



# Earlview Primary School and Nursery

Board of Governors' Annual Report to Parents



September 2023- June 2024



Earlview Primary School and Nursery

# Board of Governors' Annual Report to Parents 2023 -2024

**T**he Board of Governors are pleased to present our Annual Report. This report covers the school year 2023/2024 and we believe that it gives a very encouraging picture of life in our school, the attainments and achievements of our children and the discharge of our duties.

The Board of Governors would like to express their thanks to all Parents and Guardians for their support this year. We have, yet again, been deeply impressed at the progress achieved. The fact that our children continue to happily bounce into school is a credit to that threefold relationship of school, parent and child. It is only as we all work together that our children flourish. The past year serves as a testimony to that goal.

Our thanks also go to our dedicated staff, who are committed to maintaining the highest standards right across the curriculum. Our teaching staff are enthusiastic, hardworking and creative and alongside our classroom assistants, administrative and ancillary staff ensure our school has a strong sense of community, with a caring and nurturing atmosphere, where our children are happy and safe.

## Role of the Board of Governors

**W**e as Governors have overall responsibility for the management and control of the school in accordance with the Scheme of Management prepared by the Education Authority and approved by the Department of Education.

The functions of the Governors include:

- The appointment of teaching and non-teaching staff
- The arrangements for the admission of pupils, including drawing up admissions criteria
- The application of admissions and enrolment numbers
- The determination of Curriculum Policy and of the Curriculum
- Assisting the Principal to enable him to control the internal organisation, management and discipline of the school
- The preparation of an Annual Report
- The use of school premises and the inspection of premises and equipment
- The approval and management of the annual budget proposals
- We are responsible for the school's security policy and arrangements for the SEN and SENDO
- We are also responsible for other money received by the school, such as hiring of facilities, which is added to our school budget

## Roles for the Period of Office 15<sup>th</sup> August 2018 – 31<sup>st</sup> December 2023

The Board of Governors comprises nine voting members and one non-voting member (the school principal). The voting members consist of four transferor representatives, two EA representatives, two parent representatives and one teacher representative.

### **Transferor**

#### **Representatives:**

Rev. P. Jones

Rev. Louise Bowes

(from 12<sup>th</sup> May 22)

Mr. M. Welsh

Rev. Gareth Keaveney

(from 12<sup>th</sup> May 22)

### **Education**

#### **Authority Rep:**

Mr. T. Godfrey

Mr. T. McCreedy

(from 17<sup>th</sup> Sep 23)

### **Parents'**

#### **Representatives:**

Miss. A. Campbell

Mr. R. Moffett

### **Teachers'**

#### **Representative:**

Ms. J. Shannon

### **Office Bearers**

**Chairperson:** Rev. P. Jones

**Vice Chairperson:** Mr. R. Moffett

**Secretary:** Mr. P. Smith

At the end of the above Period of Office, parents will receive due notification of a meeting to be held to elect two parent representatives to serve on the re-constituted Board of Governors.

## Meetings of the Board of Governors September 2023 – June 2024

During the school year 2023/2024 the full Board of Governors met formally on seven occasions.

13th September 2023

8th November 2023

14<sup>th</sup> December

10<sup>th</sup> January 2024

13th March 2024

8th May 2024

19th June 2024

In addition to these meetings the finance sub committee met twice and the staffing committee on two occasions. The governors completed our recruitment and selection processes including, advertising, shortlisting, interviewing and Preemployment Checks.

A number of new and updated school policies were reviewed and agreed over the year and time was spent reviewing our school admissions criteria.

