



# **MILLISLE PRIMARY SCHOOL & NURSERY UNIT**



**Annual Report of the  
Board of Governors  
Academic year  
2017 – 2018**

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# **‘Motivate Persevere Shine’**

## **Mission Statement**

**Millisle Primary School aspires to be a place of excellence in learning, preparing children to be confident, resilient, respectful and caring members of our community.**

To our boys and girls, parents and staff I would like to open this Board of Governor report by congratulating you all on the successes of 2017-18.

In our school, we have bright, motivated, engaged and confident young people who are striving to reach their potential, but reaching these attainments levels and developing this confidence does not happen by accident! It is the result of hard work by the boys and girls who apply themselves, parents who are supportive and engaged and a great team of teaching and non-teaching staff who go the extra mile every day.

In Millisle Primary School we have staff who are not only professional and focused in the classroom setting, but give of their time outside of the classroom in all sorts of ways to support other areas such as music, ICT, drama and sport, even to the painting of classrooms, leading extra-curricular clubs and attendance at our FMPS & N events.

Thank you to everyone who has played their part in the development of our Millisle Primary School children and their success to date.

**L Patterson**

**Principal**

**November 2018**



# ETI INSPECTION REPORT

February 2017

**Promoting the spiritual, moral, cultural, intellectual and physical development of our pupils.**

The planning, learning, teaching and assessment across the school are highly effective in meeting the children's needs.

The children benefit from a broad and balanced curriculum and access to wide-ranging and enriching extra-curricular opportunities, trips and visitors; these support very well the development of the children's knowledge, interests and wider skills.

The children who need additional support with aspects of their learning benefit very well from the in-class support and the high quality interventions provided.

The school has made a considerable investment in the provision of information and communication technology resources; these support, enrich and extend very well the children's learning across the curriculum.

The children are confident, motivated and very well disposed towards learning; they are respectful, courteous and their behaviour is exemplary.

Across the school, the teachers are developing and improving systematically how the children acquire, use and explain their mental mathematics strategies and extending the cross-curricular and real-life application of mathematics both in and beyond the classroom.



**MILLISLE PRIMARY SCHOOL  
& NURSERY UNIT**

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## 1. BOARD OF GOVERNORS

The present governing body was formed to serve from 2014 to 2018. It is comprised of representatives from the following bodies:

- Education Authority South Eastern Region
- Local churches (Transferors)
- Parents of children at school
- The teaching staff
- The Principal of the school, Mrs Linda Patterson, is a non voting member of the Board of Governors and serves as secretary.

<b>Chairperson</b>	Mr S Cassells	EANI – SE Region
<b>Vice Chairperson</b>	Mr D Anderson	EANI – SE Region
<b>Secretary</b>	Mrs L Patterson	Principal
<b>Committee Members</b>	Mr S Donnelly	Parent
	Mr A McBride	Parent
	Ms A McNeice	Transferor
	Reverend J Flaherty	Transferor
	Mrs J Clegg	Teaching Staff
	Mrs J Scott	Transferor
	Reverend C Davis	Transferor

## 2. FUNCTION OF THE BOARD OF GOVERNORS

The Board of Governors is responsible for the management of all aspects of school life including: finance, enrolment and admissions, maintenance of the school building, health and safety, the appointment and development of staff, the school curriculum, community relations, special educational needs, child protection, pastoral care and discipline. The Governors delegate day-to-day management of the school to the Principal.

The Governors show interest in all school activities and are well informed about educational developments. They also attend relevant Governor training provided by the EANI-South Eastern Region.

During the 2017 – 18 academic year, the Board of Governors met formally on eight occasions with additional sub committee meetings.

At each regular Governors meeting, consideration is given to finance and the Principal reports on all aspects of the work of the school. The Board of Governors also responds to documents prepared by the Department of Education and the EANI – SE Region.

The Finance Committee and the Principal also meet to focus on all aspects of Financial Management. The Chair of Finance, Mr D Anderson reports back to the Board of Governors at each full meeting.

The Health and Safety Committee meet to carry out an annual inspection of the school building and facilities and Mr S Donnelly and Reverend C Davis report back to the full Board of Governors on the condition of the school building and grounds.

A Recruitment and Selection committee make teaching and non-teaching appointments .

The Governors are given regular updates on school policies, assessment data and issues by the Principal and staff of the school. Thanks are expressed to the members of our Board of Governors for all their hard work and commitment along with their keen interest in all aspects of school life.

### **3. THE SCHOOL STAFF 2017-18**

The Board of Governor members would like to thank all staff members for their hard work and commitment to Millisle Primary School. A special thanks to Mrs McAvoy, Executive Officer and Mrs G Murdock, Clerical Officer, who always work tirelessly in our office for everyone in Millisle Primary School. Our staff members form a wonderful team, each one playing a key role in the smooth and successful running of the school.

There is a list of current staff members for 2017-18 listed in the following table. More and more members are appointed to our talented team each year, affording our children with wonderful learning and teaching opportunities in class and out of class.

This year was a very difficult one for all of us, as thirteen staff members experienced loss of a loved one. The whole community was shattered to hear about the passing of Rachel McAvoy, Charlie and Carole's daughter, in December 2017 and we were amazed at Carole's bravery in coming back to us so quickly after Rachel's death.

