

A group of children in blue school uniforms are sitting on a large tree stump in a park-like setting. In the foreground, a boy is sitting on the right, looking towards the camera. To his left, two girls are sitting, also looking towards the camera. Behind them, several other children are visible, some sitting on a wooden picnic table. The background shows a large tree with green leaves and a brick building. The overall atmosphere is peaceful and natural.

Earlview Primary School and Nursery

Board of Governors' Annual Report to Parents

September 2020 - June 2021

Earlview Primary School and Nursery

Board of Governors' Annual Report to Parents 2020 -2021

The Board of Governors are pleased to present this Annual Report. This report covers the school year 2020/2021 and we believe that it gives a very encouraging picture of the life of the 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 of our pupils during the period of remote learning. We recognise that this was not an easy time, for anyone, and your support enabled learning to continue at home. This was vital for our children to continue making academic progress and reaching their potential.

Our thanks also go to our dedicated staff who worked as a team to provide for our pupils during this time. The teaching staff worked tirelessly to provide engaging material via Seesaw and to overcome the barriers that they faced with teaching the children remotely. Classroom assistants were at the forefront of operating our key worker care and we thank them for their work during this time.

The office staff continued to be a daily presence and facilitated school life to continue. Whilst the Building Supervisor and cleaning team devoted themselves to vigorous cleaning regimes to keep both the staff and pupils as safe as possible. We recognise that everyone played their part and are grateful for how everyone worked as a team during this difficult time.

Role of the Board of Governors

We 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 and 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 pupils—details of which are available from the school.

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 15th August 2018 – 31st 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
Mrs. M. Steenson
Mr. M. Welsh
Mr. D. Marks

Education

Authority Rep:

Mr. C. Borland
Mr. T. Godfrey

Parents'

Representatives:

Miss. A. Campbell
Mr. R. Moffett

Teachers'

Representative:

Mrs. J. McConkey

Office Bearers

Chairperson: Rev. P. Jones

Vice Chairperson: Mr. R. Moffett

Secretary: Mr. P. Smith

Vacancies:

Education Authority Rep – From 4th May 2021

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 2020 – June 2021

During the school year 2020/2021 the full Board of Governors met formally on five occasions.

Two meetings were held between September 2020 and March 2021:

3rd November 2020

25th February 2021

A further three meetings were held between April and June 2021:

15th April 2021

6th May 2021

3rd June 2021

The year began with members updating and completing all relevant training as required by the Education Authority. It was a busy first term with the news of our Principal, Mr Raymond Smyth, announcing his intention to retire at Christmas. The governors were informed of the recruitment process and a recruitment panel was established. The Education Board took control of the recruitment process and worked alongside the Governors to appoint our new Principal Mr Paul Smith. The governors passed on their thanks to our outgoing Principal Mr Raymond Smyth and formally welcomed Mr Paul Smith as Principal in April 2021.

Over the course of the year the governors were informed of the health and safety measures in place within the school, in line with Covid-19 guidelines and plans were agreed should a second lockdown occur during the 2020-2021 school year.

A number of new and updated school policies were reviewed and agreed over the year and time was spent reviewing our school admissions criteria. With three Special Educational Needs Classroom Assistant roles available within the school the governors went through an interview process and three successful appointments were made.

Some of the main issues dealt with at the Governors' meetings during 2020/2021 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 Mrs Carlisle

June 2021 saw some changes to our school Safeguarding Team. Our Safeguarding Team now consists of Mr. Paul Smith (Principal), Mrs. Maureen Steenson (Board of Governors Child Protection Officer), Mrs. Emma Carlisle (Designated Teacher) and Miss. Kerrice Tonkin (Deputy Designated Teacher).

Under the guidance of our Designated Teacher for Child Protection, Mrs Steenson, 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 to all staff by Anne Mallaghan from the Education Authority CPSS Team and our newly appointed designated and deputy designated teacher both attended 2-day CPSS Introduction to CP Training. The members of our Board of Governors continue to be appropriately trained and, other than new staff members or volunteers, no further training is required before April 2022.

