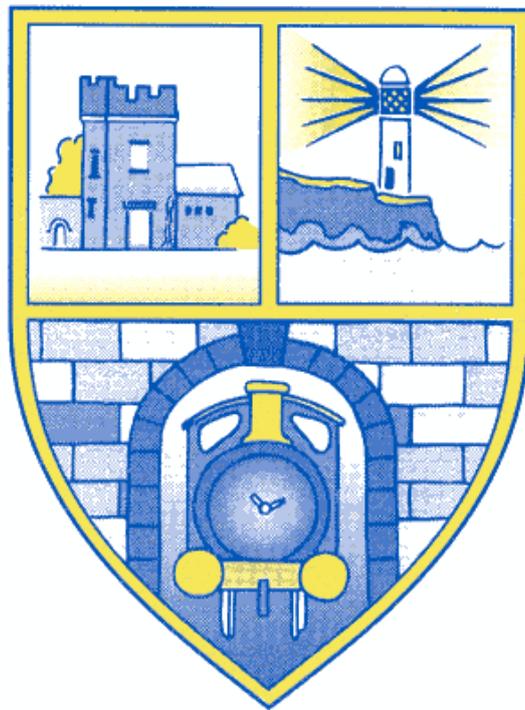


# **Whitehead Primary School & Nursery Unit**



## **Annual Report 2016 / 2017**

## Report to parents on 2016 / 2017 School Year

In September 2016 the members of the Board of Governors were as follows:

Chairman	Rev I Carton	Transferor Rep
Vice Chair	Mrs O Crooks	Transferor Rep
	Mr H Armstrong	Transferor Rep
	Mrs Denise Harvey	Transferor Rep
	Mrs G Simpson	Parents' Rep
	Mrs A Howlette	Parents' Rep
	Mrs J Gibson	NEELB Rep
	Mrs E McMaster	NEELB Rep
	Mrs D Crawford	Teachers' Rep
Secretary	Mr J Loughins	Principal (non voting member)

During the year the Board held 12 meetings. In addition to these meetings the Finance Committee met twice and the Salaries Committee once. I would like to thank the governors for their hard work and dedication. The current governors will serve on the board until 2018.

### Enrolment

62 children were enrolled in Year 1 classes in September 2016. All these children were either 5 at the time of enrolment or were due to have their fifth birthday on or before 1<sup>st</sup> July 2017. In October on census day 2016 there were 392 children were on the roll. 52 part-time places were filled in the nursery. In June 2017, 60 children transferred to secondary schools as follows:

Belfast High School	9
Belfast Royal Academy	6
Carrickfergus College	15
Carrickfergus Grammar School	3
Downshire School	6
Larne Grammar School	13
Ulidia Integrated College	8
Total:	60

### Attendance:

- The average attendance rate in the primary school was 96.4%, which is very encouraging.
- The average attendance rate in the nursery was 95.6%.

We believe that high levels of attendance and punctuality are vital components in helping pupils to have full access to the Northern Ireland Curriculum enabling them to achieve their full potential and pursue excellence. **With this in mind, holidays should not be arranged during term time.**

**Staffing:**

The staffing for primary and nursery at the commencement of the 2016/2017 school year was the Principal and 17 teachers.

<b>Teacher</b>	<b>Class</b>	<b>Room</b>	<b>Number.</b>
Miss McCullough	Y1	1	31
Mrs S Kidd	Y1	2	31
Miss McClay	Y2	4	29
Mrs D Crawford	Y2	3	28
Mrs J Boyle	Y3	10	24
Mrs L Graham	Y3	11	25
Mr A Kane	Y4	14	26
Miss C Love	Y4	13	27
Mrs H Kelly	Y5	12	30
Mr K Bennett/Ms H Maguire (3:2 job-share)	Y5	6	30
Mrs L Murphy	Y6	8	25
Mrs J Hill	Y6	5	26
Mr G Baird	Y6	7	30
Mrs J Blair-Garvey	Y7	9	30
Mrs W Grier	Special Educational Needs		
Mrs R McConnell	Nursery		

**Security & Safety**

- All electrical appliances in use in the school were given their annual safety check by an electrical contractor holding the essential public liability insurance.
- The PSNI, DOE, Transport NI and the EA-NER Safety Officer worked in liaison with the Board of Governors to ensure safe parking for parents and safe crossing for children at the school.

