

**Kirkistown Primary School  
Annual Governors' Report  
2018-2019**



**Learning together,  
building for the future**

<https://www.kirkistownprimaryschool.com>

## **Vision Statement**

As a school, we aim to create independence and inspire lifelong learning.

## **School Ethos**

As a community, we will provide an environment that caters for the intellectual, physical, spiritual, moral and cultural development of all pupils.

## **Mission Statement**

- We strive to ensure that the learning, achievements, attitudes and well-being of all members of the school community are valued.
- We provide a broad and balanced curriculum which will actively encourage everyone.
- Pupils are given opportunities to take responsibility and be encouraged to make a positive contribution to their learning, school, and the wider community.
- We are committed to promoting a healthy lifestyle and the wellbeing of the whole child.
- Staff, pupils, parents and governors work together to build a learning community that celebrates the values we share.

## **The Board Of Governors**

The present Board Of Governors was constituted in 2018 for the period 2018 to 2022.

Elected by the parents of the school: Mrs J Jones and Mr M Finegan

Elected by the teaching staff of the school: Miss S Taggart.

Appointed by the Education Authority: Mrs K Edgar and Mr S Mawhinney

Mr Mawhinney resigned from the Board of Governors during the 2018/19 school year.

Transferor's Representatives\* : Mrs C Spence, Rev N Stewart, Mrs A Brownlow and Mrs D Montgomery.

Mrs A Brownlow resigned from the Board of Governors in the 2019/20 school year.

Mr B Turtle did not continue as a co-opted Governor during the 2018/19 school year.

The Chairperson of the Board of Governors in 2018/19 was Mrs A Brownlow and the Vice Chairperson was Mrs K Edgar.

\*Transferors' representatives reflect the local churches and community.

The Principal is an ex officio member of, and secretary to, the Board of Governors. The Secretary to the Board of Governors in 2018/19 was Mr R Graham, Principal. As such the Principal is a non-voting member of the Board.

The next election of Parent Governors will be held during the 2022/23 school year when the present Board will be reconstituted.

## What are the Governors responsible for?

Governors attend monthly meetings of the Governing Body. They are expected to show an interest in all school activities and to be informed about education in general. Governors are also invited to attend regular training courses provided by the Education Authority.

Governors' responsibilities include:

- Overseeing the School Development Plan
- Staff appointments
- Admission of pupils
- Preparation of the Annual Report
- Financial management of the school
- Effective use of resources
- Pupil discipline
- Overseeing the curriculum and curriculum policy
- Responding to Education Authority and Department of Education initiatives.

The school is indebted to the Governors who willingly give of their time to ensure that the administration of Kirkistown Primary School proceeds smoothly and effectively.

More details of the school's development can be found in the School Development Plan and Action Plans which can be viewed upon request. The Board Of Governors review this document annually and a summary overview is included under the 'Curriculum' heading of this report.

The Governors wish to record formally their appreciation of the work carried out by the teaching and non-teaching staff of the school. The Governors appreciate the dedication and expertise of the staff, who, each play their part in helping to make Kirkistown Primary School a successful school.

The Governors wish to express their thanks to Mrs A Brownlow and Mr S Mawhinney for giving of their time and expertise in the role of Governors of Kirkistown Primary School.

## Financial Information

The total budget share allocated to this school for the financial year 2018/19 was £261,570. The budget calculated is based on pupil numbers reported in the annual school census taken in October of the previous school year, size of premises and other factors such as the number of pupils receiving free school meals.

After expenditures there was a small deficit for 2017/18 of -£11,064.

## PTFA

We have a vibrant and very supportive PTFA who have helped raise vital funds for the school. Events organised throughout the year included a Christmas Fair, Halloween Disco, Movie Day, Bag Pack at Asda, Drinks stall at Sports Day and the Summer Fair.

**Opening balance: £1553.70**

**Credits to account 2018/19:**

- |                       |                 |
|-----------------------|-----------------|
| • Halloween Disco     | £57.00          |
| • Easy Fundraising    | £17.75          |
| • Christmas Fair      | £1058.60        |
| • Bag Pack            | £438.00         |
| • Movie day           | £150.00         |
| • Beach clean         | £451.00         |
| • Summer Fair         | £808.00         |
| • Sports day          | £26.00          |
| <b>Total Credits:</b> | <b>£3006.35</b> |

**Debits to account 2018/19:**

- |  |         |
|--|---------|
| • School Disco- DJ Tommy and refreshments      | £70.00  |
| • Coach hire for Panto visit                   | £450.00 |
| • Selection Boxes for every child & lucky dip  | £128.89 |
| • Mixing and mastering of the Christmas Single | £50.00  |
| • Artwork for Whole-School Book                | £13.91  |
| • School Subscription to Purple Mash           | £600.00 |
| • Contribution towards 'SchoolMoney'           | £255.00 |
| • Individual class trips for each class        | £965.05 |
| • PTA UK Membership                            | £65.00  |

- Bank charges £57.88
- **TOTAL DEBITS** £2655.73

**Closing balance at end of 2018/19 (30<sup>th</sup> June 2019) = £1904.32**

Governors would like to express their continued appreciation to the PTFA for their vital

fund-raising work throughout the school year.

