1- P7 classes was well attended.
- Parent questionnaire was uploaded onto the school website. Pupil questionnaires were adapted from June 2016. Comments made by parents and pupils were collated and acted upon when appropriate and feasible.
- 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. A P6 pupil was the overall NI Mac Art Competition.
- ECO Club involved parents and outside agencies.
- Active Communities coaches proved very successful e.g. cricket & football.
- Social Services links maintained.
- Involvement in North Down Primary Principal Group – sharing good practice.
- School website training for staff to have better accessibility to regularly complete Year Group updates.
- Bike IT Scheme continued and Beat The Street Initiative introduced.
- Educational visits for each class and visits to school premises utilising Council, EA and parental contacts.
- Website had regular postings each week
- PTA Facebook page updated regularly.
- Nursery Schools attended Nativity Plays i.e. Merdyn & Glendhu.
- Continuation of Interschool links.
- 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, educational games, imaginative play and outdoor play. The charge for this facility remained the same during 2016-17.
- The Breakfast Club was efficiently run by Mrs Forster and Mrs Nelson. Numbers attending rose again.
- P3 –P7 participated in Young Enterprise Programme –positive feedback from staff and pupils
- P7 Cycling Proficiency was completed in 2017.
- P6 Enterprise Day with Priory College
- P7 teachers liaised with Post Primary Schools. Transition links to be developed further during 2017-2018.

Education Training Inspectorate (ETI)

The ETI visited the school during Term 3. Mrs Crookshanks facilitated a Pre – Inspection Day with the Reporting Inspector at the end of Term 2. Due to Industrial Action, no teaching staff or members of the Senior Management Team took part in the Inspection process. During the Inspection, the team of Inspectors met with Mrs Crookshanks, the Chairperson of the Governors, members of the non- teaching staff and groups of pupils in Primary 6 & 7. The findings of the ETI visit were published. Due to Industrial Action the ETI will return to the school in the future to conclude their findings.

Special Educational Needs

During 2016-2017, 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 indicates the comprehensive nature of the support provided for children with a range of educational needs.

Overall ninety children were supported in small groups / individually by SENCO and CAs during 2016-2017. (i.e. 12 FS, 38 KS1 & 40 KS2 pupils)

- SENCo provided:-
 - Literacy support for KS1 35 pupils & KS2 40 pupils
 - Numeracy support for KS1 41 pupils & KS2 17 pupils
 - Pre writing skills support for 12 pupils in P2
 - Eighteen Key Stage 1 pupils who were found to be underachieving in Maths.
- SENCo completed:-
 - Detailed information records regarding all pupils on the SEN register.
 - Annual reviews for all pupils with a SEN statement.
- SENCo co - ordinated:-
 - the Reading Partnership Programme supporting thirteen P3 and P4 children.
 - Time to Read and Time to Count Programmes supported eight pupils in each Programme.
 - 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 & five KS2 pupils responded well to these additional small groups in Literacy. One KS1 and ten KS2 pupils benefitted from Numeracy activities. Some of these pupils moved during the school year.
 - CA support for one FS and one KS1 pupil on Stage 3 and Stage 5 of the Code of Practice respectively.

- CA support for three KS2 pupils who had English as an additional language.
 - CA support for one FS pupil and a KS1 pupil on medical grounds.
 - CA support for one FS pupil, three KS1 pupils and two KS2 pupils with specific needs.
 - CA support for three KS1 children for communication / language & social skills.
 - EA Speech & Language support for one KS1.
 - Literacy support from Cottown Reading Unit for three Key Stage 2 children
 - CA support for small groups in P3 & P4 within class.
 - CA support for thirteen P4 pupils in Spelling Booster Groups.
- EA Psychology Time Allocation was used for pupil assessments as follows:-
 - Procedures completed for one P7 pupil transferring to post primary school
 - The statement process completed for one FS and one KS1 pupil - additional teaching hours allocated.
 - Two FS, one KS1 and three KS2 pupils had Stage 4 full assessments carried out by Education Psychologist.
 - Two pupils were placed on the waiting list for additional EA Literacy support.
 - Completion of two pupil statements issued by EA led to the allocation of CA hours.
 - ASCET Team provided the following:-
 - a 6 – week programme ‘First Steps’ with a P2 class.
 - facilitated support for P1 teachers to deliver ‘First Steps’ programme to all P1 children.
 - a weekly 1-1 OT session throughout the year for a KS1 pupil.

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 2016. Attendance was very good. Feedback from those parents who attended was positive. Parents of all pupils were invited to attend a consultation with their child's teacher in October and again in February. The attendance at both sets of consultations was good. P1 and P2 parents received information regarding PIPS / INCAS assessment while P3 – P7 parents were given PTE and PTM results from Term 1 of 2016. Parents were also encouraged to contact the school to make appointments at mutually agreeable times to discuss their child's progress with members of staff.