Some of the main issues dealt with at the Governors' meetings during 2023/2024 are noted below:

- L.M.S. Financial Procedures and their operation
- Annual Report to Parents
- Open Enrolment Procedures and Admissions Criteria
- Staff Appointments
- School Development Planning and Target Setting
- Monitoring and Evaluation of Targets and School Performance
- Safeguarding and Child Protection
- Maintenance of the School
- Numerous school policies

## Safeguarding and Child Protection

Report written by Safeguarding Team

The beginning of the school academic year, September 2024, saw our school Safeguarding Team remain the same as the previous year. Our Safeguarding Team consists of Mr. Paul Smith (Principal), Rev. Peter Jones (Board of Governors Child Protection Officer), Mrs. Emma Carlisle (Designated Teacher), Ms. Janice Shannon (Deputy Designated Teacher), Mrs. Laura Shaw (Deputy Designated Teacher) and Mrs. Rachel Dennison (Deputy Designated Teacher).

Under the guidance of our Designated Teacher for Child Protection, Rev. Peter Jones, the Board of Governors Child Protection Officer ensured that the policy and practices for Child Protection fully adhered to the following guidance documents:

- DENI 1999 Pastoral Care in Schools - Child Protection.
- DHSSPS 2003 Co-operating to Safeguard (Health).
- 2005 Area Child Protection Committee's Regional Policy and Procedures.

Whole school training in Child Protection and Safeguarding was delivered inhouse to all staff by The Safeguarding Team in August 2023. The members of our Board of Governors continue to be appropriately trained. New members of staff and volunteers were trained upon induction to the school throughout the year. Specific training on completing a Note of concern was completed with all classroom assistants in January 2024. Child Protection procedures continue to be fully reviewed and implemented and criminal background checks are carried out on all newly appointed staff and

volunteers. Child Protection Records continue to be stored in a digital format and all records are stored electronically in private, restricted access, folders.

Our Child Protection and Safeguarding Policy was updated by Mrs. Carlisle and ratified by the Board of Governors in September 2023. It is available on our school website and a hard copy is available to parents on request. All parents were informed of where to find our Child Protection and Safeguarding Policy, and how to request a hard copy, via email and school text in September 2023. Also, a short video presentation is available on our school website, which explains the role of our Safeguarding Team. This ensures all visitors, including those with language or literacy difficulties, should have access to the safeguarding information in school. Child Protection and Intimate Care are now included on our staff noticeboard and clearly identifies those teachers responsible for child protection. The safeguarding ensures the notice board is kept up-to date with relevant Child Protection information such as information on 'How to Raise a Concern' and our school Intimate Care Procedures.

There is a designated notice board in the school corridor, reminding and directing the children to those adults that they can seek help and support from in school. There are also child friendly posters, with photos of our safeguarding team, on display in every classroom, our parents' noticeboard and school Child Protection and Safeguarding notice board and on all exit doors for children highlighting to the children what they should do if they feel worried or unhappy. The children are reminded through PDMU/Assemblies/Circle Time etc. of our Safeguarding Team and the other adults in school who care for them and the procedures which are in place to ensure they feel safe and happy both inside and outside school.

## Special Educational Needs Provision

Report written by Mrs Dennison

**E**arlview Primary School and Nursery are highly committed to catering for all children with Special Educational Needs. Mrs Dennison is the Special Educational Needs Coordinator known as SENCo. Miss Tonkin was acting SENCo from September 2023 and smoothly handed over to Mrs Dennison when she returned to her role in January 2024 after maternity leave. We were delighted to receive the SEND Implementation funding provided to all schools to implement the new SEN framework. This has allowed Mrs Dennison two days cover per week to fulfil her duties and work on the school readiness checklist for the new SEN framework. This has also allowed Mrs Dennison time to continue building good communication and support with parents and provide continued support and guidance to our class teachers and classroom assistants.

Earlview Primary School and Nursery provide reasonable adjustments for all children in each class. When little or no progress is identified from these adjustments children who require Special Educational provision will be placed on our Learning Support register and the class teacher will create a Personal Learning Plan (PLP). PLP's are written for all children who are placed between 1SpEP – 3 SpEP of the new Code of Practice. The progress of children on a PLP is monitored regularly and



'SMARTE' targets are set by the teacher twice a year, which are agreed with parents/carers. Children who are placed on and PLP receive support from our in school Learning Support Teacher.

