Kirkistown Primary School Annual Governors' Report 2023-2024



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, carers and governors work together to build a learning community that celebrates the values we share.

The Board of Governors

http://www.kirkistownprimaryschool.com/introduction-to-the-governing-board.html

The present Board of Governors was constituted in 2018 for the period 2018 to 2022. Given the pressures and disruption placed on schools and managing authorities due to the Covid-19 pandemic plus the lack of devolved Government in NI, EANI has informed schools the next reconstitution for controlled and maintained schools will be Winter Term 2024. The next election of Parent Governors will therefore be held during the 2024/2025 school year when the present Board will be reconstituted.

Elected by the parents of the school: Mrs J Jones

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

Appointed by the Education Authority: Mrs K Edgar and Mrs C Hutchinson.

Transferor's Representatives*: Mrs C Spence, Rev N Stewart, Mr A Black and Mrs D Montgomery. *Transferors' representatives reflect the local churches and community.

The Chairperson of the Board of Governors in 2023/24 was Mrs K Edgar. Governors elected Mrs C Hutchinson as the Vice Chairperson.

The Principal is an ex officio member of, and secretary to, the Board of Governors. The Secretary to the Board of Governors in 2023/24 was Ms N Rudewicz, Principal. As such the Principal is a non-voting member of the Board.

The Governors are responsible for...

Governors attend regular 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, policy and procedure
- Responding to Education Authority and Department of Education initiatives.

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

More details of the school's development can be found in the 2023-2026 School Development Plan and related yearly Action Plans which can be viewed upon request. The Board of Governors reviews 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 acknowledge the dedication and expertise of the staff, who each play their part in helping to make Kirkistown Primary School a successful, happy school.

Financial Information

The total budget share allocated to this school for the financial year 2023/24 was £265,579 and in April 2024 a further £2,869 was received following a revise budget allocation. The budget allocation 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.

The school's 3-year financial plan predicted Kirkistown Primary School would finish 2023-2024 with an in-year deficit of £72,223.

PT&F Group

We have a vibrant and very supportive PT&F Group who have helped raise vital funds for the School. Events organised throughout the year included a Halloween Pumpkin Party, Christmas Fair, Valentine Disco and Quiz Night / Talent Show.

Opening balance: £952.85

Credits to account 2023/24:

P7 Leavers £63.00
Pumpkin Party £110.00
Christmas Fair £2599.26
Valentine Disco £56.00

Quiz & Talent Night £157.60

TOTAL CREDITS: £3939.21

Debits to account 2023/24:

Ganaway subsidy £394.00
Rec/P1/P2 trip subsidy £130.00
P3/4/5 trip subsidy £350.00
P6/7 trip subsidy £90.00
Baker Ross (Christmas Fair) £90.15
Pumpkin Party £45.90

TOTAL DEBIT £2100.05

Closing balance at end of 2023/24 (30th June 2024) = £1839.16

Governors would like to express their continued appreciation of the PT&F Group for their

vital fund-raising work throughout the school year.



Kirkistown Primary School Staff

Teaching Staff 2023/24

Principal - Ms N Rudewicz

Reception &

Primary 1 / Primary 2 - Miss S Taggart

Primary 3 / Primary 4 - Mrs A Harbinson

Primary 5 - Ms N Rudewicz / Mrs G Cole

Primary 6 / Primary 7 - Mr S Irwin

SEN Teacher (Autumn & Spring Term) - Mrs G Cole

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

Classroom Assistants (General & SEN)

Reception &

Primary 1 / 2 - Ms J Matthews

Primary 3 / 4 - Miss M McClenaghan (SEN), Ms E Ryan (SEN)

Primary 5 - Mrs Andrews (SEN)

Mrs Andrews (SEN), Mr H Lapping (SEN),
 Miss L McAllister (SEN), Mrs D Stewart (SEN)

Secretary

Mrs M O'Lone

Supervisory Staff

Ms J Matthews & Mrs M O'Lone

Ancillary Staff

Building Supervisor & Cleaner - Mr F Adair

Canteen Staff

Mrs M Brown

The school could not function happily or effectively without the help of all staff who each play a significant part to ensure the best possible experience for our pupills and their families. Their contributions continue to be very much appreciated by Governors.

