

HOLYWOOD PRIMARY SCHOOL

PROSPECTUS





HOLYWOOD PRIMARY SCHOOL

On behalf of the children, staff and Governors welcome to Hollywood Primary School. Pupils are at the heart of our school community. We want your child to feel happy and safe in our supportive environment. We look forward to your child being part of our school and to the contribution we can make together.

The life of the school is driven by enthusiasm and a desire to learn. We aim to bring learning alive, making it exciting and stimulating.

'Everyone matters, everyone succeeds, everyday counts.'

Hollywood Primary School promotes the values of respect, perseverance, teamwork, self-discipline, compassion, self-belief, honesty and responsibility. The children are encouraged to display these values in school and act as our ambassadors while outside school.

We are a school that likes to celebrate success at every level. Each child is encouraged to achieve their personal best. This is celebrated each day in class, at weekly assemblies, displays of pupils' work, end-of year Achievement Assembly and other events attended by parents and friends.

We want to give our children a thirst for learning that continues with them throughout their future school experiences and lives. An essential ingredient for this to happen is **teamwork**. We view education as a joint venture, involving everyone – children, parents, staff, Governors and the wider community. We hope that together in this partnership we can provide the best for every child.

We are confident that with a talented team of both teaching and support staff we can provide a smooth transition for any child joining the school and strive to meet the needs of all. This was endorsed at an Education Awards ceremony. The school received three awards including the best overall Teacher Award, a highly commended Principal Award and the entire Hollywood Primary School team won the award for Outstanding staff.

The skills, attitudes and knowledge acquired at Hollywood Primary enable each pupil to work towards their individual goals in post-primary education and beyond.

If you require any further information please visit our website www.hollywoodprimary.org.uk or arrange a visit by contacting the school on 02890424272.

BOARD OF GOVERNORS

Mr. P. Woods (Chairperson)
Mr. K. Forster
Mr M. Sizaret
Mrs S. Gibson
Mr S. Harper

Mrs R. Scott (Vice Chairperson)
Mrs S. Geddis
Mr C. McManus
Mrs K. Robertson
Mrs D. Crookshanks (Principal)





Our experienced and committed staff work conscientiously to ensure that all children are valued and can experience a wide range of opportunities when learning in the classroom, outdoors and through play. The current staffing is Principal plus 21 teachers including one Vice Principal and a full-time Learning Support teacher. There are 16 classes with an average class size of 28.

Hollywood Primary School enjoys an excellent reputation for high academic achievements, drama, music and sports. This has been recognised at regional and national level.

Pupils are supported by all staff as they develop investigative, problem solving and thinking skills through all areas of learning inside and outside the classroom setting.

There is a clearly defined system of year teachers and subject co-ordinators which assists the continuing processes of monitoring and reviewing the implementation of the NI Curriculum and assessment by the staff.

A varied range of assessment techniques are used. Teachers select techniques that best suit the nature of the work and age of pupils being assessed, for example:

- Observation
- Class discussion
- Oral, written, visual presentations or physical demonstrations
- Independent or group tasks
- Project work and homework
- Diagnostic and/or standardised tests

Evidence from these activities helps teachers:

- Identify strengths and areas for improvement
- Plan the next stage of learning
- Make summative judgements at a particular point in time, for example, at the end of a topic, unit of work or the end of each year.

Performance and progress is assessed and monitored in each class, within Year Groups and throughout each Key Stage. At the end of Key Stage 1 and Key Stage 2, each pupil's Level of Attainment is recorded in the key areas of Communication, Using Mathematics and ICT as directed by DENI. Parents receive an Annual Report.

A managed computer system provides a fully operational Computer Suite to apply information and communication technology skills across the curriculum. In addition we use interactive whiteboards, iPads and coding resources to enhance pupil learning.

Additional curriculum activities include involvement in the Young Enterprise Programme where local business volunteers help increase our pupils' understanding of how the world works and highlight the importance of lifelong learning and skill development. Our school continues to involve many P3 – P5 pupils in the successful Reading Partnership and Time to Read Programmes which are supported by parents and Business in the Community volunteers.

The school has been very successful in a range of local and national competitions including Art, Literacy and Science & Technology Challenges.



PASTORAL CARE & SAFEGUARDING

We prioritise Child Protection, Safeguarding and Pastoral Care. We believe that the pastoral dimension in our school contributes to the creation of a supportive atmosphere for both pupils and staff alike.

Parents and carers are encouraged to engage with the school regarding their child's progress and welfare. The primary concern is the health and wellbeing of all those involved in our school. All concerns will be acted upon.

The school has clear guidelines and procedures. Where necessary additional professional assistance will be sought from the Education Authority and relevant outside agencies.

