



Board of Governors Annual Report (2013/14)

The school year 2013/14 has been a successful one in which many noteworthy achievements have been made.

The staff at Holywood Primary School continue to place the maximum development of each child's potential within a caring and stimulating environment at the top of their agenda. We are fortunate to have so many quality teachers in our school who are totally dedicated to their profession.

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

This Annual report will include the information with respect to the following:

- Information about the Board of Governors;
- Information relating to the 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

As directed by the SEELB the reconstitution process for Governors began in January 2014. Until this was finalised in June 2014, Governors from 2010 - 2013 remained in position. The Governors comprises of 4 Transferor representatives, 2 SEELB representatives, 2 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

S.E.E.L.B 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 more frequently than this.

During the year 2013/14 the Governors met to deal with various items, including staff appointments, school policy matters, admissions policies, schemes of management, school maintenance and refurbishment, Performance Review and Staff Development and completion of the SEELB School Self Assessment document.

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.

Mr Peter Woods and Mrs Sadie Anderson took up their post as Transferor Representatives during 2013-14.

All those associated with Hollywood Primary School wish to sincerely thank Miss Riddell, Mrs Jemphrey and Mrs Mc Vitty for their support, commitment and loyalty shown during their time as Governor members.

STAFF LIST as at June 2014

Hollywood Primary School is served at a variety of levels by a team of approximately 37 members of staff.

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

Mrs Hunter was on Maternity Leave during Term 1 2014

Mrs McCartney was off on long term sickness during 2013-14

The Board of Governors acknowledge the dedication and professional approach of all those who do so much to ensure that all pupils receive quality education in a safe and secure environment.

Ethos

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

OUR VISION

OUR MISSION STATEMENT

Hollywood Primary School is committed to:

Promoting the values and beliefs of respect, perseverance, teamwork, self-discipline, self belief, giving, compassion, honesty and responsibility;

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

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

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

Embracing individuality and celebrating achievement;

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

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

AIMS OF THE SCHOOL

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

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

In detail we aim to :-

- promote the beliefs and values of honesty, respect, perseverance, self-discipline, compassion, team work, responsibility and giving.
- prepare pupils for responsibilities and experiences of post-primary education by nurturing independence and raising self-esteem, self-confidence, and expectations leading to opportunities for success and celebration of achievement.
- provide for all its members a caring, stimulating, happy and secure learning environment in which all children can realise their potential.
- ensure intervention regarding all forms of learning or behavioural problems.
- ensure that each child is fully involved in a broad and balanced curriculum suitable to their age, aptitude and abilities, including a comprehensive extra-curricular programme and opportunities to participate in creative/aesthetic activities and educational visits.
- ensure that children are 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.

2013/14 Holywood Primary School Review

Curriculum (School Development Plan SDP)

The School Development Plan priorities (2013-2014) 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 2013 regarding current provision and identification of areas for improvement during 2013-14. 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 2013-14.

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 2013-2014 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.
- SENCo and CAs completed Makaton training at Clifton Special school and more were planned for August 2014, Safe Handling Training for 4 members of staff in November 2013.
- Links developed with SEELB/ Outside Agencies / Outreach Support and Holywood Nursery and Clifton Special School supporting inclusion/ diversity - ASCET / Speech & Language / Cottown/ Longstone provided support throughout the year.
- Training completed by Mrs Wallace regarding Newcomer pupils - ESL assessment forms distributed – class teachers instructed to update regularly, Programme emphasis on ESL for P1 & P2 pupils with parental volunteer support.
- Linguistic Phonic review – Staff continuing with Linguistic Phonic Programme –referring to previously used strategies for reinforcement e.g. SACAWAC.
- Communication process between Class Teachers / CAs & SENCo reviewed - Regular Classroom Assistant Briefings proved effective.
- Diabetic Training for staff - 3 members of staff completed Diabetic Training for pump usage.

PASTORAL CARE

- School Council continued and still needs further development.
- Counselling service - support provided for a number of HPS pupils which was very well received. Mrs Crookshanks attended a Family Works Counselling Service workshop and subsequently making an application to MOD for additional funding to support this programme. Unfortunately the application was unsuccessful.
- Written material devised for SP pupils and families supporting them in the transition process to HPS.
- Links with EWO Officer well established - EWO very supportive in particular for a number of children where attendance gives cause for concern. Pupils and their families have responded positively.
- PDMU scheme supported the Pastoral Care programme in school.
- Our school once again took part in a NI initiative about Anti-Bullying. The teachers encouraged the children to talk in class and during circle time about their views and experiences regarding bullying.