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

Parent notes, curriculum notes and school newsletters were sent home regularly with the children and many were also available on the school website. A texting service continued and once again proved to be very effective. e.g. giving reminders about early closures. The email service continued during 2016 - 2017.

Music

Music was enjoyed by all pupils in the school. Each class had many opportunities to sing, listen to and make sounds with musical instruments. Pupils participated in assemblies and singing practice. P1- P3 Hymn Practice was led by all teachers. P4 – P7 Hymn Practice was led by Miss Riddell. On Wednesday and Thursday mornings the full range of choruses and hymns from the Assembly Hall was a joy to listen to.

The Choir sang at a range of places throughout the year. Music ensembles and P6 percussion groups were successful at the Holywood 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 and local ministers for an evening of praise and Bible readings.

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

A number of P4 - P7 children followed the Associated Board of the Royal Schools of Music exam syllabuses in woodwind, brass and strings through the tuition provided in school. Many of these pupils attained very good results.

A highlight of Term 2 was the production 'Cinderella Rockerfella'. 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 Summer Serenade was a very entertaining afternoon. Many pupils 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, 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 2016/17 year the school offered the following:

Athletics	Badminton	Netball	Cricket	Zumba
Outdoor Pursuits	Football	Hockey	Multi skills	Rugby
Basketball	Running	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. A P7 girl represented Holywood Primary School and Northern Ireland in the British Gymnastics Championship in England.

The Boys' Football team had a busy season. They reached the Semi – Final of the Priory Cup and John Barratt Tournament and came joint third from sixteen teams in the North Down PS League 2016-17. One of the two football teams in the Ashfield Boys' Tournament reached the Semi-Final of the competition.

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

Twenty P6 & P7 boys successfully competed in a number of Primary School Rugby Tournaments, the highlight being held at the Kingspan Stadium.

Twenty four 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 three pupils won medals.

A group of 12 P6 & P7 pupils participated in Inter School Cross Country events. A P7 pupil was very successful in the NI Girls' Primary Schools Cross Country events.

Two successful Sports Days were held in June. The P1- P4 Sports Day events included running, throwing, relay races, a Teddy Bears' Picnic, sack, egg 'n' spoon and obstacle races. All events were thoroughly enjoyed by the children and viewed by the many spectators. It was lovely to see the children leave very proud of their vast collection of competitor stickers on their t-shirts!

The P5 – P7 Sports Day involved each child participating in team events and a number of pupils also competed individually. P5 – P7 pupils used a range of athletic skills to earn points for their Houses, some winning medals. The overall winners of House Sports Day were Red House.

We would like to thank Sullivan Upper School for the use of their facilities.

All P4 - P7 pupils have, once again, experienced a high level of swimming tuition and the Governors wish to express their appreciation to the coaches involved. Five Key Stage 2 pupils participated in the Ulster Schools' Qualifiers. P6 & P7 completed the year by participating in the annual HPS Swimming Gala. It was a great event and so encouraging to see the progress that has been made by the children this year. Every child earned valuable points for their House.

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

Netball	Art	ICT	Camera
Scripture Union	ECO & Garden Club	Hockey	Science
Football	Running	Badminton	Multi skills
Zumba	Rugby	Music	Cookery

Educational Visits & Visitors

All pupils benefited from a wide programme of educational visits.

Day visits took the children to locations including:

Streamvale Farm	Ulster Folk & Transport Museum	W5 Odyssey
Castleward	Crawfordsburn Country Park	BeeSafe

Many classes had visitors who supported the delivery of the NI Curriculum e.g. NI Chest, Heart & Stroke 'Chester Challenge' where P5 pupil participated in three weeks of Interactive Workshops. Information about Health Education, fitness and the effects of smoking was shared.

The school is very grateful to the many parent and work experience volunteers who assisted with a wide range of activities throughout the school year.

Volunteers from the Business Community delivered the Young Enterprise Programme. Through practical and fun activities the volunteers highlighted the importance of life-long learning and skill development. With the support of their teachers and local businesses, our P7 pupils launched their Young Enterprise Companies. This involved developing a business plan to design, make, promote and sell an original product. They thoroughly enjoyed promoting their products in school and also at the School Fair, P1 Induction afternoons and Victoria Square in June.

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:-

Alzheimer's Society
Shoe Box Appeal
Sal's Shoes
Comic Relief

Royal British Legion Poppy Appeal
Children in Need Appeal
Mosquito nets for Kkalwe (in Africa)

Open Day Friday 2nd December 2016

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 2017.

P7 Leavers' Assembly June 2017

Parents of our 47 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 Eves and Mrs Hart'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. Memories of the children and events at HPS over the years were captured so well. After the presentation of awards and each child's Record of Achievement, P7 pupils and parents enjoyed refreshments in the Assembly Hall. It allowed P7 families to enjoy a special time together.