In June 2024, 64 children were recorded on our Learning Support Register. 8 children received External SEN support from outside agencies including RISE NI, Educational Psychology, Education Authority Literacy Support Service, Language and Communication Service, AAIS or Primary Behaviour Support. 17 children had a Statement of Special Educational Needs. 11 children were consulted on with Educational Psychology and 2 children were assessed by Educational Psychology. 3 children transferred to Specialist provision from our School and Nursery.

During the year, the Board of Governors were not required to make arrangements or adaptations to the school building to facilitate any child with special educational needs or disabilities. Furthermore, no changes or additions were required to be made to the admission arrangements.

## Arrangements Made for the Security of Pupils, Staff and School Premises

The Board of Governors take the safety and security of pupils, staff and school premises very seriously and undertake this responsibility in a thorough and professional manner. All aspects of security conform to guidelines and advice as received from EA Health and Safety Guidance. The Board of Governors have in place procedures and protocols for the following specific issues:

- Door and entry access control.
- Premises / site video recording.
- Fire and Evacuation Procedures.
- Portable Appliance Testing.
- Child Protection Training for all staff.
- Child Protection Training for Chairperson of the BOG, Designated Teacher and Deputy Designated Teacher.
- Criminal Record Checks completed for all volunteers and staff.

## Attendance overview for the year

The percentage attendance rate of pupils at the school in the 2023/2024 school year was 90.4%.

## Subject coordinators' statements

### Literacy

Report written by Miss Dobbin

During the 2023-2024 academic year, we have been focusing on the progression of punctuation and grammar across each key stage. Pupils and staff met and participated in a variety of audits, which provided the curriculum team with the information needed to enable them to evaluate practice and our resources. We purchased new high-quality resources, including practical equipment to facilitate the effective teaching of punctuation and grammar.



At the beginning of the year, staff were provided with 'refresher' in-service training on Pie Corbett's 'Talk for Writing' to embed the Imitation Stage. This has ensured that teachers have continued to provide the children with engaging teaching strategies to strengthen familiarisation strategies as well as pedagogical approaches to teach both punctuation and grammar intentions.

Pupil focus groups took place which showed that the children are enjoying their writing lessons and were becoming confident, engaged writers. Overall, the children have enjoyed using visual story maps and playing interactive games to re-tell stories, create unique pieces of work and improve their stamina for writing. Both teachers and pupils enjoyed implementing Literacy through our 'Alien' and 'Jack and the Beanstalk' themed days. They even completed an extreme reading challenge on an inflatable assault course to celebrate World Book Day!

## Numeracy

Report written by Miss Dobbin and Mrs Shaw

During the 2023-2024 academic year, teaching staff received training to reiterate our high expectations of teaching and planning. Our Numeracy focus was on 'Mental Maths' and the explicit teaching of mental maths strategies was a priority. We provided in-service training to all teaching staff on the 7 Mental Maths Strategies. Staff were provided with activities, appropriate to their Key Stage, and were offered opportunities to share good practice. These strategies have then been implemented in classrooms throughout the year.



The use of ICT continues to supplement the teaching of mathematics, with 'Ten Town' in use in Primary 1 and 2, 'Mathletics' in Primary 4 to 7. Numicon Interactive Software is also used throughout the school.

## The Arts

Report written by Mrs Marsden

### Music

During term 1, learners from Primary 4-7 attended the Ulster Orchestra concert 'Musical Detectives' at the Waterfront Hall. The learners loved listening to a live orchestra and singing a shared song with a large group of people. They also loved the brilliant resources shared by the Ulster Orchestra in advance, to allow the children to explore a wide range of Music genres.

Throughout the year learners from Primary 4-7 enjoyed Choir, which was one of our after-school clubs. We were even invited to sing at the local Christmas tree light switch on, which was such a lovely event, that allowed our singers to show off their wonderful talents. We are looking forward to further opportunities to show off our wonderful singing skills this year!