Our pastoral care policies include Child Protection and Safeguarding, Positive Behaviour, Anti-Bullying, Safe Handling, Drug Education and Relationships and Sexual Education. These are excellent reference points for members of our school community. The Acceptable Use of the Internet, Information Communication Technology (ICT), Acceptable Use of Social Media and Acceptable Use of iPad Technology policies are reviewed regularly and updated as technologies evolve.

The school aims to provide a safe, happy, caring and stimulating environment for each pupil to grow and enjoy a sense of personal fulfilment.

Pupils are enabled to build on the resources, talents and skills, which they bring individually to the school and to develop positive images of themselves. The school aims to nurture pupils' self-esteem within a culturally rich and diverse school community where the needs of others are acknowledged and accommodated.

P6 and P7 pupils have a position of responsibility as a playtime Buddy for younger children.

BEHAVIOUR

In Holywood Primary, a whole school approach of pupil praise, encouragement and incentives is used to create a happy, secure and orderly environment in which children can learn and develop as caring and responsible individuals.

Our core values form the basis of a happy and productive school environment. All parents and guardians support our positive and fair approach towards the behaviour of the children.

Pupils should have:

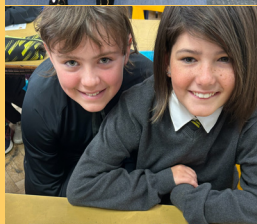
- Respect for themselves and others.
- Respect for their school and surroundings.
- Respect for belongings and property – their own and others.
- Pride in their work.

ATTENDANCE

Percentage attendance rate of pupils at the school is consistently over 95%.

ABSENCE/LEAVING SCHOOL DURING THE SCHOOL DAY

Pupils are not permitted to leave the school before normal dismissal times unless by prior arrangement with the school. Parents and carers of pupils must send an explanatory email covering any period of absence from school. This is required for Department of Education records.



MUSIC & DRAMA

All children participate in class music activities from Primary 1. Our choirs, orchestra and percussion groups have opportunities to perform at a range of events throughout the school year, as well as in the wider community. Each Primary 1, 2 and 3 class is involved in our annual Christmas Nativity, P4 and P5 pupils take an active role in a Christmas Concert and our P6 and P7 pupils lead our Carol Service. Drama productions and Musical Recitals are highpoints in the life of the school. Music tuition by specialist tutors is available in strings, clarinet, brass and piano for those who show aptitude and ability. Speech & Drama tuition is also available. All P4 – P7 children are taught recorder.

PHYSICAL EDUCATION

Holywood Primary School places significant emphasis on physical education both indoors and outdoors. All pupils participate in a comprehensive Physical Education curriculum each week. The Daily Mile is promoted in all year groups. The school participates in sporting events organised in the Ards & North Down area including football, rugby, hockey, cricket, netball and athletics.

Many of our pupils represent the school with distinction in a wide variety of sports including swimming galas, cross country and trampoline championships. Coaches and outside agencies also support sessions in a range of sports such as athletics, cricket, Gaelic Football, hockey, multisports, netball and rugby.

Sports Weeks for all year groups are held each year and enjoyed by all pupils.

RELIGIOUS EDUCATION

The school follows the Department of Education Core Syllabus for RE. Parents can request in writing that their child be withdrawn from RE and assemblies.

SCHOOL POLICIES

All school policies are available on request. Many of these are also available on the school website www.holywoodprimary.org.uk

SPECIAL EDUCATIONAL NEEDS

Holywood Primary School has always prioritised providing support for children with special education and additional learning needs. We seek to integrate all children, regardless of physical, academic or emotional needs, into the life and activities of the school. Our Learning Support Co-ordinator provides additional support to pupils with Special Educational Needs. Along with other members of staff, they work with children in small groups or as individuals, to address targets set in Individual Learning Plans. At all times care is taken to ensure that the level and the amount of work set match each child's ability

ECO SCHOOL / SCHOOL COUNCIL

We have a very active ECO committee and School Council. Pupils contribute to whole school decisions and have an input into the daily life of the school.

Our school is one of only a few schools in Northern Ireland to have been awarded and retained the national ECO Schools status since 2010. The working garden area, Sensory Garden and outdoor classroom are maintained with the support of parents and the Eco Club. The Eco Committee continue to work extremely hard to promote the importance of environmental issues.

WEBSITE & NEWSLETTERS

Our website ensures family and friends are well informed about all school events and important information. It is easy to navigate, providing another platform to showcase what happens in school. Parent notes and school newsletters are sent home regularly. A texting, emailing and online payment service are used.

EDUCATIONAL VISITS & VISITORS

Many classes have visitors who support the NI Curriculum. We organise a range of trips and visits to enhance the teaching and learning that has taken place inside school.