CHILD PROTECTION

- All Staff completed CP Training in Term 1 2013.
- Staff & Governors made aware of amendments to Access NI procedures for volunteers.
- Detailed report given at Governor Meeting October 2013.
- NDPPG pupil proforma implemented for SS feedback.
- Attendance at CP Case Conferences when possible – Links with SW well established.
- Teachers liaised with DT to give updates on any child they were concerned about during 2013-14.

PE / HEALTHY SCHOOL

- Healthy Break Initiative improved in KS2 but still required many more participants. Daily reinforcement during Term 1 helped remind children of expectation with more specific guidelines given.
- HPS continued to promote exercise in curriculum time and during After School activities.
- Bikelt Programme established - P5 After School Cycle Club completed during Term 2 involving 18 pupils.
- Regular updates recorded on school website and Monthly News sheets.
- Chest Heart & Stroke P6 Programme completed.
- P5 introduced new Shared Reading material on Healthy Lifestyle.
- Science topic of Ourselves fully integrated from P1- P7 highlighting the importance of how diet, exercise and sleep can effect HPS pupils.
- PE was integrated in planning notes through the HE overview.
- Vast range of extra curricular clubs available including a new Zumba & Dance Club.

HIGH QUALITY TEACHING AND LEARNING:

LITERACY

- Literacy / Guided Reading Planners were compiled to uniform format and evaluations completed.
- Literacy Co-ordinator collated information in preparation to implement multi-sensory spelling strategies to suit learning styles.
- Yearly overviews completed.
- KS1 - Connected Learning Reading planners implemented and working well.
- Evaluations evident in planning notes.
- KS2 adopted a uniform Literacy planner and encompassed all areas of Literacy within one grid.
- Cross curricular activities/links evident in planning notes.
- Literacy findings from SDD integrated into focus for development.
- Observations in classrooms to gain insight into progression.
- Observations collated for Talking / Listening included on CCS records.
- Book Scoops each term to monitor Literacy with feedback given to staff.
- Communication CCS evidence collated for pupil portfolios and Levelling for KS1 & KS2.
- Literacy Co-ordinator compiled overview of phonics covered term by term throughout the school.

NUMERACY

- Class observations completed. Numeracy co-ordinator noted good progression and variety in activities. e.g. good use of IWB, mental strategies etc Class teachers welcomed the process.
- Numeracy Policy reviewed and ratified by Governors
- Focus on Shape & Space.
- Levelled pupil work in portfolios.
- Internal levelling of Maths at KS Meetings throughout year. In Term 3 joint KS1 & KS2 Meetings to ensure continuity in levelling through KS1 & KS2.
- Book Scoops completed for monitoring purposes – pupil target setting / use of WALT /reviewing outcomes with pupils for self evaluation
- Numeracy findings from SDD integrated into focus for development during 2013-2014 e.g. Additional Problem Solving workbooks in KS2 to further develop this area.

ASSESSMENT

- All staff completed internal standardisation of CCS in Communications
- NFER/ PIPS/ NRIT Analysis completed– addition of SEELB PIE spread sheet for analysis
- Use of Assessment Manager to assist SDD on Data analysis
- Results of pupils tracked 2012-13 monitored. Targets set for Individuals/ small groups for 2013-14.
- Assessment Policy ratified by Board of Governors. (Term 1 2013)
- End of Key Stage Targets Set for school use only.
- Levelled work included in portfolios i.e. 1 piece of Literacy & Numeracy per term
- Content for School Portfolio clarified i.e. P4 L2, P5/P6 L3 P7 L4& L5
- Additional tasks developed during 2013-14
- P2- P7 took part in GL Progress in Maths Standardisation Study
- Annual Report template remained the same
- End of Key Stage levels reported to parents in June 2014 with additional explanatory phrases.