## Art

We never fail to be impressed by the creativity displayed by our pupils. The children have taken part in lots of class and whole school events to showcase their talent, including the poppies for Remembrance Day, Jack and the Beanstalk art and Alien art. Our Primary Seven class came second in the art work they produced for 'D Day' for Newtownabbey town council.

## Drama

The Primary 3-7 children love to put together their own class assemblies for the rest of the school, on topics such as anti-bullying, being a good friend and displaying resilience.

Our Christmas nativity was a wonderful opportunity for every learners across the whole school to come together to produce a wonderful interpretation of the Christmas story. The exceptional talent of the children was a highlight of the feedback from the school play. Many noted the children's brilliant singing and acting abilities, with children effectively portraying their characters and delivering lines with confidence. The combination of these talents not only showcased the hard work of the children but also left an impression on parents and community members.



## Play Based Learning

Report written by Ms Shannon

The Academic year 2023-2024 proved to be a busy year for introducing our new Play Based Learning pedagogy in Foundation Stage to enhance children's learning and experiences across the curriculum in a rich and stimulating indoor and outdoor play environment. Foundation Stage met with Clare Devlin on a site visit in May 2024 and compiled a list of training dates for staff throughout 2024-2025. A skip was hired in June 2024 to remove any old, unsuitable items and an inventory of resources that were available was made.



Resources have been traditionally taken from inside as outdoor learning equipment was limited and we have been very fortunate to purchase a large order of outdoor construction/loose parts resources, building blocks and furniture for our beautiful home corner in June 2024. The Foundation Stage staff completed an audit of resources, of the environment and was informed by the pupil voice on areas to develop and improve.

Foundation Stage made the decision to play together and rotate through 5 zones which are 1. Creative Classroom/Table Top/ICT 2. Role Play/Construction 3. Water/ Loose Parts/ Sound 4. Physical Play/ Sand/ Visual Arts 5. Den Building/Mud/Small World. This has established strong relationships with all Primary One and Two children and staff. It has also allowed us to develop a fantastic, shared learning space.

We are excited to see the expansion of our outdoor learning zones in the next academic year 2024/25 and we are eager to arrange fundraisers to purchase outdoor mud area equipment and woodwork shop resources.

## Sports

Report written by Miss Tonkin

During the academic year of 2023-2024 we were given a sizable donation from 'Friends of Earlview' in order to purchase 14 new PE mats. This has meant that we have been able to



deliver exceptional gymnastic lessons in our PE hall with smaller groups working at each mat.

We continued to implement the Daily Mile this year and all children now take 10 to 15 minutes out of their day to walk, run and jog a mile around the school grounds. This is great opportunity for movement breaks and both teachers and pupils have reported lots of positive benefits including, developing their fitness and promoting positive well being.

Sports day was, again, a success even if the weather wasn't on our side. Each child competed in a running race followed by a new type of novelty race. These races included space hoppers, teddy bear shopping, stilts, fancy dress, egg and spoon, sack and a water challenge. Each child also took part in a house relay race in their key stages and were awarded house points based on their placing. The races were then followed by an ice-cream gifted by 'Friends of Earlview' and we had a picnic lunch to celebrate. A celebration assembly was also held the following day where the children were awarded certificates and 1st, 2nd and 3rd placement badges. In addition to this every children received a medal for their participation

## Fundraising and Charities

**T**hroughout the year our children supported the following charities: Children in Need (£160) and the Royal British Legion (£351.64). In addition to supporting charities, our very own, 'Friends of Earlview' completed lots of fundraising. This team of dedicated members of the community have been working hard to raise funds for a variety of school projects and their efforts bought 14 new PE mats for the school. Friends of Earlview also helped to fund raise for a whole school celebration day for a Christmas Day and an Inflatable Assault course for World Book Day. A variety of Family nights were organised and the money raised (£303) went towards a new Defib machine, which is an invaluable resource for the whole community.