P7 boys and girls transferred to eleven Post Primary schools. Details can be found in **Appendix A**.

Concerns procedure

Any parent with concerns about a child's safety should 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 457 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 2017, applications were received for admissions to Primary 1 for September 2017. All applicants were offered places. 79 children began Primary 1 in September 2017. 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 96.5 %.

Staff Training

All teachers were involved in staff and in-service training which was based on our SDP. Training provided by EA (SER) and C2K was attended by staff where possible. Training was given for assessment, by our own skilled teaching staff and through involvement in North Down Cluster Groups. The five non-teaching days and five DENI School Development Days were used to ensure the targets in the School Development Plan were addressed.

Timetabled training included the following areas:-

TEACHERS' CONFERENCE – 'Magic Weavers' – Key note speaker Sir John Jones August 2016		
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 • Numeracy training (Mental Maths strategies) • Child Protection training for staff and training for new members of staff • Incredible Years Training • ICT website 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 • Principals' Courses 	DDT 1 TEACHER 1 TEACHER 1 TEACHER 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 • FS – Leadership Training • Literacy & Numeracy KS2 / KS3 	1 TEACHER 1 TEACHER 4 TEACHERS
HEALTH TRUST	<ul style="list-style-type: none"> • Diabetic Training • Epilepsy Awareness 	VARIOUS TEACHERS VARIOUS TEACHERS
EA	<ul style="list-style-type: none"> • Governor Training <ul style="list-style-type: none"> ➢ Recruitment & Selection ➢ Effective Governance ➢ Financial Management ➢ PRSD ➢ SDP ➢ Child Protection ➢ Handling Complaints 	3 GOVERNORS 3 GOVERNORS 1 GOVERNOR 1 GOVERNOR 1 GOVERNOR 1 GOVERNOR 2 GOVERNORS 1 GOVERNOR

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 2016-2017 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.

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 2016-2017 included:-

TERM 1: Coffee Mornings, Bake Sale & Coffee Afternoon, Christmas Fair, Christmas cards, Nativity refreshments, P1- P4 W5 Science & Magic Shows, P5- P7 Discos and P7 Trip.
TERM 2: Quiz Night & Raffle & Easter Raffles
TERM 3: Summer Fair, BBQ, Raffle, Sports Day refreshments, P7 Year Book & Hoodies.

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

P7 pupil transfer to Post Primary Schools 2016-2017 Appendix A

A total of 47 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 School	15	Bangor Grammar School	1
Methodist College	1	Grosvenor Grammar School	1
Strathearn School	2	Priory Integrated College	18
Campbell College	1	St. Columbanus' College	1
Ashfield Girls' High School	3	St. Genevieve's High School	1
Ashfield Boys' High School	3		

EA Financial Statement 2016- 2017 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 2016_2017

Expenditure

Teaching & Non- teaching Staff	£ 1,081,047
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	£64,943
Gross Expenditure (less income of £5,491)	£1,140,499
Budget Available	£1,196,085
Delegated Budget Carryover	£55,586

PTA Accounts 1st September 2016 – 31st August 2017 Appendix C

Hollywood Primary School

PTA Accounts

1st September 16 - 31st August 2017

Opening Balance (See Note 2)

£24,875.34

16/17 Income	Income	Expenses	Total
Bake Sale	£364.52		£364.52
Christmas Cards	£1,723.00	£1,340.41	£382.59
School Fund	£10,185.00	£7,823.95	£2,361.05
Quiz Night & Raffle	£855.50		£855.50
Christmas Disco	£460.00	£222.93	£237.07
Christmas Fair	£2,748.58	£558.07	£2,190.51
P7 income	£294.00		£294.00
Workshops	£210.00		£210.00
Christmas craft	£100.00		£100.00
Magic show	£550.00		£550.00
Easter Event	£485.00	£333.04	£151.96
School Fair (Note 1)	£4,649.52	£1,494.96	£3,154.56
Raffle	£1,804.00	£0.00	£1,804.00
Sports Day tea & coffee	£354.30		£354.30
Interest	£20.38		£20.38
			<u>£13,030.44</u>

16/17 Expenditure

C Riddell Books	
Christmas Craft	
60th year ball	
Donations	
Teachers expenses	£1,746.87
Purchase of computers	£11,000.00
Science fair	£250.00
P7 Trip	£507.60
P7 Hoddies	£765.00
P7 Yearbook	£495.00
NCPTA	£101.00
	<u>£14,865.47</u>

Closing Balance (Note 3)

£23,040.31

Notes

- 1 Expense includes float of £900
- 2 Current account £24,732.88 + Reserve £142.46
- 3 Current account £22,897.75 + Reserve £142.56

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 M C. Kenny

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