## Kirkistown Primary School Staff

### Teaching Staff 2018/19

Principal	-	Mr R Graham
Reception/Primary1/Primary2	-	Mrs A Harbinson
Primary3/Primary4	-	Miss S Taggart
Primary5/Primary 6	-	Mr R Graham / Mrs L Clarke
Primary6/Primary7	-	Mr S Irwin

### Teaching Staff Changes

Mrs L Clarke taught the Primary 5 / Primary 6 class one day a week as Mr Graham's Principal Release cover. Mrs Clarke was not appointed on a contractual basis but agreed to fulfil the role through booking via NISTR due to the school's financial constraints.

Governors would like to place on record their thanks to the teaching staff for the continued dedication to helping the children of the community achieve their potential.

### Classroom & General Assistants

Reception	-	
Primary1/2	-	Ms J Matthews
Primary3/4	-	Mrs A Brownlow (SEN)
Primary 5/6	-	Mrs S Perry (SEN)
Primary 7	-	

### Classroom & General Assistants Staff Changes

Mrs D Stewart had her redundancy confirmed on 30 August 2018. She became redundant effective from 31 August 2018. This left Ms J Matthews as the only classroom assistant in school.

Two children were awarded statements of Special Educational Need in 2019. These positions were filled initially on an emergency contract basis by two members of our local community. Both Mrs S Perry and Mrs A Brownlow were well known already to the children and were able to seamlessly fit within the existing school team.

### Secretary

Mrs M O'Lone

### Supervisory Staff

Miss J Matthews

Mrs M O'Lone

### Ancillary Staff

Building Supervisor & Cleaner - Mr F Adair

Ms H Dempster had her redundancy confirmed on 30 August 2018. She became redundant effective from 31 August 2018. This left Mr F Adair as the only ancillary staff member in school.

### Canteen Staff

Mrs M Brown

The school could not function effectively without the help of all staff. Their contributions continue to be very much appreciated by Governors.

## Attendance

The average daily pupil attendance for the 2018/19 year = 96%.

## End of Key Stage Assessment

Assessment forms an integral part of the teaching at Kirkistown Primary School. Pupil attainment is continually assessed in school and records of pupil progress and achievement are maintained. There was no formal recording of levels in Communication or Using Mathematics in 2018/19 due to continued industrial action.

## Shared Education Programme

Kirkistown Primary School continued to participate in a very successful Shared Education Signature Project, Year 3 with our partner school St Patrick's Primary School, Ballygalget in the 2018/19 school year. Through the programme children had opportunities to attend educational visits together (at W5, Happy Town, Portaferry Sports Centre, the Portaferry – Strangford Carol Ship, Belfast Zoo) but also to learn together in the classroom eg- First Aid Day. The Signature Project also created some opportunities for teachers from both schools to participate in curriculum

development as a team. Teaching staff and children focused on the development of First Aid skills in 2017/18.

## Primary 7 Children

We wish every success to our Primary 7 pupils who are moving on to post-primary school. Staff from post primary school visited the transferring pupils in Primary 7 in June. The children were a credit to the school and thoroughly enjoyed putting on a play and their residential in summer term; they will be greatly missed.

The annual Primary 7 Leavers' Service and Prize Giving took place on Thursday 27<sup>th</sup> June 2019. This was an opportunity to celebrate and acknowledge the role that the Primary 7 children have played in the life of the school and to celebrate the success of all our children throughout the school.

## Curriculum

### Communication

Our year began with a whole-school focus on creative writing. Children planned, wrote and edited their own original stories which were subsequently published in a whole-school book and made available to the public via online retailer, Amazon. The book, Luna the psychic cat and other short stories, drew attention from local press and ultimately, ensured that every child on the school register was a published author. Staff met in Autumn Term to participate in some initial moderation of writing against the levels of progression. Priorities for the rest of the year were to develop group reading activities and improve the teaching and learning of Punctuation and Grammar. Mr Irwin conducted pupil voice surveys to gauge attitudes to reading and writing; he also looked at Literacy books throughout the year. The planned introduction of a Peer Reading Programme from younger children didn't happen due to other pressures.