Attendance

Overall KPS Attendance 2023-24

% Attendance	Rec – P2 (13 pupils)	P3 & P4 (25 pupils)	P5 (10 pupils)	P6 & P7 (15 pupils)
95+	6	11	9	5
90+	3	5	0	5
85+	4	6	1	4
80+	0	3	0	0
75+	0	0	0	0
-70	0	0	0	1

Standardised Tests & Assessment

Assessment forms an integral part of the teaching and learning at Kirkistown Primary School. Pupil attainment is continually monitored and assessed. Records of pupil progress and achievement are maintained whilst the data is used to set future targets for whole school, groups and individuals.

Primary 1

- Base-line Test (Sept & June)

Primary 2

- Middle Infant Screening Test (MIST)
- Single Word Spelling Test (SWST)

Primary 3 to Primary 7

- CAT4 (P4 & P6 pupils only)
- Progress Test English (PTE)
- Progress Test Maths (PTM)
- Single Word Spelling Test (SWST)
- New Group Reading Test (NGRT)

Shared Education Programme

Kirkistown Primary School continued to participate in another successful Shared Education Signature Project with our partner school St Patrick's Primary School, Ballygalget. Funding was very significantly reduced this year so only Primary 7 pupils benefitted. Pupils participated in a 'get-to-know-you' session followed by five further weeks investigating aspects of personal health, wellbeing and choices.

Primary 7 Children

We wish our Primary 7 pupils every happiness and success as they move on to post-primary school. Staff from these post-primary schools visited the transferring pupils in the final weeks of this academic year with familiarisation visits being organised also.

Once again, the Primary 7 children were a credit to the school, taking an active role in school life through the School Council, House Captain roles and the Buddy System.

Pupils enjoyed a residential trip to Ganaway Activity Centre in March 2024. They experienced many activities such as archery, climbing wall, high ropes, beach scavenger hunt, beach art and to finish they toasted marshmallows and made smores over a campfire.



A Primary 7 Leavers' Assembly was held on Wednesday 26th June 2024 to mark the closing of the school year and to say goodbye. The leavers event was an opportunity to pay tribute to the role the Primary 7 children played in the life of the school and to celebrate their growth as individual members of our society. Children sang songs, read original poems and shared memories. The event was followed by a PT&F Group Leavers' Pizza Party and Disco. Primary 7 pupils enjoyed the pizza themselves but everyone in school was invited to the disco. Pupils played party games and Miss Taggart was DJ. The PT&F Group provided an 'ice-cream factory' complete with toppings plus juice and donuts for added sweetness!

Curriculum

Communication

Priority Areas (2023-24):

- Whole school focus on Punctuation and Grammar
- Focus on simple and complex inference within comprehension
- Whole class focus on handwriting
- Provide withdrawal sessions for those children who require additional support
- Reintroduce 'Reading Together'



Using Mathematics

Priority Areas (2023-24):

- Area of Number and fluency in facts and procedures at a whole school level
- Pupil Voice
- Identify children requiring specific TPP's and provide opportunities for additional withdrawal sessions.
- Consider alternative format to TPP for recording and monitoring underachievement in Numeracy.

Maths Recovery training for coordinator.



Play Based Learning

Priority Areas (2023-24):

 New Reception/Foundation stage teacher to settle into the new Key Stage and plan and develop PBL within the class.

New Key Stage 1 teacher to settle into the new Key Stage and plan and develop
 ABL within the class.



Specialist Subject Teaching

Throughout this academic year pupils experienced specific, weekly classes in the following subject areas. These extra-curricular lessons were delivered by the teaching staff:

Cool Sport - Miss Taggart

Drama - Ms Rudewicz

French – Mrs Harbinson

Music - Mr Irwin

Library Visits

All pupils enjoyed Monday visits from the Mobile Library Van. Pupils took time to select books based on their interests and experiences. It's a great way of widening horizons and encouraging independent reading.



Anti-Bullying & Friendship Week

At Kirkistown Primary School we believe all forms of bullying behaviour are unacceptable. We believe all pupils have the right to learn in a safe and supported environment:

- We are committed to a society where children and young people can live free and safe from bullying.
- We believe in a society where bullying is unacceptable and where every child and young person is safe and fees safes from bullying.
- We believe that every child and young person should be celebrated in their diversity.
- We are committed to a preventative, responsive and restorative anti-bullying ethos across the whole school.
- We value the views and contributions of children and young people. We will actively seek these views and we will respect and take them into account.
- We understand that everyone in our school community has a role to play in taking a stand against bullying and creating a safe and welcoming environment for all.

Friendship week was held in April this year. An assembly focussed on this topic during this week's events. Children in each class had the opportunity to report back about what they had been doing in class. This content was shared via Facebook.