<b>STAFF MEMBERS</b>	<b>NAME</b>
<b>Term 3 - 2017-18</b>	
Principal	Mrs L Patterson
Nursery	Mrs J Gillespie
Nursery	Mrs J MacCormack
P1	Mrs S Moore
P2	Mrs J Corrie
P3	Miss S Walls
P4	Mrs J Clegg
P5	Mrs T Patterson
P5	Miss H Ringland
P6	Mr I McManus
P7	Mr P Maitland
Learn Support	Mrs C Dines
Substitute Teacher (The Arts)	Mrs J Frame
Executive Officer	Mrs C McAvoy
Clerical Officer	Mrs G Murdock
Building Supervisor	Mr J McCreedy
ICT	Mrs S Easton
<b>CLASSROOM/NURSERY ASSISTANTS/GA</b>	
Nur Asst	Mrs F Harris
Nur Asst	Mrs C Curran
P1 CA	Mrs J Mulholland
P2 CA Emergency	Mrs H Carter
P1CA	Mrs J Hawthorne
P3 GA	Mrs G McGimpsey
<b>SUPERVISORY ASSISTANTS</b>	
SENIOR S A	Mrs J Mulholland
SA	Mrs G Murdock
SA	Mrs G McGimpsey
SA EMERGENCY	Mrs CL Weir
SA	Mrs J Hawthorne
SA EMERGENCY	Mrs L Miller
SA EMERGENCY	Mrs H Carter
SA EMERGENCY	Mrs J Frame
SA EMERGENCY	Mrs K Reid
SA EMERGENCY	Miss C MacDonald
<b>SEN CA &amp; SA/GA</b>	
NURSERY GA LEVEL2 EMERGENCY	Miss L Graham
P1 CA SEN EMERGENCY	Mrs K Reid
P1 CA SEN EMERGENCY	Miss N Massey
P1 GA SEN EMERGENCY	Mrs K Reid
P2 GA/SA SEN	Mrs T Schofield
P4 CA/SA SEN	Mrs J Herron
P4 CA SEN EMERGENCY	Mrs J Frame
P5 CA SEN EMERGENCY	Mrs C McKibbin
P6 CA SEN	Mrs J Hawthorne
P6 CA SEN EMERGENCY	Mrs L Miller
P6 SEN GA	Mrs CL Weir
P7 CA /SA SEN	Mrs F Lucas
P7 CA /SA SEN EMERGENCY	Miss C Willis
P7 CA /SA SEN EMERGENCY	Mr J Reid
<b>DINING ATTENDANTS</b>	
Din Attnd PS	Miss N Massey
Din Attnd PS	Mrs J Davidson
Din Attnd PS	Miss R Angus
Din Attnd Nursery	Mrs R Magowan
Din Attnd PS EMERGENCY	Mrs G Murdock
<b>CLEANERS</b>	
CLEANER	Mrs L Galloway
CLEANER	Mrs C Bradley

All eligible permanent members of the teaching staff completed the PRSD (Performance Review and Staff Development) scheme. Staff also attended training in the following areas: Child Protection, ASD (Autistic Spectrum Disorder) U ICT, SENCo training, analysis and effective use of assessment data, Therapeutic Education, school finance and legal issues, raising standards in Numeracy, Literacy and WAU sessions and Understanding Mental Health.

#### **4. SCHOOL DEVELOPMENT PLAN**

It is a legal requirement for all schools to have a School Development Plan. A new School Development Plan was compiled for the period 2017-2020 and the school team works towards achieving the targets contained therein. The plan was compiled following the requirements of the Department of Education, and assists the school in prioritising areas for development and improvement through the process of self evaluation. The Senior Leadership team and subject co-ordinators monitor and evaluate the curricular work of the school. The Governors are informed of the school's progress towards meeting its targets.

#### **SCHOOL DEVELOPMENT DAYS**

The Staff commenced the school year on 21 August 2017 with five INSET days before our pupils commenced on 29 August. The staff worked on activities related to our School Development Plan. The Action Plans for 2017-18 were as follows:-

- ◆ PATHS/CRED/PDMU development
- ◆ SEN – effective use of data for identification of children with SEN
- ◆ Numeracy – further development of mental maths learning & teaching opportunities
- ◆ Literacy – further development of Reciprocal Reading strategies
- ◆ Assessment – development of an individual overview sheet showing interventions/support mechanisms
- ◆ UICT – integration of lines of development into Learning and Teaching Plans
- ◆ PRSD - professional development of staff
- ◆ Promotion of Positive Behaviour in the playground/Review Pastoral Care Policies and Care and Welfare Document
- ◆ WAU – Progression Grids for WAU strands
- ◆ Extended Schools Programme – development of Accelerated Reading programme and Books and Boots programme
- ◆ Early Years – development of use of reciprocal reading play resources and development of outdoor play learning and teaching opportunities

Co-ordinators are responsible for keeping their particular area of the curriculum up-to-date by attending relevant courses and researching information for staff. Staff complete an INSET evaluation sheet and then disseminate to relevant staff members.

Five more School Development Days were held during the year and all members of staff participated in the training. They were mainly based on the development of Literacy, Numeracy, the use of data for the identification of our Low and Under Achievers and Gifted and Talented children and an Understanding Mental Health session for our staff.

Mrs Patterson, SENCo and Assistant Assessment Co-ordinator was supported by Mrs Dines who is our Assessment Co-ordinator. Our Vice-Principal was appointed in August 2016 and is also our Assistant Assessment Co-ordinator. They led the staff throughout the year on in-depth analysis sessions of the data produced during 2017-18, using the Assessment Manager program. Evidence Files were distributed to all members of staff and data was discussed and analysed in Key Stage and SDP Meetings. Mrs Dines also collated the necessary information for intervention data sheets. Mrs Clegg (Literacy Co-ordinator) and Mr McManus (Numeracy Co-ordinator) led the staff through the respective Action Plans and Mr McManus (Numeracy Co-ordinator) collated a Numeracy Portfolio of samples of work from P3 – P7 staff. Our self-evaluative culture ensures that areas for improvement are identified and a planned action approach adopted.