Day visits have included the Ulster Folk & Transport Museum, W5, Clondeboy Estate, Streamvale Farm and Crawfordsburn Country Park. Residential visits are a great way of building self-confidence and increasing independence as well as allowing children to develop teamwork skills and friendships.

Annual residential trips for P6 & P7 pupils vary from year to year and include trips to the UK mainland as well as Outdoor Pursuits Centre in Northern Ireland. Guidelines and regulations set out by DENI are strictly adhered to in the organisation of all trips.

EXTRA CURRICULAR ACTIVITIES

Pupils in P4 – P7 have access to an excellent range of extra-curricular activities, including, football, French, hockey, multi-sports, Lego, netball, rugby, arts & crafts, camera, yoga, Eco, choir, cookery, Scripture Union, tennis and dance clubs.

P1- P3 AFTER SCHOOL CLUB

P1- P3 children can attend a range of After School Clubs from 1.45 p.m. – 2.30 p.m. e.g. activity games, tennis, yoga, Zumba & dance. The 1,2,3 Club also runs daily where pupils enjoy art, craft, music, educational games, imaginative and outdoor play.

BREAKFAST CLUB

All pupils are welcome to attend a Breakfast Club which operates each day from 8.00 a.m. until 8.45 a.m.

SCHOOL MEALS, LUNCHES AND DRINKS

Hollywood Primary School promotes healthy eating. We encourage our pupils to make healthy informed choices about food. We have a Healthy Break Scheme. Children are encouraged to drink water throughout the school day. Pupils may have milk each break time. This is part of the EEC School Milk Subsidy Scheme. Children bring a packed lunch or school meals can be ordered using the online payment service. Drinks should be in plastic containers or flasks and should not be carried in school bags. Ring pull cans and glass bottles are not permitted.

An application for a pupil entitled to free school meals is made via the Education Authority website.

ROAD SAFETY

Parents are not permitted to drive into the school grounds or obstruct entrances during drop off and pick up times and must exercise extreme caution when turning. The Hillview Place entrance is promoted as a pedestrian area by the school community. The Church Road entrance is via a private lane. Everyone should be particularly careful as Church Road is a main route into Hollywood.





SCHOOL DAY

Beginning of school 8.45 a.m.

The children go directly to the classrooms as specified entrances.
Break time is 30 minutes including time to eat snacks and playtime.
Lunch time is 35 minutes including time to eat lunch and playtime.

End of school

1.45 p.m.

P1 (from October)

P2 (all year)

P3 (every day during Term 1)

2.45 p.m.

P4 - P7

P3 (each Tuesday & Thursday Term 2 & Term 3)

Finish times may vary for those children who attend After School Clubs.



Primary 1 Children

Initially P1 children go home at 12 noon. After a number of weeks, pupils stay until 1.45 pm each day. Members of staff escort P1 - P4 children to school gates at dismissal times. Known adults collect the children from staff members.

UNIFORM

All pupils must wear the official Holywood Primary School uniform as this helps to promote discipline, respect, teamwork, equality and a feeling of pride. Parents and pupils are consulted about any amendments to the school uniform policy.



P1 – P7 pupils wear each day

A white long or short-sleeved blouse /shirt

School tie

Plain grey skirt, pinafore, tailored trousers or shorts

Dark grey wool v-necked jumper or cardigan

White or grey knee or ankle socks

Black or grey tights

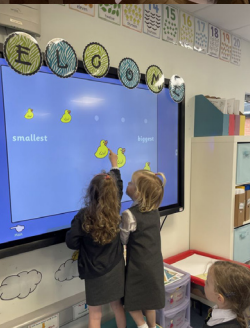
Summer Uniform

Yellow gingham dress

White or dark grey cardigan

White or grey ankle socks

Plain black school shoes must be worn by all pupils.

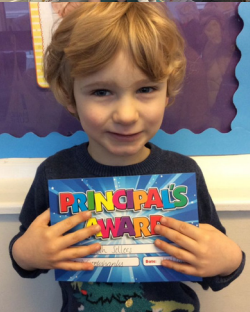


PE KITS

A Holywood Primary School tracksuit is optional for parents to purchase. This is worn with a plain white round necked t-shirt and trainers on days when pupils have timetabled PE sessions.

An alternate to the school tracksuit is a PE Kit. This includes a plain white round neck t-shirt, black shorts, white socks and black plimsolls. Children will change into the PE kit in school when they have PE sessions.

Teachers will inform pupils of additional items required for specific activities e.g. outdoor games, swimming etc.



Pupil haircuts must be neat and tidy, which reinforces the smart appearance that the school uniform promotes. Personal jewellery should be kept to a minimum i.e. 1 pair of plain gold or silver stud ear rings, bearing in mind that these must be removed for P.E.