### Using Mathematics

Teachers worked together to ensure that the learning and teaching in the area of Handling Data and Measures were of a high quality. By sharing practice throughout the year, teachers ensured that the teaching in all areas of measures and data handling was of a high quality, that children were given plenty of opportunities to experience active learning in these areas and that differentiation was appropriate to the needs of the children. Miss Taggart conducted maths trails to gauge attitudes and knowledge of mathematical areas; she also looked at numeracy books throughout the year.

Teachers also continued to evaluate and embed good practice in the teaching of mental maths strategies throughout the school.

## Play Based Learning

Planning for Play Based Learning has been developed to a high standard over the past few years. This curriculum area is now being monitored in Foundation Stage. Mrs A Harbinson has been working with our partner school, St Patrick's Primary School, Ballygalget, to develop and resource specific areas within Play Based Learning.

## Assessment

The school continued to use the new form of GL Assessments, Progress Through English (PTE) and Progress Through Maths (PTM) tests. Continued use of these assessments will allow for comparison of scores over a number of years.

This year the school changed from the New Non-Reading Intelligence Test (NNRIT) to CAT4 which provides teachers with an ability score for pupils in Primary 4 and Primary 6. The cognitive ability score is valid for 2 years. Comparison of pupil scores on this test to those scored in PTE and PTM assist teachers in identifying underachievement and to target individual needs more effectively.

Thorough analysis of scores was undertaken by the teaching staff in both literacy and mathematics to provide a detailed picture of achievement in the school which will be used to inform future development work. Two year's worth of PTE and PTM data was uploaded onto SIMS allowing school to use the analysis features it possesses.

The Single Word Spelling Test and New Group Reading Test were also administered to further inform teachers and parents about the levels of achievement of individual pupils. The Single Word Spelling Test was administered at the start and close of the academic year to allow for a direct comparison and growth across the duration of the year.

## Anti-Bullying

The school is completely opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles we live by. All members of the school community have a right to work in a secure and caring environment. Any inappropriate behaviour that gets in the way of teaching and learning in the school and interferes with the well-being of pupils cannot be accepted. To mark Anti-Bullying Week, classes completed in a variety of activities centred around the theme of 'Respect' to help children develop resilience and strategies to counteract bullying. The school's Anti-Bullying Policy is available from the school office upon request.

## Healthy Break

The school continued to implement a Healthy Break and Lunch Policy. Thanks must go to our parent volunteers and classroom assistants who helped with the preparation and clearing-up of our Healthy Break initiative on a daily basis.

## SEN Support

Kirkistown Primary School is an inclusive school and seeks to ensure all pupils fulfil their potential.

All staff are skilled at early identification of needs and have consistently sought to identify underachievement and low achievement, drawing on their professional judgement and the data available from classroom observations and from standardised scores. There continues to be a close liaison with the SENCO, Mr R Graham and staff prepare and review Individual Education Plans (IEPs) twice yearly for children who require support with their learning.

There continues to be a close liaison with the Educational Psychologist from whom advice was sought and referrals made. The team from RISE provided support this year for Foundation Stage classes and the school continued to worked closely with the ASD Support team and the EA Literacy Support Unit.

More able children who appear to be underachieving were also monitored closely and Targeted Progress Plans were put in place to assist teachers to focus on pupils' weak areas and help them reach their full potential. Like IEPs these were prepared and reviewed twice annually.

## Safeguarding

Kirkistown's Pastoral Care Policies are available upon request. Child Protection procedures continue to be fully implemented and criminal background checks are carried out on all newly appointed staff and volunteers. Mrs Harbinson is the Designated Teacher for Child Protection and Mr Irwin is the Deputy Designated Teacher for Child Protection. All staff have updated child protection training annually and children attend age appropriate talks on how to stay safe when they are available.

The School Principal, Mr R Graham, attended Child Protection Induction training during the 2018/2019 year and, alongside, Mrs Harbinson, Mr Irwin, Mrs A Brownlow (Chair of Governing Board) and Mrs J Jones (Designated Governor for Child Protection) is part of the Safeguarding Team at school. School was part of the pilot 'Attach Project' for Looked After Children with Mr S Irwin as the key adult for this programme. All teaching staff and the Chair of Governors (Mrs A Brownlow) attended Attach Training in October 2018.

The pastoral care of our pupils remains central to the ethos of the school and all staff are committed to it. We aim to reassure our children that their

worries and concerns will be listened to sensitively and sympathetically. Worry boxes in classrooms encourage children to write their worries down and share their problems with the Designated Teachers who can deal with any concerns.