## **5. CURRICULUM AND EDUCATIONAL PROVISION**

### **‘Motivate Persevere Shine’**

Millisle Primary School aspires to be a place of excellence in learning, preparing children to be confident, resilient, respectful and caring members of our community.

The curriculum is delivered in accordance with the requirements of the Northern Ireland Curriculum. Through a culture of high expectation pupils will learn the knowledge, attitudes and skills they need to realise their full potential.

The Northern Ireland Curriculum infuses the cross curricular skills of Communication, Using Mathematics, Using ICT, and Thinking Skills and Personal Capabilities (TS&PC) across six areas of learning:

- Language and Literacy
- Mathematics and Numeracy
- The World Around Us (Geography, History, Science and Technology)
- The Arts
- Physical Education
- Personal Development and Mutual Understanding

### **CURRICULUM**

All staff attended the relevant EANI – SE Region and DENI Courses at various locations throughout N Ireland.

The Kidscape ‘Good Sense Defence’ Programme was taught in June 2018 to the P3 and P5 classes. The programme gives the children a greater awareness of how to cope when faced with dangerous and difficult situations and the PATHS Plus programme was also taught to our P1-P7 children. Our P7 children experienced the Love for Life and Understanding Mental Health programmes in Term 3.

Our school provides pupils with opportunities to experience a wide range of sports and sporting activities to develop:

- positive attitudes to physical activity;
- confidence in physical activity both as individuals and as members of teams;
- a sense of fair play, sharing and co-operation;
- an understanding of how physical activity can contribute to a healthy lifestyle;
- an understanding of safe practice;

Children in both Key Stages experienced a range of Physical Education activities including IFA Football, Athletics, Multiskills, Dance, Gymnastics and Games. Children in Primaries 5,6 and 7 also had the opportunity to go to the Aurora Swimming Pool for swimming lessons, on a termly basis.

In addition to the time allocated for Physical Education in the curriculum, which amounts to more than two hours per week for all classes –Tag Rugby, Football, Hockey, Netball and Athletics are also available for children in Key Stage 2 classes. The children also used the Abbey Villa pitches, our Assembly Hall and our extensive playgrounds. Ganaway Outdoor Centre is used for our two Sports Days in June.

The Board of Governor members appreciate the time given by teachers and parents to offer so many After School Activities to our pupils during the year. These included: Netball, Football, Dance, Choir, Ecowarriors, Athletics, JuJitsu and Speech and Drama. We have a very active School Council, which is represented by P5 – P7 pupils and is led by Mrs Corrie and Miss Ringland. They met every Thursday, after school, throughout the year. This year there was also a very successful residential for our P6 & P7 children to Greenhill in Newcastle, Co Down.

Religious Education is a compulsory subject under the Northern Ireland Curriculum. Millisle Primary school implements the EANI – SE Region Religious Education Core Syllabus. Each pupil attends collective worship with visiting local clergy and guest speakers. Parents have the right to withdraw their children from RE lessons and/or collective worship.

The Principal is a member of the NDPPG, which consists of a group of local Primary Principals. They meet on a monthly basis discussing matters of mutual interest. Our staff meet regularly with teachers from other schools for training purposes, in local cluster groups.

## **6. SPECIAL EDUCATIONAL NEEDS**

Our Special Educational Needs Co-ordinator is Mrs L. Patterson(Principal) and our Learning Support Teacher is Mrs Dines for two days a week, (Literacy and Numeracy support). She withdrew children from classes for individual support, worked with small groups and did team teaching with other teachers in classrooms. The Educational Psychologist assisted the school in the assessment of our children's needs. The Reading Partnership Scheme for our P2 to P5 pupils was led by Mrs J Clegg (Literacy Co-ordinator). Our tutors (Vetted Volunteers and Classroom Assistants) are very committed to our children and so many pupils have benefited from this excellent programme. The Maths Support Programme was led this year by Mr McManus and again our tutors worked diligently with our pupils. A special thanks must go to

our vetted volunteers who give of their time each week to work with our children, we really appreciate their dedication.

As SENCo, Mrs Patterson holds responsibility for the implementation of the Code of Practice, along with the class teachers. We are enjoying using our new format for our Individual Education Plans and particularly like the inclusion of the child's voice. They address our children's particular needs and consultations were held with parents to discuss and agree targets for the children, in September and January.

There is disabled access from our P1/P2 rooms and Assembly Hall to our playground and to P5 and P7 classrooms. Some children have their own Classroom Assistant to support them in the event of a fire or an emergency whilst exiting our school building.

## **7. MILLISLE NURSERY UNIT**

The year of 2017/18 was once again a very busy time for both the staff and children of Millisle Nursery Unit.

Mrs MacCormack and Mrs Titterington held Individual Meetings with new parents and their children in June before children commenced in August. These meetings proved to be very effective in getting to know more about the children, their needs and interests and was an invaluable way in helping staff to plan more effectively for the Induction Process. Mrs MacCormack commenced her maternity leave in July. Mrs Titterington took over as the full time Nursery teacher for Term 1.

Mrs Titterington, Mrs Harris and Mrs Curran welcomed 28 children into the Nursery in August and had lots of fun during the year. In Term 1 Ms Graham joined the Nursery Team. During the first weeks of the school year, the nursery staff implemented their settling-in procedure in relation to full-time provision. This proved to be very effective once again and by the end of September each child was content and happy to be in their new environment. Parent responses to the 'Settling-In Questionnaires' also proved to be very positive.

Following the settling-in phase, the staff begin to integrate the pre-school curriculum. They chose to use a theme-based approach each month. The children and parents became highly involved in each new monthly theme. By the end of September, the dinner routine was introduced, emphasising a family-style atmosphere while promoting healthy eating, table manners and independence.