Child protection procedures continue to be fully reviewed and implemented and criminal background checks are carried out on all newly appointed staff and volunteers.

Mrs. Carlisle worked with the EA CPSS to update our Child Protection Records to a digital format and all records are now stored electronically in private, restricted access, folders.

Our Child Protection and Safeguarding Policy was updated by Mrs. Carlisle and approved by the Board of Governors. It is available on our school website and a hard copy is available to parents on request. Also on our school website is a short video presentation, designed and narrated by Mrs. Carlisle, explaining the role of our safeguarding team. This ensures all visitors should have access to the safeguarding information in school.

Child Protection and Intimate Care are now included on our staff noticeboard and identifies clearly those teachers responsible for child protection. Mrs. Carlisle 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 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 also 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 Mr Massey

Earlview Primary School and Nursery remain committed to catering for all special educational needs through the delivery of differentiated activities, in-school interventions and working alongside external agencies to ensure each child continues to make progress and overcome the barriers to their learning. Individual Education Plans (IEPS) are written for children who require special educational provision to be made for them at Stages 2-5, following the procedures set out in the Code of Practice. The progress of children on an IEP is monitored regularly and 'SMART' targets are set by the teacher and then agreed with parents/carers.

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.

During the 2020/2021 school year, 70 children (31% of the total school enrolment) were on the Learning Support Register.

Mrs. Dennison is the school's Special Educational Needs Co-ordinator (SENCo). Mr. Massey took on this role in January 2021 in an acting capacity while Mrs. Dennison is on maternity leave.

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 2020/2021 school year was 89.7%. There were significant disruptions caused by Covid-19 isolation requirements.

End of key stage results

Report written by Mrs Darrah

In September 2020, the Assessment Coordinator compiled data from standardised testing and CAT4 assessment for analysis. The PTE/PTM data was analysed to identify underachieving children in years 4-7 and gaps caused by the period of extended school closure due to the pandemic. Years 4 and 7 also used this information to predict end of key stage results.

All data was shared with the SENCO, subject co-ordinators, and teaching staff to inform class planning and identify suitable internal interventions. Pupils received Literacy support from Mrs. Browne, our learning support assistant, and from two Engage teachers, who focused on Literacy, Numeracy, ICT and Wellbeing. Star Testing continued to be used in P6 and P7 to identify those children requiring intervention in reading. In term three, star testing was made available in years 3-7 to plan for reading support within the Engage programme.

We opted not to carry out standardised testing in term 3 due to the period of school closure from Christmas to Easter and because of this we were informed by CEA that the submission of end of key stage results was not required due to COVID-19 interruptions.

Subject coordinators' statements

Literacy report written by Mrs Fee

The children were all supported throughout the periods of home learning through lessons using seesaw. We were keen to ensure that alongside the formal curriculum lessons that the children still had the opportunity to enjoy the occasion of World Book Day. When in school, this day is usually filled with much joy and fancy dress but this year as we were at home the children were decorating a potato in the style of their favourite literary character, there were some really wonderful entries and alongside this teachers and classroom assistants recorded themselves reading a short story which the literacy co-ordinator altered and created a masked reader video which gave the children opportunities to guess who was reading which story. The stories were released at different stages throughout the day to sustain the excitement and children and parents were really engaged.

Numeracy report written by Mr Massey

In response to school closure from the pandemic, children were assessed at the start of the school year to identify the areas of the mathematics curriculum and the mathematical processes that needed to be developed and consolidated before further learning took place. The data gained from these assessments helped teachers to plan purposefully and effectively to meet the needs presented by the children in their class.

Knowledge of core number facts continues to be consolidated through the effective use of teacher-led mental maths games and activities in class, complemented by the use of ICT, including the use of Mathletics in Primary 1-3, Sumdog in Primary 4-7 and Numicon Interactive Software in use throughout the school.

On 7 May 2021, we held a Number Day when children participated in number-based activities. This also included a non-uniform day, where £192 was raised for the NSPCC. We had a whole-school 'Shape Monster' competition and a winner was picked from each class. Thank-you to Tesco, Northcott for donating the prizes for this.