ICT

- P4 & P7 staff familiarised themselves in CEA tasks in ICT - P7 pupils worked on Levels and improved skills
- In May 2014 all staff involved in successful Transformation i.e. upgrade of ICT hardware supporting use of My School
- Audit completed in preparation for appropriate investment of new ICT equipment e.g. Ipads and digital cameras with PTA support
- Texting service continued to be a very effective form of communication
- All staff trained at C2K for overview on Equella, My School and Fronter
- Mrs Crookshanks, trained Miss Black & Mrs Stewart to upload items to school website. A number of staff used this successfully as a PRSD target for 2013-2014

ACTIVITY BASED LEARNING

- Improved use of outdoor spaces and beginning to carry out more focussed outdoor play activities
- FS observations consistently completed and evidence recorded Classroom Assistants helping to assist this process too.
- P3 teacher visited another ND school to observe play
- P4 developed play further during Team Teaching
- Additional ABL resources requisitioned for P1 & P2

WORLD AROUND US

- Science / WAU audit completed
- WAU strands included in planning notes
- Whole school preparation for ECO Flag application engaging with outside agencies to enhance Action Plan including:-
 - Waste free lunchboxes instigated by ECO Club / P6 pupils
 - Greenhouse, composting, ND anti dog fouling initiatives completed
 - ECO committee reformed , Office bearers elected
 - Successful grant application to NI Environmental Agency to create Sensory/ Wildlife Garden Area –well received
 - Business in the Community Team Project Feb 14 to develop HPS outside areas i.e. planters, painting murals and sheds
 - Uploading more school notes electronically to save paper
 - P3 completed Translink Challenge (trying to improve travel over 4 weeks)
 - Successfully presented with Eco Green Flag for a further 2 years
- Commended for Best Kept School Competition

ART & DESIGN

- ABL topics integrated into the P3 Art Scheme
- Art promoted throughout the school e.g. Art Club, competitions and incorporating newly formed Photography Club material for display work internally and externally
- Additional Art activities included to correspond with ABL Topics
- Photos on display and regular updates on the school website
- Whole school involved in a variety of competitions

EFFECTIVE LEADERSHIP

- Staff / Pupil & parent (electronic) questionnaires completed and used to chart progress and highlight areas for development.
- SMT continued to use ESAGS document for self evaluation and collating evidence during 2013-14.
- Governor feedback / input along with staff evaluations from SDP 2012-2013 targets. Findings included as areas for development in 2013-2014 target setting process.
- Monitoring / evaluating completed at Key Stage and Whole school levels to ensure continued good practice of Numeracy and Literacy. Meeting time allocated to complete this process effectively
- Evaluations evident in planners to reflect classroom practice and inform future planning.
- NFER Assessments completed in Term 1. SEELB PIM spreadsheet and C2K Assessment Manager used to support analysis in Maths & Communications which determined trends, strengths and areas of focus for Whole School /Year Groups.
- TTI documentation self evaluation tool used
- Members of staff completed class observations to view progression giving feedback based of SEELB proformas
- Whole school Literacy & Numeracy Teams continued with teachers representing each Year Group
- Action Plans were devised and evaluated by each subject co-ordinator.
- Book Scoops – Co-ordinators gave verbal and written feedback to teaching staff.
- PRSD Scheme completed. Meaningful and challenging for each staff member. A number of target areas are consistent with aspects of the SDP.
- Literacy planners monitored in February by Literacy Co-ordinator
- Literacy, Numeracy and Topic planners included additional space for reflection and evaluation.
- Numeracy & Literacy Co-ordinators completed class observations during Term 2 using adapted SEELB proforma to provide feedback to teaching staff
- Book scoops – Pupil Target setting; WALT use of written learning intention in pupil's books
- 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 are not co-ordinators e.g. North Down ICT Conference, RTU Early Leadership course
- Board of Governors submitted a realistic 3 Year Plan with SEELB approval.
- Maintaining the staffing with 14 classes plus a full time Special Needs teacher. The SMT and Board of Governors were fully aware of the financial constraints on SEELB and the school.
- Effective support and deployment of finance available to implement the requirements of the NI Curriculum and focus agreed in the SDP.
- Close links with SEELB to prepare for growing enrolment in FS and KS1 and provision of additional accommodation for SP pupil intake from Sept. 2014
- Allocation of additional funds or grants to release teachers for training, meetings in cluster groups and assisting other staff.
- Continued use of School Fund for the provision of swimming, school events and some resources.
- MOD grant application submitted and successful
- Contingency Funding received in March 2014
- Links with SEELB, MOD and local schools to prepare for SP intake Sept. 14
- B of G Minor Works Application 2014-2015 submitted
- **Minor Works/ Maintenance** - Minor Works application to SEELB. The following were completed:-
Disabled access to upper floor completed by Term 3 2014 - Improved access (for buggies too) at the school garden and seating area next to the P3-P7 playground
 - *Ceiling in Room 10 repaired*
 - *Sink area & flooring in Room 1 replaced*
 - *4 Wall bars and cargo net removed from Assembly Hall*
 - *Two additional bicycle shelters near the front entrance to the school.*
 - School liaised with PSNI ref: parking at school entrances.