**Child Protection**

- The School's Child Protection policy, containing all relevant guidelines and procedures, was strictly adhered to during the year. (Copies of this policy, which is reviewed annually in August, can be downloaded from the school website or obtained from the office.)
- Mr Loughins (Deputy Designated Teacher) conducted training for all members of staff (including playground supervisors, canteen staff, cleaners, caretaker & secretary), members of the Board of Governors and all parents wishing to be involved in school life on a voluntary basis.

**Building & Grounds**

- No major developments were undertaken in terms of the buildings or the grounds.

**Finance:**

The Finance Committee recommended, and the full Board approved, an allocation of the funds assigned to the school under LMS into the various areas of expenditure.

<b>Income</b>	<b>£</b>
Initial Budget	1,096,306
Additional Allocations	8,938
2015/16 carry over	24,345
<b>Total Budget</b>	<b>1,129,589</b>
<b>Expenditure</b>	
Teaching Staff	835,007
Non-teaching staff	177,699
Non-staff costs	66,877
Capital Expenditure	3,359
<b>Gross Expenditure</b>	<b>1,082,942</b>
<b>Less Income (from other sources)</b>	<b>13,612</b>
<b>Net Expenditure</b>	<b>1,069,330</b>
<b>Surplus carried into 2016/17</b>	<b>60,259</b>

**Primary School & Nursery Unit Current Accounts**

The current accounts for both the Nursery Unit & Primary School were duly audited by EA-NER auditors and approved by the Board of Governors.

## **CURRICULUM**

The following information on the school curriculum and other activities in 2016/2017 is summarised from the Principal's annual report presented to the governors.

### **School Development Plan**

The following areas for development with resulting action plans formed the School Development Plan for 2016/17.

#### **Nursery**

- ◆ To prepare, support and encourage children to learn through regular bedtime story reading.
- ◆ To review and further develop the documentation of good quality evidence gathered through observations.

#### **Primary School**

##### **Term 1 (Sept—Dec)**

**Literacy:** To review, develop and celebrate reading throughout the school.

**PE:** To review a new PE scheme of work and to implement it throughout the school.

#### **Primary School**

##### **Term 2 (Jan—March)**

##### **PDMU**

- ◆ To review and further develop our “Anti Bullying” Policy
- ◆ To review PDMU and further integrate it through making connections with Literacy & Numeracy.

#### **Primary School**

##### **Term 3 (April—June)**

##### **Assessment & self-evaluation**

- ◆ To review current priorities and set priorities for 2017/18
- ◆ To assess and analyse the children's progress in Literacy & Numeracy.

#### **School Development Days**

- ◆ **First Aid Training:** Emergency Response, first aid in the workplace.
- ◆ **Internal Standardisation:** Target setting and agreement trials for the levelling of Literacy, Numeracy and ICT.

### **The Nursery Curriculum**

The nursery follows the NI Pre-School Curriculum. The nursery staff carried out detailed planning and there was regular written and oral communication with parents. All seven areas of the pre-school curriculum were covered and weekly planning notes identified the activities undertaken. Both indoor and outdoor play were available daily. Learning potentials were included for all activities and written

observations were kept on all children's progress. Evaluations were carried out on a weekly basis.

### **Northern Ireland Curriculum**

The Y1 - Y7 classes cover the N.I Curriculum in every subject. The teaching staff met regularly to plan and implement the N.I Curriculum. The Y4 and Y7 pupils were involved in teacher assessment of Literacy and Numeracy at the end of Key Stages 1 & 2 in the spring term and had levels assigned to them by teachers. These were reported to the parents of these pupils in June. The results of standardised tests taken in Years 3, 4, 5, 6, & 7 were also recorded for each child.