Health Education

EANI REACH workshops have been delivered to P3/P4, P5 and P6/P7 classes. They are designed to support pupils to develop positive emotional health, increase their readiness for learning and build their resilience. These weekly sessions took place during April-May 2024.



Forest School

As part of our curriculum, we continue to take advantage of our wonderful seaside setting and learning outdoors when we can.

Reception, Primary 1 & 2 engaged in weekly **Forest School** sessions with Miss Taggart. Videos of the fun and learning may be accessed on Facebook or by scanning the QR Code below.



SEN Support

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

During the academic year Ms Rudewicz (SENCo) attended training sessions as part of her ongoing professional development:

- AAIS Sensory Processing & Autism Spectrum Disorder
- AAIS Transfer Training for Primary Professionals
- PBSP Development & Implementation of a Social Behaviour Emotional Wellbeing Plan, incorporating the pupil's voice
- PBSP Developing a Calm Plan

Staff are skilled at early identification of needs and strive 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 between the SENCo, Ms N Rudewicz, and staff preparing and reviewing Individual Education Plans (IEPs) in consultation with pupils and their families. Evidence is collected by the SENCo to help inform discussions with parents and to assist with the Annual Review process for children with a Statement of Special Educational Needs. School remains committed to providing a dedicated time in the week to allow teachers to work with children on the Special Educational Needs register on a 1:1 or small group basis.

There continues to be close liaison with the Educational Psychologist from whom advice was sought and referrals made. The team from RISE provided support this year for individuals. School continues to work closely with speech therapists, the AAIS Support Team and the EA Literacy Support Unit.

Children who appeared to be underachieving were also monitored with Targeted Progress Plans (TPP) put in place to assist teachers to focus on areas for development to help pupils reach their full potential.

During the Autumn and Spring Terms, Mrs Cole was employed, using SEN Funding, to work with all pupils on the school's SEN register. These sessions were invaluable and allowed children dedicated weekly time to work with the SEN teacher on their IEP targets. In addition, children were able to work with their class teacher on a 1:1 or small group basis during the SEN hour each week.

Safeguarding

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 and governors have updated child protection training biannually.

The School's Safeguarding Team is made known to children through information posters and termly assemblies with pupils reminded they may approach any teacher and in particular the Designated Teachers if they wish to discuss any concerns. Child Protection notices are displayed in prominent places around school and in every classroom.

Families are kept informed of the team and have immediate access to important documents through the school website.

The schools Safeguarding Team' consists of Ms N Rudewicz (Principal), Mrs Harbinson (Designated Teacher), Mr Irwin (Deputy Designated Teacher), Mrs K Edgar (Chair of Governing Board) and Mrs J Jones (Designated Governor for Child Protection). Yearly reports are prepared and the relevant staff meet with the Designated Governor for Child Protection, Mrs Jones.

The pastoral care of our pupils remains central to the ethos of the school and all staff members are committed to it. We aim to reassure our children their worries and concerns will be listened to sensitively and sympathetically. Worry boxes in Key Stage 2 classrooms encourage children to write their worries down and share their problems with the class teacher or the Designated Teacher.

All staff attended an Anaphylaxis Training session in August 2023.

List of policies that have been written from Sept 23 - June 24

- Absconding Policy (Nov 2023)
- Data Breach Management Policy (Nov 2023)
- Data Protection Policy (Nov 2023)

List of policies that have been reviewed, updated and put onto the School website from Sept 23 – June 24:

- Child Protection Policy (Sept 23)
- Data Breach Management Policy (Nov 2023)
- Data Protection Policy (Nov 2023)

Kirkistown's Pastoral Care Policies are available via the school website or in writing upon request.

Substantial work was, again, undertaken on the preventative curriculum during the 2023-2024 academic year.

Preventative Curriculum work as follows:

- PDMU lessons being planned and delivered in each of the classes.
- Weekly celebration assemblies are ongoing. They help to promote self-esteem and confidence in the children. Reception to Primary 7 meet together. Children have been reminded in Assembly who is part of the Safeguarding Team in School and who they can go to/ what they can do if they are worried about something.
- Buddy Team is currently happening from Monday to Thursday each week. Children from Primary 7 were able to apply for the post and then receive training. Four children applied and all were successful in their application. They have been members of the 'Buddy Team' in both the Foundation Stage class and the KS1 class. They eat their lunch with both classes and then play with them during their lunch break in the playground. Children benefit greatly from this experience.
- School 'House System' continuing to be used effectively throughout School, encouraging children to make good choices by following our six Golden Rules. Incentives, created by the school council last year, such as park visit or 25p token to spend in the tuck-shop for the winning house each half term all linked to our Positive Behaviour policy. Children from Primary 7 are voted in as House Captains by the children from their respective Houses.