SCHOOLS CONNECTED TO THE LOCAL COMMUNITY

- School promoted through events including an Open Day, and the Prospectus.
- Application for additional funding was submitted and successful gaining MOD Funding for Support Fund for Service Children.
- ASCET team support for FS and KS1 pupils and staff.
- Parental involvement in Reading Partnership, classroom volunteers, Educational visits and PSNI links for Preventing Poor Parking.
- In association with Business in the Community, Time to Read volunteers worked with 12 P5 & P6 pupils. Six P5 pupils had the opportunity to be involved in the Time to Count Programme. Pupils were involved in promotional videos for each scheme.
- The Annual School Book Fair took place raising funds for additional novels.
- P1- P4 children and staff continued to enjoy the Spanish lessons funded by the Primary Languages Programme. Spanish was showcased at the Open Day in December 2013. Mrs Gibson completed topic planners on behalf of HPS for SEELB.
- Roots of Empathy Programme Year 3 completed in Primary 5. Mrs Mc Clenahan was the course leader. Queens University collated the outcomes of the programme.
- Parent Information Evening for all P1- P7 classes in early September 2013.
- Parent questionnaire was uploaded onto the School website again. Results were analysed. Pupil questionnaires were adapted from June 2013. Comments made by parents and pupils were collated and acted upon when appropriate and feasible.
- Mrs Crookshanks liaised with MOD Welfare in Holywood and Lisburn before, during and after the mobility of the Scottish Unit during 2014.
- Introduction of Interpretation Service to support ESL pupils and Chinese Welfare contact to support HPS family.
- Links continued with local churches, local community events. e.g. May Day.
- Pupil involvement in local and national art competitions.
- ECO Club involved parents and outside agencies to achieve third Green Flag.
- IFA / ND Council Coaches proved very successful e.g. Football, Gaelic & Cricket.
- Social Services links maintained.
- Involvement in North Down Primary Principal Conference – sharing good practice -3 members of staff attended NDPPG ICT Conference May 2014.
- School website training for staff to have better accessibility to regularly complete Year Group updates.
- Bike IT Scheme continued Year 3.
- Educational visits for each class and visits to school premises utilising Council, SEELB and parental contacts.
- Website had regular postings – hundreds of 'hits' each week.
- More Nursery Schools attended Nativity Plays i.e. Holywood Nursery 2 classes, Merdyn & Glendhu Nursery Schools.
- Adaptation of IEF PACT Project from 2011-2013. HPS continue cross community links with St. Patrick's PS to deliver manageable projects in FS, KS1 & KS2 in music, and WAU e.g P2 teachers met to develop Term 3 link day between HPS & St. Patrick's PS.
- Continuation of Interschool links i.e. Local Principals met in Term 1 to confirm a number of inter school events:-
 1. Sports Days for P3 and P5 pupils (Very positive feedback from all schools)
 2. Quiz morning P7
 3. Cross Country P6
- PTA –Active involvement with many successful events during the year which included developing connections with local supermarkets and businesses where possible.
- Many charity fundraisers the most notable being the Holywood PS Giro for MacMillan Cancer which raised £4000.
- 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. were they participated in art, craft, model making, music, educational games, imaginative play and outdoor play. The charge for this facility remained the same during 2013-14.
- The Breakfast Club was efficiently run by Mrs Forster and Mr Leckey. Numbers attending rose.

Special Educational Needs

During 2013-2014, SENCO reviewed the school SEN policy and IEP written format. She continued to keep a detailed programme to record various tests used for assessment purposes of all children in school. This helped significantly when confirming a baseline for additional support for pupils.

Current procedures for identifying pupils with Special Educational Needs follow the requirements of the SEN Code of Practice. Appropriate structures and procedures ensured the code was implemented effectively by all staff.