The Nursery staff worked diligently throughout the year to ensure that every effort was made to develop the 'whole child' by providing quality play experiences in a rich and stimulating environment, both indoors and outdoors. Staff and the children worked in conjunction with local business, 'Plant & Play' in order to establish more vegetation and flowers outside for the children to explore and implement into their learning activities.

After half term, Miss Boyce was welcomed into our Nursery for the delivery of 'French Fun' to the children, with a committed and enthusiastic approach.

In November we held our 'Bedtime Stories' night when the children came back to Nursery in their pyjamas for stories with Mrs Schofield who is a previous Nursery staff member. Hot chocolate and cookies were served before bed, as part of our 'Night' topic.

In conjunction with the themes, the nursery staff arranged other various events and visitors during the year for the children. In December the Nursery children were very excited when they went to W5 to go on a journey on the 'Polar Express' and to meet Santa himself! The children enjoyed numerous sessions with Debutots and Jo Jingles encouraging the children to jump into a fictional world where they recall a story and discover and speak for themselves.

In December, the Christmas Nativity, 'Shine Star Shine' was a very successful show for the families and friends of our nursery children.

In January, Mrs Gillespie returned as the part-time Nursery teacher, following her maternity leave.

Thanks must go to the parents who continue to help us organise various topic-based activities. This year we welcomed in lots of parents to talk about their professions and to read stories to our children.

During Term 1 and 2, Mrs Titterington and Mrs Gillespie delivered a set of parental workshops to the current Nursery families, as part of the 'Getting Ready to Learn' initiative. Parents gave positive feedback after each session and felt better equipped to continue to provide valuable learning experiences to their children within the home setting.

Further opportunities for parental involvement were implemented throughout the year, such as the 'Sneak-A-Peek Week,' during which each set of parents were given the opportunity to spend the morning in Nursery with their children, in order to gain an insight into a typical pre-school day.

Staff and children sadly said goodbye to Mrs Titterington in April and thanked her for all her hard work and dedication to Millisle Nursery, as Mrs MacCormack returned to teach our Nursery children, following her maternity leave.

Throughout the year an effective relationship was fostered with Mrs S Moore and the Primary 1 children, as the two classes joined each week for story time. In June this link was then celebrated with an end of year Teddy Bears' Picnic. The aim was to ensure a smooth transition for the Nursery children into Primary 1.

In June the staff organised a trip to Millisle Beach as a special treat for the children at the end of their time in Nursery and what a fantastic way to end such an enjoyable year!

The Nursery also held various fundraising initiatives throughout the year, which were successful in raising money to purchase new toys and equipment for the nursery children. For example, in June we held our ever popular Graduation Day, when we celebrate each child's achievements throughout the year and say our good-byes.

During this fun-filled morning, parents were given the opportunity to purchase professional graduation photographs of their children. This helped us to raise money to go towards the Nursery funds.

The Nursery staff all look forward to working together and experiencing new challenges as we begin the new academic year.

<b>MILLISLE NURSERY UNIT</b>			
<b>SEP 17 - JUN 18</b>			
<b>INCOME</b>			<b>EXPENSES</b>
<b>CARRY FORWARD</b>	<b>341.46</b>	EXPENSES	3654.39
INCOME	3324.00	<b>BALANCE AT END</b>	<b>11.07</b>
	<b>3665.46</b>		<b>3665.46</b>

## 8. ASSESSMENT OUTCOMES

Assessment is an integral part of planning, learning and teaching in our school. Our teachers use various forms of assessment including teacher observation, marking, written assessments, standardised tests and assessments tasks. The following are the end of Key Stage results for Key Stage 1 (P4) and Key Stage 2 (P7)

Key Stage 1	MPS Level 2 and above
English	77%
Maths	73%
UICT	70%
Key Stage 2	MPS Level 4 and above
English	78%
Maths	87.5%
UICT	100%

77% of our P4 pupils attained the expected level of 2 in English.

73% of our P4 pupils attained the expected level of 2 in Mathematics.

70% of our P4 pupils attained the expected level of 2 in UICT.

78% of our P7 pupils attained the expected level of 4 in English.

87.5% of our P7 pupils attained the expected level of 4 in Mathematics.

100% of our P7 pupils attained the expected level of 4 in UICT.

The Assessment team continued to organise online and paper assessments throughout the year, and PTE/PTM/CAT/PASS standardised online assessments for Years 3 to 7 were completed in April/May 2018. The results of such tests enable the teachers to differentiate effectively and target pupils who may require additional learning support.

Parent/Teacher Consultations were held in November and March. Staff appreciated the very positive manner in which parents responded to these opportunities. Many parents/guardians also made use of the “open door” policy and arranged discussions with class teachers on an informal basis to discuss minor matters of concern.

The Annual Pupil Profile was sent home to parents in June and Year 7 pupils were awarded their Records of Achievement at a special Leavers’ Assembly.

Our P4 and P7 pupils also participated in the UICT ‘Standard Setting’ phase which is in line with the cross-curricular skills.

Teachers build a profile of every child using data year upon year and are able to target, track and make predictions about expected progress. Our pupils receive clear guidance on the quality of their work and assessments are used to inform teaching and improve learning.

## **9. ATTENDANCE**

Our percentage attendance for 2017-18 was 94.1%.

### **Aims of our Attendance Policy**

1. To improve/maintain the overall attendance of pupils at Millisle Primary School.
2. To develop a framework that defines roles and responsibilities in relation to attendance.
3. To provide advice, support and guidance to parents/guardians and pupils.
4. To promote good relationships with the Education Welfare Service.