### **Educational Visits**

Nursery	<ul style="list-style-type: none"> <li>▪ Whitehead Library</li> <li>▪ Bakery</li> <li>▪ Streamvale Open Farm</li> <li>▪ Symbol Walk in Whitehead – identifying signs and symbols in the environment</li> <li>▪ Grocer's Shop</li> </ul>
Y1	<ul style="list-style-type: none"> <li>▪ The Fire Station</li> <li>▪ W5</li> </ul>
Y2	<ul style="list-style-type: none"> <li>▪ Whitehead Seashore (study of living things)</li> <li>▪ Whitehead Railway Museum</li> <li>▪ 'Farm to Fork' Tesco Carrickfergus</li> <li>▪ Carnfunnock for mini-beast hunt</li> </ul>
Y3	<ul style="list-style-type: none"> <li>▪ Christmas Pantomime at the Courtyard Theatre (Ballyearl)</li> <li>▪ Ark Open Farm</li> </ul>
Y4	<ul style="list-style-type: none"> <li>▪ Whitehead Library</li> <li>▪ Folk Museum at Cultra</li> </ul>
Y5	<ul style="list-style-type: none"> <li>▪ Ulster Museum</li> </ul>
Y6	<ul style="list-style-type: none"> <li>▪ Christmas Pantomime at the Courtyard Theatre (Ballyearl)</li> <li>▪ 2 Day Outdoor Education Residential – Bushmills</li> <li>▪ Whitehead Library</li> </ul>
Y7	<ul style="list-style-type: none"> <li>▪ 4 Day Residential visit to London</li> <li>▪ 2 Day Residential visit to Museum at Cultra</li> <li>▪ Titanic Exhibition - Belfast</li> <li>▪ Whitehead Library</li> </ul>

### **Provision for Children with Special Educational Needs:**

The Code of Practice, NI (special needs) was adhered to throughout the school and information exchanged at review meetings between teachers and parents was written up in Individual Education Plans. The Special Needs Co-ordinator managed the meetings with teaching staff and parents when children were being moved from one stage to another on the Special Needs Register. Children on Stages 1 & 2 on the register received appropriate individual support to target their needs. Children, identified as requiring the support of the EA-NER psychologist to further assess their specific needs, were progressed to stage 3 on the register. The psychologist assessed 4 children during the year. The psychologist's recommendations were then added to the children's Individual Education Plans.

### **Parental Meetings**

The following meetings took place to inform parents about the curriculum. Attendance at the meetings was excellent.

September	Nursery Y1 Parents Y1 Parents All Parents Y2 – Y7 Parents	Nursery Curriculum Interview with teacher Information evening – Y1 Curriculum PTA AGM & Child Protection Training Curriculum Evening
October	All Parents	Parental Interviews
January	Y6 Parents Y7 Parents	Information for Residential trip to Bushmills Information for the completion of transfer forms
February	All Parents	Parental Interviews
March	Y7 Parents Y6 Parents	Information for Residential trip to London Transfer Procedure
May	New Y1 Parents New Nursery Parents	Induction Induction

### **Concerns or Complaints about the Curriculum**

Parents who have a concern or a complaint should, in the first place, contact the school principal. If the issue is not resolved at this stage, the concern can be taken to the Chairman of the Board of Governors.

### End of Key Stage Results

The following is a summary of the school's record in the assessment of levels. Levels range from working towards level 1(W) to level 5 in primary school. The table indicates the number of pupils working at each level. The levels were assessed by the class teachers and recorded as part of a statutory process.

#### Key Stage 1

ENGLISH	Number of pupils at levels			
	W	1	2	3
Number of Boys	0	1	19	7
Number of Girls	0	1	15	10
Total Number	0	2	34	17

MATHEMATICS	Number of pupils at levels			
	W	1	2	3
Number of Boys	0	0	18	9
Number of Girls	0	1	17	8
Total Number	0	1	35	17

#### Key Stage 2

ENGLISH	Number of pupils at levels					
	W	1	2	3	4	5
Number of Boys	0	0	0	7	13	3
Number of Girls	0	0	0	10	13	14
Total Number	0	0	0	17	26	17

MATHEMATICS	Number of pupils at levels					
	W	1	2	3	4	5
Number of Boys	0	0	0	6	12	5
Number of Girls	0	0	0	9	16	12
Total Number	0	0	0	15	28	17

### **Extra-Curricular Activities**

A wide variety of extra-curricular activities as outlined below were offered throughout the year.