The development of outdoor play

Report written by Mrs McConkey

Foundation stage had no dedicated outdoor play area prior to 2020. Outdoor play was timetabled to take place in our nursery outdoor play area when this was not in use. This was manageable but not ideal as we were unable to set up play to the extent that we would have liked.

The outbreak of Covid highlighted our need for a more permanent, manageable outdoor play area to children to enjoy their learning outdoors.

Our first challenge was to find a suitable area that was accessible throughout the day. We identified that our Junior playground was the best option but had to take into consideration that this area is also used for break and lunch time play. We had no resources in this playground and just some playground markings for the children.

After meeting with the principal a budget was agreed and we began planning the play areas that we wanted to include in our outdoor learning. With a limit on our budget, much of the work had to be taken on ourselves and voluntary donations were also requested.

The development of our outdoor learning space was extremely successful. Progress began in October 2020. Equipment was purchased and some donation received from the community. Mrs McConkey made a large outdoor chalk board, painted tires, constructed and painted literacy, maths and construction sheds. We had a local painter and decorator come in and he painted a wall mural for our outdoor stage and we had large outdoor scales made.

As the outdoor area progress we were aware of the need for a sheltered area which could be used as an outdoor classroom and also as a reading area during outdoor play sessions

As part of our extended school project we were able to have a large, sheltered, outdoor classroom constructed which is used in a variety of ways. To date we have the following outdoor areas:

- Sand Trays
- Water trays
- Mud kitchen
- Tuff Tray
- Small world cable reel table
- Large balance scales
- Outdoor stage
- Large chalkboard
- Literacy shed
- Maths shed

- Construction area with builders benches
- Picnic tables
- Outdoor classroom
- Scooters/bikes etc
- Role Play house

Sports

Report written by Miss Tonkin

During the academic year of 2020-2021 we were unfortunately limited on the sporting activities that could take place due to Covid 19. However, come June we were thankfully allowed to have a sports day. This was a great day enjoyed by all children and staff and we were even able to invite parents by having them socially distanced on the field.

Each class ran two types of races including a running race and a novelty race. Heats were completed first and then the finals. All of the children tried so hard and there were many happy faces. After the races the children were then able to enjoy a nice cooling ice-pop donated by the school's wonderful PTA and every child received a participation badge. The children who placed 1st, 2nd and 3rd also received a medal or badge and a certificate to celebrate their success.



Fundraising

Report written by Mrs Fee

In general there weren't the same number of fundraising opportunities over the last year, primarily due to COVID-19. However, the whole school had the opportunity to participate in a programme provided by the Ulster Scots Agency where children from Nursery to P4 engaged in Scottish Dancing and P5-P7 as a celebration of the new skills the children had experienced over the term. We held a sponsored highland fling-a-thon. Scottish dancers from the Ulster Scots agency came and demonstrated a range of dances for the children accompanied by two bag pipers in full traditional

attire. The children under the direction of Michelle the highland dance teacher participated in their own highland dances. The sun was shining and the children really enjoyed themselves and received a printed pencil to reward them for taking part as well as refreshments. In total we raised just over £3500!



On 7 May 2021, we held a Number Day when children participated in number-based activities. This also included a non-uniform day, where £192 was raised for the NSPCC.

Nursery

Report written by Mrs Shannon

The boys and girls celebrated all of their wonderful Nursery achievements during our Graduation Ceremony in June. Parents were able to watch the children receive their certificates from Mr Smith in our outdoor area. The children looked very smart in their gowns and caps! Alex and Megan received the Wilma Law Nursery Cup for exceptional effort throughout the Academic year. We ended our Graduation celebrations with a class party and some cupcakes.



The Nursery children enjoyed participating in Scottish dancing sessions led by the Ulster-Scots in May and June. This was a great delight for all pupils in Nursery and they were enthusiastic each week to perform. The teacher taught the children a range of routines and focussed on posture and balance throughout the dancing sessions. The music inspired us to explore a range of drums in Nursery and to create our own using junk-art materials.

Budget

End of financial year statements (March 2021) demonstrate the school had a budget surplus of £40,579.