Teachers monitored the progress of the pupils in their class. With professional dialogue if a teacher still found a pupil to be experiencing particular difficulties, they referred these concerns to the SENCO. Together they assessed the pupil's difficulties and provided additional help and support. An Individual Education Programme/ Plan (IEP) was drawn up, monitored and reviewed for all pupils on at least two occasions during the year. Parents were fully informed, received and agreed the content of their child's IEP.

The following information gives an indication of the success of the policy and the comprehensive nature of the support provided for children with a range of educational needs.

- SENCO - Literacy support FS 7 pupils, KS1 21 pupils & KS2 22 pupils
 - Numeracy support KS1 15 pupils & KS2 25 pupils
 - Fine motor skills support for 7 pupils in P2
- Detailed information recorded regarding all pupils on the SEN register.
- Annual reviews completed for all pupils with a SEN statement.
- SEELB Psychology Time allocation was used accordingly for pupil assessments as follows:-
 - KS2 pupil for Transfer to post primary school
 - KS2 MOD pupil who left NI
 - KS2 statement process completed MLD provision offered
 - KS1 pupil who left the Holywood area
 - KS1 pupil statement process underway
- SEELB Speech & Language support for two FS pupils. Six members of staff also received Makaton training.
- SEELB Team Teach Training for 4 members of staff.
- SEELB Dyslexic screening for KS1 pupil resulting in Cottown Reading Unit support.
- ASD advice / observation provided by SEELB Behaviour Team
- 1 P4 child and 8 Key Stage 2 children were involved in Literacy support from Cottown Reading Unit.
- A pupil was educated off site, full time at Longstone Outreach Unit.
- One pupil was placed in a Special School to continue his education.
- Three children received support from Longstone Outreach Unit.
- ASCET Team provided support to a FS pupil. The child's Classroom Assistant implemented the ASCET Sensory Motor Programme.
- ASCET completed the 'Following instructions through Movement' for a FS class.
- SENCo co-ordinated the Reading Partnership Programme supporting 17 P3 and P4 children. Twelve P1 pupils received support targeting those pupils who had communication and language difficulties.

This year SENCo was again involved with class teachers each week supporting a group of twelve Key Stage 1 pupils who were found to be underachieving in Maths. Evidence confirmed that each of the pupils (with the exception of one pupil whose attendance was 76% for the school year) in this 'booster group' achieved average or high progress. The strong partnership between home and school has led to positive relations which we are extremely pleased about. We seek to integrate all children, regardless of physical, academic or emotional needs, into the life and activities of the school.

Reporting to Parents

A Curriculum Information Evening took place in September 2013. There was a good attendance. Feedback from those parents who attended was very positive. Parents of all pupils were invited to attend a consultation with their child's teacher in October and again in March. 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 2013. 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 following consultation with all members of staff. Areas reported comply with DENI requirements.

Detailed information was supplied by the school to parents regarding the amended end of Key Stage Levels in Communications and Using Mathematics.

Parent notes, curriculum notes and school newsletters were sent home regularly with the children and many were also available on the school website. A texting service continued and once again proved to be very effective. e.g. giving reminders about early closures. Almost all parent questionnaire responses were very supportive of this service

Music

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

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

Our Harvest Service was held in October. It was most enjoyable. 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, 'A Midwife Crisis', was held on three consecutive days in December with a large group of parents and friends attending each day.

The Choir also participated in and sang at various centres for a range of audiences 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.

Individuals and ensembles performed at a number of occasions namely Hollywood Festival and P1-P3 Nativity.

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, cornets, clarinets, a euphonium, cellos, violins, handbells, 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 recorded above.

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 2013/14 year the school offered the following:

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

All P3 pupils completed a year of coaching from a member of the IFA. Many of the pupils represented the school with distinction in a wide variety of sports including swimming galas, trampoline championships, netball and athletics. During Term 2 and 3 our P5, P6 and P7 pupils had indoor golf lessons supported by members of staff from Holywood Golf Club.

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

The Boys' Rugby squad participated in a number of friendly matches in the East Down Area Rugby Blitz. They also had the opportunity to attend the IRFU Rugby Festival at Ravenhill where they played exceptionally well and won each of their matches.

The Boys' Football team had a busy season. They participated well in the Priory Cup and Ashfield Boys' Tournament. They were semi finalists in the Rockport Tournament and were gracious in defeat in the final of the John Barratt Tournament.

For the second year running Holywood Primary School had a Girls' Football Team. With support from Mr Crookshanks and Mr Ogburn who organised weekly practice sessions, the girls participated in a number of tournaments. They won their first trophy at the Priory Cup and were placed a creditable third place at the John Barratt Tournament.