The Principal is the designated member of the Senior Leadership Team responsible for attendance. She kept the Board of Governors updated on our pupils’ attendances.

## **10. PASTORAL CARE**

All schools are required by law to have a Child Protection Policy and to communicate this to parents of our school. We are proud of our child-centred approach, with parents playing an integral part through close liaison with school. This two way communication ensures that staff and parents can work together to support children appropriately.

Pastoral care permeates all aspects of school life including the ethos, relationships, curriculum, teaching approaches, behaviour management and child protection strategies. All staff continue to prioritise the pastoral care of our pupils and offer guidance and support in a caring manner. The Designated Teacher for Child Protection is Mrs L Patterson and the two Deputy Designated Teachers are Mrs J Clegg and Mrs J Gillespie. Mr McManus organised a most successful Anti-Bullying week for all our pupils. Pastoral Care Packs were distributed to our

parents in September 2017, including our Social Media Policy.

Fortnightly newsletters are sent home to keep parents up-to-date with what is going on in our school. Numerous Child Protection / Positive Behaviour policies are on our school website. Counselling sessions are available to our P2-7 children - Familyworks. Our whole school Assertive Behaviour strategies ensure that all staff are aware of clear boundaries to create a safe, caring and supportive learning environment. We have provided a variety of playground games and activities for outside and inside lunchtime activities. The Playground Buddies are responsible for the organisation of activities under the direction of our lunch-time supervisory assistants and ensure that the pupils are involved and active during lunchtime.

## **11. ADMISSION POLICY**

Only pupils of compulsory school age will be considered for admission to the school. In the event of the number of applications exceeding the school's admission number, the following criteria will be applied in this order:

### **Nursery Unit**

#### **Admissions Criteria**

In the event of more applicants than places available, the following criteria will be applied in the order set down, to select children for the available places.

1 Children from socially disadvantaged circumstances who were born between 2 July 2014 and 1 July 2015.

2 Children born between 2 July 2014 and 1 July 2015.

*Note: Children from 'socially disadvantaged circumstances' means a child whose parent is in receipt of (i) Income Support, or (ii) Income-based Jobseeker's Allowance, or (iii) an award of Income Support which has been converted into an Employment and Support Allowance and the level of benefit remains the same, or (iv) Universal Credit. When parents apply for places for their child on this basis they must have their application form stamped by the Social Security /Jobs and Benefits Office to confirm that they are in receipt of a qualifying payment.*

*In the event of over-subscription in any of the above criteria 1-2 children will be admitted in accordance with the following sub-criteria in the order stated:*

i Children with an older brother/sister (half-brother/sister) who currently attend Millisle Primary School or with a current application for enrolment (eg Year 1) in September 2018. (Please list name(s) and current class(es)).

ii Children who have had an older brother/sister (half-brother/sister) enrolled at Millisle Primary School (Please list name(s) and last year of attendance).

iii Children who are the eldest or only child in the family to be eligible to apply for admission to the school.

iv Children whose parents or stepparents attended Millisle Primary School (Please list name(s) and last year of attendance).

v Children whose parents have stated Millisle Nursery Unit as their first preference.

vi Children who live closest to the school, as measured by the shortest walking distance.

Walking distance means that as measured on public footways or footpaths or paths in public areas from home to the front entrance of the school building, using a trundle wheel.

Should there be any places remaining, applications will be considered from those children born between 2 July 2015 and 1 July 2016. Places will be allocated in strict chronological order.

#### **Duty to Verify**

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

### **Waiting List Policy**

Should a vacancy arise after the Open Enrolment Admission procedure concludes, all applications that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until the end of the academic year.

The Board of Governors draws up the admissions criteria and delegates to an Admissions Sub-Committee, which includes the Principal, the responsibility for applying these criteria.

### **ADMISSIONS CRITERIA**

*When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it. Examples of such information include whether the child is the eldest child/has brothers or sisters attending the school.*

#### **Year 1 Intake**

If the school is over-subscribed, pupils will be admitted according to the following criteria, applied in the order set down.

1 Children of compulsory school age who have a brother/sister, step brother/sister presently enrolled in the school (Please list name(s) and current class(es)).

2 Children of compulsory school age whose parent/guardian, brother/sister, half brother/half sister attended the school (Please list name(s) and last year of attendance).

3 Children who are the eldest or only child in the family to be eligible to apply for admission to the school.

4 Other children.

#### **Supplementary Criterion**

In the event of over-subscription, in any of the above criteria, the following sub-criterion will be applied – **children who live closest to the school, as measured by the shortest walking distance, will be given priority.**

Walking distance means that as measured on public footways or footpaths or paths in public areas from home to the front entrance of the school building, using a trundle wheel.

### **DUTY TO VERIFY**

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

Admissions criteria for entry September 2018

Updated November 2017 [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)

## **WAITING LIST POLICY**

Should a vacancy arise after the Open Enrolment procedures concludes, all applications for admission to Primary One that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until the end of the academic year.

The school will contact you in writing if your child gains a place in the school by this method. Your child's name will be automatically added to the list. Please contact the school if you wish your child's name to be removed from the list

In September 2017, 29 pupils were admitted to the school in Primary 1 and our total enrolment was 234.