- Y4-7 Football
- Y4-7 Hockey
- Y5-7 Netball
- Y5-7 Badminton
- Y4-7 Art Club
- Y4-7 iPad Club

The school entered teams in competitive leagues for U10 & U11 football, girls' hockey, netball & badminton. The Rugby team competed in a tournament for East Antrim Primary schools.

In addition to the activities outlined above, the children had the opportunity to participate in:

- Jujitsu (Monday afternoons)
- Irish Dancing (Monday afternoons)
- Short Tennis (Friday afternoons)
- Uplift Performing Arts (Friday afternoons)
- Cricket (Summer Term)

### **Other Key Events**

- European Awareness Day was a great success. Lots of children and staff dressed up. Pupils from Belfast High School joined us.
- The KS1 Christmas Concert was very well attended and thoroughly enjoyed by everyone.
- The Carol Service was great with the choir singing beautifully. Thanks go to the Presbyterian Church for organising supper.
- The performance of 'Bugsy Malone' was very well received with one parent stating, "It was amazing, I never knew that Primary School pupils could perform to such high levels."
- For Sports Day we continued our multi sports approach while maintaining competitive races. The event was very well received by both parents and pupils.

### **The School & the Community**

The importance of the role of the school in the community is recognised by the Board of Governors. Links have been established with professional services, nursing homes and community groups. The choir sang at a variety of events including the Civic Carol Service, Friends of Whitehead in the Presbyterian Church, both Nursing homes and the Kids4school Carol Service.

### **School Council**

The work of school council continued throughout the year raising £1891.45 for the Encephalitis Society.

### **Eco-School**

The 'Eco school' programme provides a way to make sustainable development a part of the life and ethos of a school. It promotes environmental awareness in a way that links with many curriculum subjects, including personal, social and health education. Eco School encourages teamwork and helps to create a shared understanding of what it takes to run a school where the children respect and enhance the environment.

### **Links with Pre-school and Post Primary Schools**

The school has a link teacher who visits the local playgroups and the Nursery to meet with staff and children who will be enrolling in Whitehead Primary. Link teachers from local post primary schools are invited to visit school and speak to the Year 7 pupils and teachers to assist continuity of learning opportunities.

### **Parents and the School**

A very special partnership exists between parents and the nursery and primary school. Many of our parents come into school on a regular basis as parent helpers. This creates a sure and effective foundation upon which positive learning and positive behaviour can be built. The Board looks forward to ensuring that this bond is further strengthened and built upon in the future.

### **Parent Teacher Association**

As usual the PTA not only raised a substantial amount of money for the school but also organised a wide range of events for the whole school community. During the year we enjoyed:

- 2 discos for the children
- Santa's Grotto at the Victorian Street Fair
- A Secret Santa event for the children to purchase gifts for their parents
- A visit by Santa
- Games Night

I would like to take this opportunity to say thank you to all of the parents for their support in organising and attending all of the events.

## **A word from the Principal**

I would like to record my thanks to everyone who plays a role within the school.  
Thanks to:

- Mr Brown and his team who work tirelessly to maintain high standards of cleanliness.
- Mrs Burns and the canteen team for providing healthy and nutritious lunches.
- Our playground supervisors and patrol man who ensure the safety of our children on the way to and from school and in the playground. I would like to offer a special thanks to Mr McWilliam who retired in June 2016 after many years as our crossing patrolman.
- Classroom and Nursery assistants without whom our job would be very difficult.
- The teaching staff who work extremely hard to ensure that all children achieve their full potential. Again I would like to offer a special thanks and best wishes to Mrs Blair Garvey who retired in August 2016 after teaching in Whitehead Primary School for 40 years.
- The Board of Governors who work without reward and very often without thanks to ensure the smooth running of the school.