The budget allocation, for the financial year 1st April 2020 – 31st March 2021, from the Department of Education was £812,190

BUDGET ANALYSIS

Initial Budget	734,309
Additional Allocations	92,668
Carry Over 19/20	-14,787
Total Budget	812,190

EXPENDITURE

Staff Teaching Costs	568,173
Staff Non-Teaching Staff	195,950
Staff Other Costs	20
Premises Fixed Plant & Gds	21,844

Operating Costs	32,965
Non Capital Purchases	966
Capital Expenditure	4,936
Income	-21,990

Net Expenditure	802,864
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Carry Over 20/21	9,326
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Additional Allocations Extended Schools £15,058 Getting Ready to Learn £468
 Education Re-start £3,335 2nd Re-start £1,790 1st PPE £2,483 2nd PPE £6,808
 Virtual Learning £300 Engage £25,448 Health & Wellbeing £3,200
 Teachers Pay Award Arrears £25,248 SENCO £8,887 Covid Underspend -£357

Charges and remissions

We 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 instructions
- 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.

School admission numbers

The total number of children within Earlview Primary School and Nursery was:

220 in October 2021
227 in October 2020
228 in October 2019

Admissions to the school were:

Nursery

32 Applicants in January 2021 of which there were 27 Admissions
46 Applicants in January 2020 of which there were 27 Admissions
43 Applicants in January 2019 of which there were 29 Admissions

Primary 1

22 Applicants in January 2021 of which there were 22 Admissions
32 Applicants in January 2020 of which there were 31 Admissions
31 Applicants in January 2019 of which there were 31 Admissions

Transfer to Post-Primary School

Report written by Mrs Darrah

Our Primary 7 pupils were celebrated by the filming of the Leavers' DVD, P7 Leavers' morning (in class due to restrictions) and P7 Prom Event. The children shared their favourite Earview memories, 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 the movement to post primary school was a year like no other. With the AQE test being cancelled, due to the pandemic, there was little to no academic selection. Instead, most local grammar schools applied their own, unique selection criteria.

Children who had registered for the AQE were still able to apply to grammar schools, but academic performance was not applicable to their placement. 25% of the class had opted to sit the AQE test with five of those seven pupils choosing to apply for a grammar school place at the time of application.

Four of the five children were successful in their application to grammar school, with two pupils gaining places in Ballyclare High School, one pupil, Belfast High School and one pupil going to Carrickfergus Grammar School. Glengormley High School remained our most popular post primary choice, with 50%, fourteen children, from the class opting to attend there. Five pupils moved on to Abbey Community College, three pupils moved on to Ballyclare Secondary School, one pupil to Hazelwood Integrated College and our last remaining pupil moved on to Rosstulla School.

Information for this school year September 2021 – June 2022

School calendar for the year 2021 / 2022

2021-2022	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T							
August							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
								NO	NO	NO	NO	NO			NO	NO	NO	NO	NO			NO	NO	NO	NO	B			B	B	B	B	T			NO	T
September			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
			T	T	T			T	T	T	T	T			T	T	T	T	T			T	T	T	T	T			T	T	T	T					
October						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
						T									T	T	T	T	T			T	T	T	T	T			O	O	O	NO	NO				
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
	S	T	T	T	T			T	T	T	T	T			T	T	T	T	T			T	T	T	T	T			T	T							
December			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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January						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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February			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
			T	T	T	T									S	O	O	NO	NO			S	T	T	T	T			T								
March			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
			T	T	T	T									T	T	T	T	T			T	T	T	T	T			T	T	T	T					
April						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
						T									O	O	O	NO	NO			NO	NO	NO	NO	NO			T	T	T	T	T				
May							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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June			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
			S	NO	NO										T	T	T	T	T			T	T	T	T			T	T	T	T						
July						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
								NO	NO	NO	NO	NO			NO	NO	NO	NO	NO			NO	NO	NO	NO	NO			NO	NO	NO	NO	NO				

Non-Operational Day	Optional Day
Baker Day	Pupil Day
School Development Day	Teacher Day

Our School Day 2021 / 2022

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.