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.

Over 40 P5, P6 and P7 pupils represented the school at the North Down Athletics Meeting. We were very proud of all the children who used the skills they have developed during PE lessons to participate in track and field events. We were delighted that 11 children qualified for Finals Day and 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.

'Holywood 2014'- Local Primary Principals and North Down Sports Coaches arranged for P3 and P5 pupils to join together on 2 days participating in collaborative Sports Days at Sullivan playing fields. The sun shone for the

boys and girls in their bright coloured Hollywood 2014 t-shirts as they joined together to participate in a range of activities. New friendships were made and fond memories for everyone of a very enjoyable event.

Two successful Sports Days were held in June. We would like to thank Sullivan Upper School for the use of their facilities on both occasions. The P1- P3 Sports Day included running, throwing, relay races, a Teddy Bears' Picnic, sack, egg 'n' spoon and obstacle races 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!

In Term 3 the P4 – P7 pupils used a range of athletic skills to earn points for their Houses and earn medals. The P4- P7 Sports Day proved to be a great day for everyone involved. The enthusiastic participants could be heard far and wide. Each child participated in team events and a number of pupils also competed individually. The overall winners of House Sports Day were Red House!

A number of Key Stage 2 pupils represented the school at the Ulster Schools Swimming Galas. One P6 pupil participated in the Irish Schools Swimming Gala winning two gold medals. All P4 - P7 pupils have, once again, experienced a high level of swimming tuition and the governors wish to express their appreciation to the coaches involved. P6 & P7 completed the year by participating in the annual HPS Swimming Gala. It was a great event and so encouraging to see the high standard of swimming and progress that has been made by the children this year. Every child earned valuable points for their House.

In excess of 130 pupils per week stayed for after-school clubs to enjoy a range of activities including;

Netball
Football
Craft
Multiskills

Art
Hockey
Badminton
Music Club

Scripture Union
Cookery
Rugby
Zumba

Educational Visits & Visitors

All pupils benefited from a wide programme of educational visits. Day visits took the children to locations and on occasions, visitors came into school to support various aspects of the curriculum.

Visits included:

- Belfast Zoo
- Ulster Folk & Transport Museum
- W5 Odyssey
- The Titanic Quarter, Belfast
- Castleward – World War 2

Many classes had visitors who supported the delivery of the NI Curriculum. e.g. Action Renewables, Birds of Prey, RSPB. Visitors also came into school to support activities which linked to content in our PDMU schemes of work.

All children enjoyed a visit from a theatre company who performed the show “Jack & the Beanstalk”.

A number of our P5 & P6 pupils were chosen to take part in a CBBC television programme called the ‘Joke Machine.’ There was much excitement when the production team came to HPS to record the children. The episodes were televised throughout the UK later in the year.

Our school continued to participate in the Bikelt project. During the year officers from Sustrans, a UK Charity, delivered a structured programme of cycling presentations, lessons, activities and training with the aim that the HPS community would support and promote a ‘pro-cycling culture’.

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 Holywood Library, Seapark, local supermarkets and Travel Agency, 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 4 days in May. The Governors thank all the staff who gave of their time to organise and lead these residential visits. It should be noted that Holywood Primary School is one of a small number of schools in the SEELB who continue to offer local and UK residential educational visits for pupils and will continue to offer these valuable experiences as long as is feasible.

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.

Mrs Burnett, a representative from the charity Saphara was delighted to attend our Harvest Service. She was presented with a cheque for £620.

During the academic year various other fund raising activities were organised in support of charities. Those who benefited were as follows:-

Royal British Legion Poppy Appeal	Asha
Children in Need Appeal	Cedar Christmas Seals

Congratulations to all the children, staff and parents who participated in Sponsored Cycle, Walk & Zumba events. The P1 – P4 boys, girls and staff all joined in for a Zumba Day. The P5, P6 & P7 children wore their specially designed bright pink t-shirts as they set off on their Sponsored Walk & Cycle. We were really encouraged that members of the public come out to support us in the town centre. Thanks to the PSNI for accompanying us on our routes along the coastal path and for getting us back to school safely where we were greeted with a guard of honour by our P1 - P4 children and staff. Thanks to BBC correspondent Mark Simpson, there was a special mention on Radio Ulster and HPS also featured on BBC Giro d'Italia footage. Over £4000 was raised for the MacMillan Cancer Charity.