1.9.17		M	F
N	30	14	16
1	29	15	14
2	25	11	14
3	29	16	13
4	30	19	11
5	26	10	16
6	32	17	15
7	33	17	16
	234	119	115

## **12. POST PRIMARY TRANSFER**

In 2017-2018 we had 32 Year 7 pupils transferring to Post Primary schools as follows:-

Post Primary School	No of Pupils
Glenlola Collegiate	3
Glastry College	10
Strangford College (including grammar stream)	12
Regent House	1
Bangor Grammar	3
St Columbanus	1
St Columba's	1
Campbell College	1

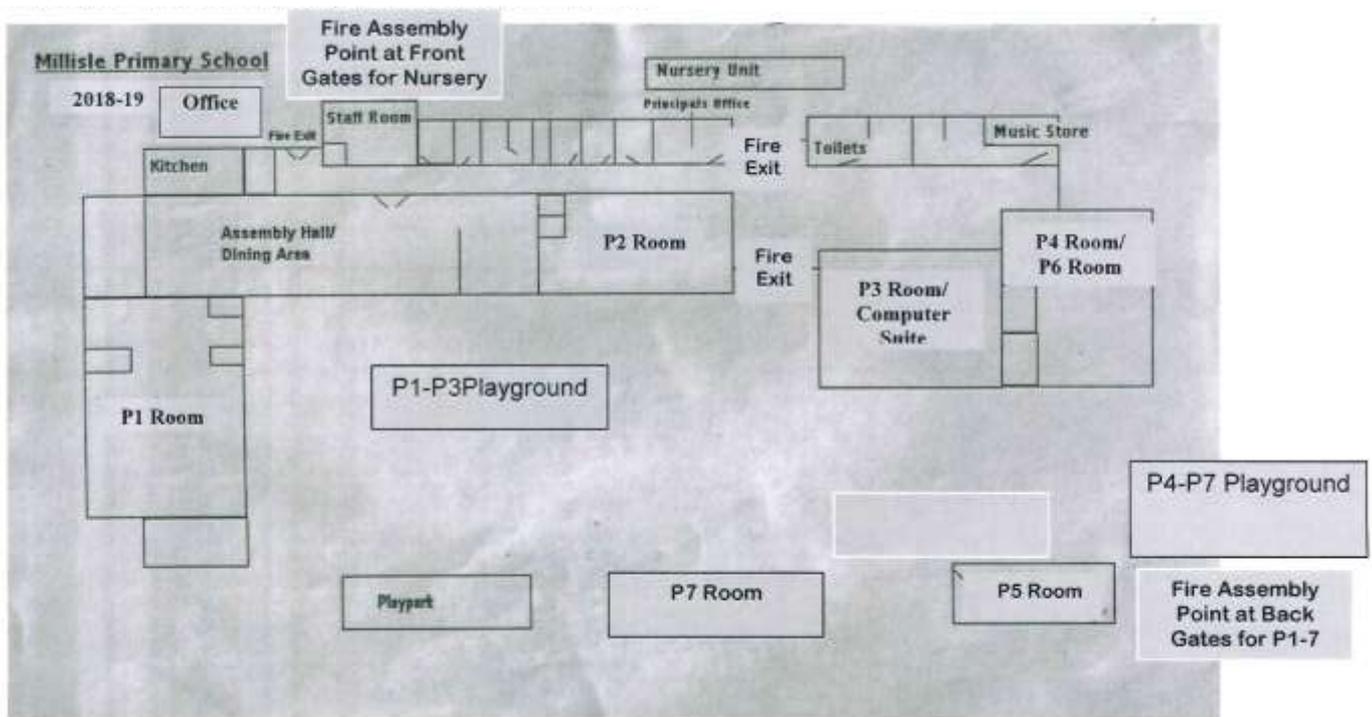
## **13. SCHOOL GROUNDS AND BUILDINGS**

The Buildings Supervisor, Mr J McCready, in conjunction with the Principal and the Governors oversee the upkeep of the school buildings. Mr D Marshall resigned in January 2018 and Mr

McCready was appointed on an emergency basis. A proportion of the school's LMS Budget is allocated each year for buildings and grounds maintenance. The money is used to meet the cost of repairs and improvements to the interior of the building, to ensure the grass and hedges are cut regularly and to supply rock salt to ensure that paths can be treated during periods of inclement weather. The EANI – SE Region is responsible for the external structure of the buildings.

During 2017 – 18 Miss Walls continued the development of our sensory garden, it has been a great success and all classes are using this super “outdoor classroom.”

Board of Governor members send in application forms each year to EA - SE for minor works, including asking for a permanent structure to be built instead of our two temporary classrooms.



#### **14. SECURITY / HEALTH AND SAFETY**

The Governors, Principal and staff continue to place a high priority on the health and safety of children and staff and implement the Health and Safety Policy accordingly.

Comprehensive emergency evacuation procedures were produced and evacuation drills were conducted each term.

The security system controlling access to our school has been updated following the installation of the new doors. Parents are reminded to report to reception upon arrival at the school and the collection policy for P1-P3 pupils continues to be a success. These new procedures were fully supported by our parents. CCTV cameras are installed at various locations around the school.

## **SECURITY AND PERSONAL SAFETY**

**Appropriate security measures are in place in Milisle Primary School:-**

- ◆ **Visitors' access control**
- ◆ **A limited number of entrances**
- ◆ **Clearly defined boundaries and signs**
- ◆ **Secure doors and windows**
- ◆ **Out of hours access procedures**
- ◆ **Fire Alarm System**
- ◆ **Cash handling procedures**
- ◆ **Our building is cleared of materials which can be used for arson and vandalism**
- ◆ **Control of contractors' works**
- ◆ **Pupil involvement – awareness**
- ◆ **Parent and Community involvement**
- ◆ **Security of computer equipment**
- ◆ **Extra security – Principal's Office**
- ◆ **Security lighting**
- ◆ **Security fencing**

**The effectiveness of our security depends upon their proper management and the personal commitment and training of staff, pupils and the support of the community at large.**

**All school staff, teaching and non-teaching are familiar with security procedures.**

### **Visitors' Access Control**

1. A simple, workable access control system which meets the needs of our school.
2. Treat everyone who is not a member of staff or a pupil as an intruder until they have gone through the visitor reception procedure.
3. Provide visitors with a waiting area until they can be dealt with. This is well signposted, close to the main entrance and welcoming with attractive, but robust, furniture. It is important that staff working in such areas can easily contact other colleagues.
4. Identify legitimate visitors, monitor their arrival as well as their movement around the school and their departure time.
5. Make all visitors sign in and give their reason for visiting.
6. Give all visitors a badge or name tag which they should wear as long as they are on the school premises. Pupils should not approach any stranger who is not wearing a badge and should be told to report all strangers and intruders immediately to the nearest member of staff.