- School Council- elected representatives from each year group meet to discuss and make decisions together based upon ideas and opinions from their peers in class.
- Friendship week (Anti-Bullying Week) was held in April this year. An assembly focussed on this topic during this week. Children in each class had the opportunity to report back about what they had been doing in for it. This content was shared via Facebook.
- Fire Safety Awareness P5 class Local Fire Officers attended school and explored different ways, with the children, to Stay Safe.
- A Harbinson & Steven Irwin delivered the 'Growing Up / Puberty' talks to children in P6 & P7 (January 2024).
- Designated Teacher is the Period Dignity Champion for the school.
- REACH workshops from EA have been delivered to P3/P4, P5 and P6/P7 classes.
 They are designed to support pupils to develop positive emotional health, increase their readiness for learning and build their resilience. These weekly sessions have taken place during April-May 24.
- Cycling Proficiency training offered in Term 3 to children in Primary 6 and 7. Three children are currently completing the course.
- All children in P5-7 have the opportunity to attend Swimming lessons each Monday from April June.
- One child in Primary 7 currently receiving counselling from Macmillan Cancer charity during school hours.
- Primary Behaviour Support & Prevention (PBSP) Team from EA delivered workshops for Primary 6 children and staff over a seven-week period in October/ November 2023.
- Training for all staff from the Primary Behaviour Support & Prevention Team was arranged for May 2024. This has been postponed until August 2024, as EA staff were unable to deliver this training.
- Bee Safe programme was attended in February 2024 by children from Primary 6 and 7. This event incorporated subjects such as road safety, drug awareness, fire safety, internet safety and safety within the home etc.
- Safer Internet Day was held in school in February 2024. Each class participated in relevant class lessons.
- Primary 7 children attended a three-day residential at Ganaway Outdoor Centre.
 This was an invaluable experience for all pupils who attended. They had
 opportunities to overcome their fears and build upon resilience in all the activities
 they were doing. The children were a credit to themselves and the school.
- Locally based Ministers and Youth workers deliver a message each week at our school assemblies. Children are encouraged to consider how special and unique they are. They are reminded about the importance of making good choices.

Security Arrangements

We continue to be ever mindful of the need to protect our children at all times when they are in school. Kirkistown Primary School operates a controlled access system throughout and visitors can only gain access when this is granted from staff members.

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

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

One child from each year group (Primary 1 to Primary 7) continues to be elected by their peers - a total of 7 elected representatives that form the School Council. The Council aims to meet half termly and have a voice in school life.

Children were given a voice when deciding how they should spend £500 to obtain new playground equipment. This money was very generously donated by a KS1 parent who wishes to remain anonymous.















House Captains

'Community' is important to us and our Positive Behaviour Policy reflects this. We seek to identify, spot and praise all the good things that happen around us because we recognise that these things don't happen accidentally.

Our House Captains set an example for our younger children by modelling good decision making and offering both praise and encouragement to others who do the same. We want and expect our children to be good citizens.

House points are awarded for displaying 7 very simple traits:

- 1- Being gentle with each other
- 2- Being kind and helpful
- 3- Listening well (to each other and to staff)

- 4- Being honest
- 5- For working hard
- 6- For looking after property (our own belongings, those of our friends and those belonging to school)
- 7- For completing homework to a good standard

Our House Captains are democratically chosen by their peers. They are responsible for totalling the weekly house points to see which house has won the weekly award. Our

School Council decided the winning house, at the end of each half term, deserves a treat and suggested a Park Visit or Tuck Shop Treat (25p value) as the prize.

Helping Others

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

- Macmillan Cancer Coffee Morning September 2023 (£260.20)
- Newtownards Food Bank, Harvest Assembly food collection October 2023 (59.88Kg)
- Poppy appeal November 2023 (£75.82)
- Children in Need November 2023 (£69.40)
- NI Children's Hospice December 2023 (£208.70)
- Autism Awareness NI Superheroes Feb 2024 (£409.00)
- Comic Relief March 2024 (£75.40)

Total amount raised for charities 2023/2024 - £1098.52

A dedicated display in school continues to highlight the thoughtfulness of our school community.

Home - School Links

The Board of Governors would like to acknowledge the vital contribution made by parents in supporting their child's education.