## Nursery

Report written by Mrs Dennison

**T**his has been another busy year in our Nursery Unit! Nursery began in September with 26 excited children and the Nursery team including Mrs. Carlisle and Miss Robinson. 'Making Memories Together' was a project undertaken by our Nursery Team in order to facilitate meaningful and fun experiences throughout the year for all of our Nursery families together. We held a number of events and invited all Nursery children and their families to participate. Events this year included:

- Stay and Play session in Nursery
- Grow with me gardening event
- Our inaugural 'Ugly Bug Ball'
- Nursery Graduation





All of these events were very well attended and our parents reported that they felt very included in the life of our Nursery and it allowed friendships and connections to be made with all family members. Photos and snippets of all of our events were available via Seesaw and on Social Media to promote our Nursery and all we have to offer.

Our Getting Ready to Learn programme continued to operate this academic year. From November all children participated in “The Big Bedtime Read” where they took home a book bag which contained 5 books per week to read with a grown up at home. Grown Ups were provided with a range of information through Seesaw to help educate them on the importance of reading and spending time reading to their child every day. All parents who returned their questionnaire believed that the programme was very good and had positive outcomes for their child.

All Nursery children participated in our Nursery Graduation, and we were pleased to welcome our Nursery families into our assembly hall for this very special occasion and then back to Nursery for our Graduation Celebration. The children sang beautifully, and we celebrated all they had achieved in their Nursery year. We ended our year with a well-deserved trip to Zoo. The Nursery boys and girls were very excited to go on the bus and see all the animals in the zoo.

14 children from our Nursery transitioned over to Primary One in Earlview Primary School and 1 child moved to specialised provision.

The Nursery Team would like to thank all those who supported our Nursery Unit this year. We look forward to the continued development of our Nursery and another successful year ahead.



## Budget

The school's government allocated budget was spent as follows:

### BUDGET ANALYSIS

Initial Budget		859,576
Carry Over 22/23	12	<u>108,222</u>

<b>Total Budget</b>		<b><u>967,798</u></b>
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### EXPENDITURE

Staff: Teaching Costs		507,212
Staff: Non teaching Costs		208,162
Staff: Other Costs		584
Premises Fixed Plant & Gdns		36,894
Operating Costs		25,733
Non Capital Purchases		15,708
Re-allocations		3,953
Capital		0
Income		<u>-2,995</u>

<b>Net Expenditure</b>		<b><u>795,250</u></b>
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<b>Carry Over 22/23</b>		<b><u>135,051</u></b>
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In addition to our government funding our school hold private school funds have been audited and are available for parents to view on request. These are independently audited by an external accountant.

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## Charges and remissions

**W**e provide a free education for all pupils at Earlview Primary School and Nursery under the Education Reform Order 1989.

There are just a few exceptions and these are detailed below;

- All board, lodging and travel costs on residential trips (except where statutory/remissions apply)
- Costs associated with optional extras, for example, visits to the theatre or extra-curricular activities
- Tuition in a musical instrument/swimming lessons
- Break-time snack for nursery children.
- Break-time toast
- School meal
- Before and after school childcare

The school may occasionally ask for voluntary donations but it is stressed that no child will be disadvantaged in any way if the parents choose not to make a contribution. However, Governors reserve the right to cancel any event or activity if parents are reluctant to support.

For full details, please ask at the school office for a copy of the Charges Policy.

## Educational Visits

The Governors would like to thank those parents and members of the community who provided voluntary coaching for the pupils, those parents who helped with transport to sporting and other events and those who helped with supervision on various school trips. A number of engaging school trips and school events were planned throughout the year. These were arranged to give our pupils a more practical knowledge of the curriculum and to provide them with enjoyable educational and social experiences.

Throughout the year the Board of Governors granted permission for our teachers to organise the following educational visits.