7. No visitor should be given unrestricted access to our school.

8. School procedures allow for parents to obtain permission to take their children out of school during the school day and to inform the school when someone else will collect children at the end of the day.

9. Side doors are kept closed during the day and accessed by using a fob.

Access NI criminal record checks were conducted on all volunteers wishing to work within the school.

The school continued to implement a Healthy Break Policy whereby all P1 – P7 pupils were provided with fruit, toast and milk every day, paid by parents and subsidised by our Extended Schools' monies. Thanks must go to Mrs Davidson who helped with the preparation and clearing-up of our Healthy Break Initiative, on a daily basis. Various health promotion agencies visited the school, during the year, giving talks to classes.

## **15. FINANCE**

The Board of Governors has a statutory responsibility for managing the finances of the school. The LMS budget is delegated from EANI – SE Region and is calculated using a formula, the main element of which is the number of pupils enrolled in the school during the annual census. The transactions within the LMS budget are made via computer link with the agencies involved and EANI – SE Region. It includes such components as staff salaries, maintenance, fuel costs, electricity, telephones, books and equipment etc. Our budget for **2017 – 2018** was as detailed below:

### **INCOME**

LMS Allocation 2017 – 18 – see School Budget Allocations for 2017/18

Total School's Delegated Funding £657,338 which was £30,000 less than the previous year.

The EANI – SE Region Financial Management Service Unit continued to provide the Principal and the Finance Sub-Committee with print-outs showing the monthly spend. This enabled the Governors to closely monitor the Budget. The Governors were appreciative of the support from the staff of the EANI – SE Region's Finance Unit.

School budgets are still very much determined by pupil numbers although other factors have an impact on the final total. There were seven straight classes again this year, a non-teaching Principal and a Vice Principal appointed in June 2016.

The Governors are confident that delegated resources are being utilised appropriately and carefully for the benefit of all pupils, however there is a concern about the current reduction in allocated budgets. Schools are being forced to cut spending quite drastically in order to stay within guidelines issued by the EANI – SE Region.

The School Fund deals with transactions which occur during the course of the school year. The governors would like to extend their thanks to Mrs McAvoy, our Executive Officer, Mrs Murdock and Mrs Easton who keep the office running so smoothly. The School Fund enables

the school to subsidise costs and purchase items not covered by the LMS budget. It is also used as a collection point for money brought in and for redistribution by cheque. The breakdown of the school fund account for 2017 – 2018 as detailed below:

### **SCHOOL FUND ACCOUNTS**

<b>BOG REPORT</b>	<b>2017-18</b>			
<b>BALANCE FORWARD</b>	<b>3543.80</b>		<b>EXPENSES</b>	<b>49226.05</b>
<b>INCOME</b>	<b>51614.40</b>		<b>BALANCE AT END</b>	<b>5932.15</b>
	<b>55158.20</b>			<b>55158.20</b>

The school fund is audited on an annual basis by the Vice Chairperson of the BOG, Mr D Anderson. The accounts are retained in school for inspection by parents.

## Indicative School Budget Allocations for 2017-18

<b>School Name:</b> Millisle Primary	<b>Cost Centre Code</b> 20648		
<b>School Reference Number:</b> 401-1681	<b>Primary FSME</b> 76	<b>Primary FSM Band</b> 2	
<b>School Type:</b> Controlled Primary School	<b>Nursery JSA/IS</b> 7	<b>Nursery JSA/IS Band</b> 1	

(A) <u>AGE WEIGHTED PUPIL UNITS</u>	AWPU Cash Value	2,004.7126 (for a weighting of 1.0)		
	Pupil Numbers	Weightings	AWPU Totals	Funds Allocated £
Nursery Class Part-time	27	1.350	36.45	73,072
Nursery Class Full-time				
Reception				
Year 1	27	1.08	29.16	58,457
Year 2	30	1.08	32.40	64,953
Year 3	27	1.08	29.16	58,457
Year 4	28	1.08	30.24	60,623
Year 5	32	1.08	34.56	69,283
Year 6	33	1.08	35.64	71,448
Year 7	23	1.08	24.84	49,797
Special Unit				
<b>Total Pupil AWPU Funding</b>				<b>506,090</b>

(B) <u>OTHER FUNDING</u>	Number of Units	Funding per Unit £	Funds Allocated £
Premises	1,097.12	8.62	9,453
By Area			
Pupil Related	227.00	84.69	19,224
Nursery TSN	7.00	672.54	4,708
Social Deprivation			
Additional Funding	Assessed	Assessed	196
Primary TSN	79.13	613.60	48,554
Social Deprivation			
Additional Funding	Assessed	Assessed	8,835
Small Schools Support	Assessed	Assessed	22,595
Primary Principals' Release Time	Assessed	Assessed	8,210
Foundation Stage - Mainstream	Assessed	Assessed	28,471
Foundation Stage - Irish-medium Unit	Assessed	Assessed	
Teachers Salary Protection			
Irish-medium - Curriculum Support			
Irish-medium Unit - Admin. Support			
Service Personnel Children			
Children of the Traveller Community			
Looked After Children	1.00	1,002.36	1,002
Newcomer Pupils			
Special Unit Lump Sum			
<b>Total Other Funding</b>			<b>151,248</b>

Transitional Funding (where applicable)

**Total School's Delegated Funding Allocation 2017-18**  
(Sections A + B + Transitional Funding)

<b>657,338</b>
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## **16. SCHOOL NEWS**

Mrs M Fenn, our woodwind tutor, continued to provide clarinet tuition for some of our pupils in our P4 to P7 classes. Some of our Clarinetists and Flautists played in our Awards Day, entertaining us with their fabulous talent. Congratulations to Tilly & Bella Heaney and Ellie Pollock who passed their clarinet and flute exams in June.