Child Protection notices are displayed in prominent positions in the building and in every classroom and children are reminded regularly in assembly that they can approach any teacher and in particular the Designated Teachers if they wish to discuss any concerns.

All four teaching staff and our sole classroom assistant (Ms J Matthews) attended an anaphylaxis training session at the Education Authority. Miss Taggart (KS1), Mr Irwin (KS2) and Ms Matthews (EYFS) attended refresher training in their roles as first aiders.

## Security Arrangements

In Today's society, we need to be ever mindful of the need to protect our children at all times when they are in school. The school operates a controlled access system throughout and visitors can only gain access when this is granted from staff members.

All visitors must sign in, receive the red identification tag and keep it on show if working on school premises. Volunteers now wear a black identification tag highlighting their role while all staff wear a blue identification tag.

Parents are respectfully encouraged to arrange an appointment to speak with teachers to ensure that the school remains secure during school times.

We ask everyone entering and leaving the school to ensure doors and gates are secured appropriately.

## Buddy System

We continue to operate the 'Buddy System' in the playground.

Through looking after and caring for younger, more vulnerable children, older children learn the skills associated with empathy and compassion and create a caring ethos in the playground.

Younger children feel safe and cared for while the Buddies feel valued and respected.

Our Buddies are easily identified in the playground by their bright yellow vests.

## School Council

A 'School Council' was established during the 2018-2019 academic year. 2 children from each year group (Primary 1 to Primary 7) were elected by their peers making a total of 14 elected representatives. The Council met half

termly and had input into the development of our House system and our Positive Behaviour Policy. The School Council advocated that a free non-uniform day should be awarded half termly to the house with the most weekly wins. This idea was accepted and incorporated into our revised Positive Behaviour Policy to encourage children to follow the school's golden rules and to set a good example for others.

## Helping Others

At Kirkistown Primary School we encourage our pupils to think of others less fortunate than themselves and through various charities the school was able to show how generous our pupils and families are. The following charities were supported:

MacMillan Cancer Support- £317.84

Newtownards Food Bank – A large array of food donated

Asthma UK- £336.50

Children in Need- £164.05

Simon Community- £413.71

Save the Children- £64

NICAM- £94.10

Poppy Appeal- £119.00

## Home – School Links

The Board of Governors would like to acknowledge the vital contribution made by parents in supporting their child's education. A Curriculum information afternoon for parents is held at the beginning of each school year to inform parents about the procedures in the new class, the curriculum for the incoming year and how best to support their child's education.

Parents of pupils from P1 – P7 meet with teachers in the early part of the Autumn term and again in the Spring Term to discuss individual pupil's progress. P1 prospective parents meet in June to discuss the year ahead. Parents receive the Annual Pupil Report in June.

To further improve these links, school established a YouTube channel featuring over 2 hours of mathematics tuition for Key Stage 2 children. Children have reported finding this incredibly useful to help with homework and revision.

## Community Links

During the 2018/19 school year Kirkistown Primary School sustained important links with the following groups:

Cloughey and District Tennis Club

Cloughey and District Community Association

Ards Leisure Centre, swimming and gym programme.

Local Foodbank at Newtownards.

PSNI Community Police

St Patrick's Primary School, Ballygalget (Shared Education Partners)

Drum Tutor: Chris Mahood

Piano Tutor: Mrs C Williams

Kirkistown Golf Club

Peninsula First Responders

Every Body Active 2020 Netball Coach: Maureen Caughers

RNLI

HMRC

Department of Communities- Kirkistown Castle

## The School Year 2018 - 19

During the year many other events took place in Kirkistown Primary School. These included:

- Parents' curriculum meetings Wk beg. 10<sup>th</sup> September
- Mental maths workshop for parents 18<sup>th</sup> September
- MacMillan Coffee Morning 28<sup>th</sup> September
- Harvest Assembly 16<sup>th</sup> October
- Flu Vaccination Programme 22<sup>nd</sup> October
- Parent Interviews Wk beg. 22<sup>nd</sup> October
- Antibullying Week Wk beg. 12<sup>th</sup> November
- School Photographer visit 13<sup>th</sup> November
- Children In Need Fundraising 16<sup>th</sup> November
- Christmas Single Released 28<sup>th</sup> November
- PTFA Christmas Fair 4<sup>th</sup> December
- Choir performing at Senior Citizen's Tea Party 5<sup>th</sup> December
- Choir performing on the Christmas Carol Ship 7<sup>th</sup> December
- Choir performing at Portico 11<sup>th</sup> December
- Cloughey Community Carol Service 14<sup>th</sup> December
- Nativity and Carol Concert 13<sup>th</sup> /14<sup>th</sup> December
- Whole school pantomime trip 20<sup>th</sup> December
- Christmas jumper day 21<sup>st</sup> December
- P7 parents transfer interviews 24<sup>th</sup> / 29<sup>th</sup> January
- Parent Interviews Wk beg. 11<sup>th</sup> February
- Visit from Senior Citizens 25<sup>th</sup> February
- Asda Bag Pack 2<sup>nd</sup> March
- World Book Day celebration 7<sup>th</sup> March
- Cloughey Cross Country Cup Races 13<sup>th</sup> March