HOME & SCHOOL PARTNERSHIP

We strongly believe that a supportive and positive partnership between home and school is key to the development of children. A clearly defined process of communication is outlined to all parents annually.

During the school year, there are a number of opportunities for parents, carers and teachers to meet, both formally and informally. In September there are Curriculum Meetings with parents and carers when teaching staff outline arrangements for the year ahead with regard to curricular areas and topics covered, homework, class arrangements and school routines. Consultations take place in Term 1 and Term 2 when pastoral needs, pupil progress and areas of the curriculum can be discussed with the teacher. Parents and carers are welcome to contact teachers via email or other communication platforms used by the school. Face to face meetings or phone calls can be arranged throughout the year at a mutually agreed time. Appointments can be made with Key Stage Leaders, the Learning Support Leader or Principal.

Home Learning activities are provided to consolidate, supplement and reinforce classwork, to inform parents of work done in class and to foster the habit of working independently. It is an important part of our home-school link and is a means by which parents and carers can share in their child's learning experiences.

PARENT TEACHER ASSOCIATION

All parents are automatically members of the PTA and are encouraged to be involved in its activities. PTA events throughout the year are very successful and enjoyed by everyone. Funds raised are used to buy equipment and resources for the children.

The PTA has also funded a large amount of ICT equipment throughout the school. Funds have recently been allocated to buy 4 Interactive whiteboards. Indoor and outdoor play equipment has been purchased for each P1 – P7 class.

SCHOOL AND COMMUNITY

Parents and members of the community regularly participate in school events. We are actively involved and lead a number of interschool collaborative learning projects in the Holywood area.

Inter-school sports matches, drama productions and competitions also enhance our links with other primary and post primary schools in the area. Community links are promoted including participation in Holywood Music Festival, Christmas and May Day events. The school supports activities and initiatives promoted by Ards and North Down Council and care homes. Key Stage 2 children also present an excellent production which includes music, dance and drama.

Each year we raise several thousand pounds for selected charities





CONCERNS & COMPLAINTS

As a caring school, we take all concerns and complaints seriously. Parents and carers can speak to their child's class teacher regarding any issues concerning their child. If parents feel a concern has not been resolved satisfactorily, they can contact the Head of Key Stage or Vice-Principal. If the matter is unresolved at this stage, parents and carers can contact the Principal or, if they still have concerns, they may contact the Chairperson of the Board of Governors in writing. If parents and carers have any concerns regarding Child Protection they can contact any one of our designated teachers for Child Protection.

Hollywood Primary School has a comprehensive Complaints Policy which is available from the School Office and is available on the school website. The Principal may request that a complaint against a member of staff, or a child be submitted in writing.

ADMISSIONS

Admissions criteria and information regarding enrolment are available on the EA website, school website or from the School Office. The closing date for submission of an application to enrol children in P1 is normally the end of January of the year of enrolment. In the last three years we have admitted all pupils who have applied for P1 places. All applications for admissions to Hollywood Primary School will be treated equally and the published criteria applied.

WAITING LIST

Should a vacancy arise after any application for admission to each P1-P7 that were initially refused, new or late applications and applications where new information has been provided, will be treated equally and the published criteria applied. This waiting list for pupils will be in place until the end of the academic year. The school will contact a parent in writing if their child gains a place in the school by this method. A child's name will be automatically added to the waiting list. Parents and carers are asked to inform the school if they wish their child's name to be removed from the waiting list.

TRANSFER TO POST- PRIMARY EDUCATION

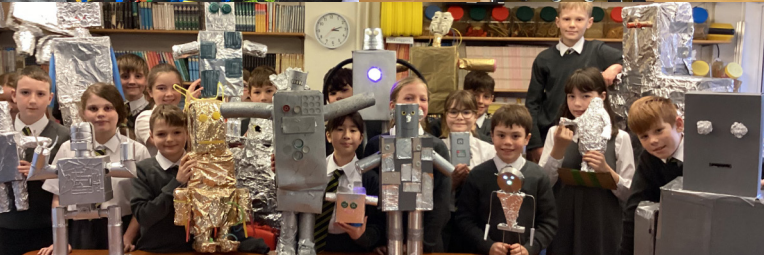
A total of 59 pupils transferred to post-primary education in Northern Ireland at the end of the 2022/23 school year.

PUPILS FROM HOLYWOOD PRIMARY TRANSFERRED AS FOLLOWS:

Sullivan Upper 24
 Priory Integrated College 13
 Ashfield Girls' High School 7
 Strathearn School 6
 Campbell College 5

Bangor Grammar 1
 Ballymena Academy 1
 Bloomfield Collegiate 1
 Methodist College 1







Hollywood Primary School

Principal Mrs D. Crookshanks B Ed, P.Q.H. (NI)

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