- A whole school Pantomime (Snow White) Grand Opera House (10<sup>th</sup> January 2024)
- Whole School author visit- Jonny Willox (2<sup>nd</sup> March)
- The Primary Seven Residential to Ganaway (8<sup>th</sup> April 2024)
- A Primary One visit to Ark Open Farm (30<sup>th</sup> May 2024)
- A Primary Five visit to the Ulster Museum (19<sup>th</sup> April 2023)
- A Primary Two to Donaghadee Lighthouse (11<sup>th</sup> June 2024)
- A Primary Three and Four visit to W5 (27<sup>th</sup> June 2024)

## School admission numbers

The maximum enrolment for our school is 221 plus children with a statement of special educational needs. The total number of children within Earlview Primary School and Nursery in October 2022 was 220 children.

Admissions to the school were:

### Nursery

24 Applicants in January 2024 of which there were 27 Admissions

34 Applicants in January 2023 of which there were 27 Admissions

23 Applicants in January 2022 of which there were 27 Admissions

### Primary 1

18 Applicants in January 2023 of which there were 21 Admissions

20 Applicants in January 2023 of which there were 21 Admissions

30 Applicants in January 2022 of which there were 30 Admissions

## Transfer to Post-Primary School

Report written by Mrs Shaw

Our Primary 7 pupils were celebrated with lots of brilliant events. We had our traditional P7 Leavers DVD, P7 Leavers' Assembly, Prize Day and our P7 Prom Event. The children shared their favourite memories and hopes for the future and photographs were shared via Facebook and Seesaw to mark these momentous occasions. The DVD was added to our school YouTube channel for public viewing.

This year our children worked extremely hard throughout the SEAG process and we are very proud of their dedication and achievement. 26% of the P7 year group opted to complete the test and of those 13% were successful in their applications to grammar school, with pupils gaining places in Belfast Royal Academy, Ballyclare High School and Belfast High School.

Integrated College Glengormley remained our most popular choice, with 48% of our P7 children from the class opting to attend there. 22% of pupils moved to Abbey Community College and the remainder of our pupils moved to Ballyclare Secondary, Ulidia, Carrickfergus Academy and Hazelwood.

## Information for this School Year September 2024 – June 2025

First Day of Term August 27th (12:15 finish 27th, 28th, 29th and 30th Aug)

Parent/ Teacher Interviews October 21st – 25th (13:15 finish)

School Photographs November 18th

Dress rehearsal December 9th

Nativity/ Christmas Play December 11th & 12th

Pantomime N – P2 December 13th

End of Term Half Day December 20th (12:15 finish)

Pantomime P3 – P7 January 10th

Parent/ Teacher Interviews February 3rd – 7th (13:15 finish)

Book Fair March 3rd – 7th

End of Term Half Day April 11th (12:15 finish)

Sports Day May 23rd (or consecutive Fridays)

Meet New Primary 1 May 28th

Nursery Induction June 3rd

P1 Induction June 4th

Nursery Induction June 11th

Meet New Nursery June 11th

Prize Day/ Leavers June 19th

P7 Finish June 20th

Meet New Teacher June 25th

End of Term Half Day June 30th (12:15 pm)

## Our School Day (2023 – 2024)

0800	Breakfast Club starts
0845	School begins Nursery - Primary 7
1030	Morning break
1130	Lunchtime for Nursery
1215	Lunchtime Primary 1 - Primary 7
1315	End of session for Nursery
1400	End of lessons for Primary 1- Primary 2 (and Primary 3 Wednesday - Friday)
1500	End of lessons for Primary 3 (Monday and Tuesday) and Primary 4 - Primary 7 (Monday - Thursday)

The school day ends at 1400 for all children on Friday.

### **After school**

After school activities operate Monday - Friday 1315 -1600 and in addition to these fixed clubs, further clubs will operate after 1500 each term and 14:00 for Foundation Stage and Key Stage One.