Open Day 5th December 2013

We enjoyed welcoming the parents of our pupils and prospective parents to our Open Day. 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. Everyone was treated to a programme of activities including Spanish, the School Choir, football as well as a wonderful instrumental programme by the Key Stage 2 children. The P.T.A. kindly provided refreshments throughout the afternoon. Due to a number of requests we also hosted an Open Morning for prospective families in January 2014.

P7 Leavers' Assembly June 2014

Parents of our P7 pupils attended the Final Assembly for their children at Holywood Primary School. This special event was when the boys and girls shared memories of their time at Primary School. The P7 boys and girls from Mrs Stewart's P7 class 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. 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 twelve Post Primary schools. Details can be found in **Appendix A**.

Concerns procedure

Any parent with concerns about a child's safety should consult the class teacher. If this is either unsatisfactory or inappropriate, the parent should speak to the Designated Teacher for Child Protection, Mrs Clarke, or the Deputy Designated Teacher for Child Protection, Mrs Wallace. If issues remain, the Principal should be consulted. Any matter not resolved by this stage should be addressed in writing to the Chairman of the Board of Governors.

Staff Training

All teachers were involved in staff and in-service training which was based on our SDP as detailed above and the NI Curriculum. Any training available from SEELB 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 being addressed:-

- Development of Data Analysis (including target setting for tracking of children)
- Child Protection for all staff
- Action planning for subject co-ordinators
- ICT Training on implementation of pending C2K Education Network 'My School'
- Assessment Cross Curricular Skills Assessment KS1 & 2 including internal standardisation
- 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
- Three members of staff attended ND ICT course

Two Classroom Assistants attended courses relating to the needs of the children they support.

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

Mrs Crookshanks and Governors also attended a range of training sessions organised by SEELB relating to school Governance.

The Board of Governors would like to thank SEELB Board Officers, other training officers and advisers, parents and members of the local and business communities who helped the school in any way during the year.

Open Enrolment / Attendance

The Open Enrolment Policy directed by DENI sets the maximum enrolment at 523. At the beginning of the year 363 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 SEELB Open Enrolment booklet were also reviewed. During the Spring Term applications were received for admissions to Primary 1 for September 2014. All applicants were offered places.

68 children began Primary 1 in September 2013. 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 95.2 %.

LMS and Allocation of Delegated Budget Share

With finance greatly restricted it proved necessary for the school to operate within a significantly more limiting budget during 2013/14.

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 through the Board of Governors.

LMS Financial Statement for 2013-2014 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. A wide range of events and activities for both parents and children were organised. Equipment and resources were purchased for P1- P7 classes. The most notable was the completion of the project whereby all classrooms have Interactive Whiteboards installed.

2013-2014

Chairperson: Aodhan Connolly

Secretary: Deb Evans

Treasurer: Barry Sheridan

Parents and teachers worked closely each supporting many events throughout the year.

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

PTA Events during 2013-2014 included:-

TERM 1: Colour & Style Night, Quiz Night & Raffle, Bake Sale & Coffee Afternoon, Christmas Fair, Christmas cards, P1 Magic Show, P2- P7 discos and P7 Trip.

TERM 2: Bag Packing at Tesco, Smartie tubes, Barn Dance & Bake Sale, Easter Raffles.

TERM 3: Summer Fair, Raffle, Little Wing Promotion and the P7 Year Book & BBQ.

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

P7 pupil transfer to Post Primary Schools 2013-2014 **Appendix A**

A total of 34 pupils transferred to post-primary education at the end of the 2013/14 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	14	Campbell College	1
Priory Integrated College	10	Glenlola Collegiate	1
Ashfield Girls' School	3	Strathearn School	1
Methodist College	2	Victoria College	1
Bloomfield Collegiate	1		

SEELB Financial Statement 2013- 2014

Appendix B

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

A complete statement can be viewed on the SEELB website or by following the link below.

<http://www.seelb.org.uk/images/files/pdfs/lms/Outturn%20Statements/Outturn%20Statements%202013-14.pdf>

Financial Statement Holywood Primary School 2013 - 2014

Expenditure	
Teaching & Non- teaching Staff	£ 857,003
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	£54,786
Gross Expenditure (less income of £12,702)	£899,087
Budget Available	£887,846
Delegated Budget Carryover	-£11,241