Parents of pupils from P1 – P7 met with teachers in the early part of the Autumn and Spring Terms to discuss individual pupil progress. Prospective P1 parents met with their child's class teacher and classroom assistant. The children engaged in a play afternoon whilst Ms Rudewicz met with parents for refreshments and to talk about expectations for the year ahead.

Parents received the Annual Pupil Report in June.

Despite having to start again in April 2024 due to Facebook hacking, the School's Facebook page continues to grow. It is an excellent source of news for parents and the wider community thus raising the school's profile and aiding PR work.

Community Links

During the 2023/24 school year, Kirkistown Primary School benefitted from important links with the following groups:

Cloughey and District Community Association

- Blair Mayne Leisure & Wellbeing Centre, Newtownards (KS2 Swimming Programme)
- Local Foodbank, Newtownards.
- PSNI Community Police
- St Patrick's Primary School, Ballygalget (Shared Education Partners)
- Piano Tutor: Mrs C Williams
- Kirkistown Castle Golf Club
- IFA
- North Down & Ards Borough Council (Climate Change workshops)
- Fire Safety Outreach Team (Portaferry Fire Station)
- Danske Bank (Money Smart Programme)

Rounders Competition, Glastry School

The School Year 2023 / 2024

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

•	Irish Football Association Coaching	October - November
•	Forest School	September – June
•	Curriculum Evening	20 th September
•	European Languages Day	26 th September
•	Macmillan Cancer Care Coffee Morning	29 th September
•	Flu Vaccinations	4 th October
•	World Mental Health Day	10 th October
•	Parent/Carer/Teacher Consultations	WB. 23 rd October
•	Harvest Assembly & Donations	24 th October
•	Pumpkin Party	27 th October
•	Christmas Fair	29 th November
•	Open Day	6 th December
•	Community Association Christmas Tree	6 th December
	Singing & Children's Party	
•	Nativity (F/KS1)	12 th & 13 th December
•	Carol Service (KS2)	13 th December
•	Grand Opera House Panto Trip &	14 th December
	Mc Donalds Lunch	
•	Christmas Jumper Day	20 th December
•	CAT 4 Assessments	January (P4 & P6 pupils only)
•	Parent/Carer/Teacher Consultations	WB. 5 th February
•	Valentine Disco	9 th February
•	Ganaway P7 Residential Trip	6 th – 8 th March
•	World Book Day	7 th March
•	Rock Bottom Drama Production	21 st & 22 nd March
•	SEAG P6 Information Evening	10 th April
•	Anti-Bullying Friendship Week	WB. 15 th April
•	Health & Wellbeing Workshops EAREACH	17 th April (6-week programme)
•	P3, 4 & P5 Belfast Zoo Trip	18 th April
•	Growing Up / Puberty Talks P6&P7	19 th April
•	P4-P7 KS2 Swimming Lessons	April – June
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13th May

Rounders Competition, Portavogie PS
 RHS Tag Rugby Coaching
 Sports Day
 Rec, P1 & P2 School Trip
 Prize Day/ Leavers' Service & Party

Educational Visits

Reception Primary 1 / 2 Build-A-Bear, Ulster Museum & Stormont Park (20th June) Primary 3, Primary 4 & Primary 5 Belfast Zoo Trip (18th April) Primary 7 Ganaway Activity Centre Residential Trip (6th – 8th March) Primary 6 & Primary 7 Donaghadee Lifeboat Trip (18th June)

Primary 5 – 7 Swimming at Blair Mayne Wellbeing & Leisure Complex (April – June 2024)

Whole School Trips:

• Grand Opera House Panto Trip & Mc Donalds Lunch (14th December)

We were very grateful to take advantage of our wonderful school setting with all classes regularly visiting Cloughey Beach, Calhame Pitch and the surrounding area on wellbeing walks and as part of their curriculum.

Reception, Primary 1 and Primary 2 pupils continued to participate in 'Forest School Sessions'. These sessions would not have been possible without the additional staff and volunteers who were involved in these visits. Thanks are extended to Mrs Jones and Mrs Spence.

Extra Curricular Activities

- Rounders
- Football
- Cycling Proficiency
- Lego / Construction
- SEAG
- Creative Club (Cooking, Art, Drama)
- Choir / Music Club
- Kids' Club Wrap Around Care

Thank you to the teaching and nonteaching staff who have generously given of their time throughout the academic year to facilitate these clubs.

Thanks also to:

The ministry team who provided assembly visits: Mr Robert McConnell, Mr Jim Patterson Rev Neil Stewart and leaders from Cardy Gospel Hall.

Trinity Presbyterian Church, Cloughey, are thanked for their continued support again this year.