- PTFA Movie Afternoon 15<sup>th</sup> March
- Fire Safety Talk 26<sup>th</sup> March
- 'Big Bedtime Read' parents' talks 28<sup>th</sup> Mar, 6<sup>th</sup> and 13<sup>th</sup> March
- Choir performing at Kirkistown Golf Club 28<sup>th</sup> March
- Cross Country Race in Newtownards 3<sup>rd</sup> April
- PSNI Susan Faulkingham Quiz 9<sup>th</sup> April
- 'Super Stan' Play performance 10<sup>th</sup> / 11<sup>th</sup> April
- Cloughey Beach Clean 12<sup>th</sup> April
- First Responders with P7 7<sup>th</sup> May
- NSPCC Visit 8<sup>th</sup> May
- Glastry Tournament 10<sup>th</sup> May
- Cross Country Races at Ormeau Park 23<sup>rd</sup> May
- Football Tournament at Calhame Pitch 23<sup>rd</sup> May / 6<sup>th</sup> and 13<sup>th</sup> June
- Drowning Prevention Assembly 29<sup>th</sup> May
- PTFA Summer Fair 1<sup>st</sup> June
- Sports Day 3<sup>rd</sup> June
- 'Change Day' 20<sup>th</sup> June
- School Nurse 'Growing Up Talk' P6/7 21<sup>st</sup> June
- Prize Day 21<sup>st</sup> June
- Residential Trip 24<sup>th</sup>-26<sup>th</sup> June
- Leavers' Service 27<sup>th</sup> June

## Educational Visits

### Whole School Trips

All classes enjoyed a whole school outing to the pantomime at The Mac, Belfast, on 20th December 2018.

Primary 3 – 4 children attended St Patrick's P S, Ballygalget Christmas Play dress rehearsal.

Kirkistown Castle Visit on 4<sup>th</sup> June 2019.

All classes enjoyed a whole school outing to Ards Leisure Centre, on 18<sup>th</sup> June 2019.

### Reception, Primary 1 and Primary 2

Shared Education Play Session at Happy Town

Trip to Ulster Folk & transport Museum

Shared Education Visit to Exploris

### Primary 3

Shared Education at Ballygalget

Eden Pottery end of term trip

**Shared Education Trip to Belfast Zoo**

**Primary 4**

**Shared Education at Ballygalget**

**Eden Pottery end of term trip**

**Swimming at Ards Leisure Centre**

**Shared Education Trip to Belfast Zoo**

**Primary 5**

**Shared Education Sports Event at Portaferry Sports Centre**

**Swimming at Ards Leisure Centre**

**Shared Education Trip to Belfast Zoo**

**Air-tastic end of term trip**

**Primary 6**

**Shared Education Sports Event at Portaferry Sports Centre**

**Swimming at Ards Leisure Centre**

**Shared Education Trip to Belfast Zoo**

**Air-tastic end of term trip**

**Primary 7**

**Shared Education Sports Event at Portaferry Sports Centre**

**Shared Education Titanic Quarter Trip**

**Residential Trip to Greenhill YMCA**

**Swimming at Ards Leisure Centre.**

**BEE Safe Event at Ards Leisure Centre**

**Air-tastic end of term trip**

## **Extra Curricular Activities**

**The following after school clubs have been well supported during 2018/19**

- **Football Club**
- **Construction Club**
- **Choir**
- **AQE Club**
- **Cycling Proficiency**
- **Tennis Club**
- **Netball Club**

- **Cross Country Club**
- **Drumming Tuition**
- **Piano tuition**
- **Art & Crafts Club (KS2)**
- **Art & Crafts Club (KS1)**

## **Thanks also to:**

**The ministry team who led our assemblies this year: Rev Neil Stewart, leaders from Cardy Gospel Hall, Mr Robert McConnell, Mr Jim Patterson.**

**Trinity Presbyterian Church, Cloughey for the use of their chairs this year.**