The most notable aspect of our school life is the oversubscription of some of our classes. We were full in our Nursery and P4 classes with a lengthy waiting list for each of these classes. Children are coming to our school from Millisle, Donaghadee, Ballywalter, Bangor Carrowdore, Newtownards and Loughries. It is a wonderful tribute to our pupils, parents, staff and Governors. However, with popularity comes difficult issues and the Governors had the difficult task of going through application forms and applying our criteria. They thank you for supporting them whenever difficult decisions have to be made.

As we look ahead towards 2018-19, we are all very disappointed that the cuts to school funding are making a severe impact in our school from September onwards. Our Extended Schools' monies for next year have been confirmed, but reduced once again. Therefore we will not be able to finance all our exciting ventures and will be relying even more on FMPS & N funds.

Using FMPS funds and monies from the School Budget, we continue to purchase more and more classroom resources, especially ipads and interactive whiteboards, playground equipment, outside play resources and of course reading books.

May I also take this opportunity to thank my BOG members who are always so loyal to our pupils, parents and staff, giving of their valuable time on a voluntary basis. I would also like to thank Lady Sylvia Hermon, Peter Weir and Jim Shannon who are marvellous supporters of our school and are always willing to take on our cause, no matter how big or small.

Thanks must go to Mrs S Easton who is our excellent ICT Technician. She has the amazing ability to be able to fix all our computers, solve all our ICT issues and also run successful Computer Clubs.

Parental Consultations were held in November and March. They were very well attended by our supportive parents.

Miss S Boyce was our French tutor, teaching French to our Nursery – P7 pupils this year.

In October a very successful Book Week was organised on the theme of Timber for all our children. Many visitors joined in the fun and our pupils thoroughly enjoyed the week. Excellent book sales of over £1000 resulted in many new books being given to our class libraries.

Our P1-P3 children performed brilliantly at Christmas, filling the hall on three consecutive mornings, everyone loved the nativity.

Educational Visits were made to the Aurora Swimming Pool; W5; Crawfordsburn Country Park; Ulster Folk and Transport Museum, Mountstewart, Donaghadee Library, Crumlin Road Gaol, Streamvale Farm and Millisle beach.

A successful residential took place to Greenhill in Newcastle for our P6 and P7 children. Thank you to all the enthusiastic ladies and gentlemen who accompanied our Primary 6 and 7 children on their residential.

A playground 'Buddy Scheme' to promote positive behaviour, continues each day in the playground. The scheme is operated successfully by P6 and P7 pupils and trained Classroom Assistants. New playground equipment was purchased throughout the year. Mrs F Lucas and Mrs G McGimpsey organised the Buddy Scheme and the Buddy of the Month cinema vouchers are very popular with our pupils.

Sadly we said goodbye to Ms Aiken, Cleaner and emergency CA, Ms H Hughes, P2 CA, Mrs Herron, P4 CA, Mrs Ross and Ms Canavan, both P7 SEN CA. We send our best wishes to all of them.

### **BANGOR SPEECH FESTIVAL**

We had wonderful results this year in the Individual classes of Bangor Speech Festival.

The adjudicator enjoyed listening to our children's performances. Everyone did really well. Many of our Millisle PS children were awarded 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> place which was wonderful as there were 40 school children in some of the classes.

#### **Nursery**

Siena Rose Cobain 1<sup>st</sup>  
Lucas Moore 2<sup>nd</sup>  
Willow Calvert HC

#### **P3**

Ethan Davis 1<sup>st</sup>  
Livia Moore 2<sup>nd</sup>  
Jacob Patterson HC

#### **P4**

Kady Moore 2<sup>nd</sup>  
Holly Douglas 3<sup>rd</sup>

#### **P5**

Emily Dale 1<sup>st</sup>  
Noah Bradley 2<sup>nd</sup>  
Evie Patterson 3<sup>rd</sup>

#### **P6**

Adam Hanna 3<sup>rd</sup>  
Charlie Hamilton HC

#### **P7**

Tilly Heaney HC  
Jasmine Graham HC

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The adjudicator once again loved our talented children. Thank you to everyone who transported their children to the Festival and we hope to see you all in 2019.

Mrs T Patterson (P5 Teacher) returned from a career break in April 2018. Mrs MacCormack gave birth to her beautiful baby last summer. Her maternity leave was ably covered by Mrs P Titterington who left us in March 2018.

Mr L White, the dementia friendly barber, was our special guest at the Annual Presentation of Awards in June which was full of mixed emotions for everyone. P4-P7 pupils provided the entertainment during the afternoon which as always was of a very high standard.

Our School Choir, under the direction of Mrs Frame, led the singing at our Christmas Service, Awards Day and at many other community events throughout the year. We were so excited to listen to our choir competing in the Bangor Choral Festival held in St Comgall's Hall, especially as our children were awarded 1<sup>st</sup> place which was a fantastic result as there were lots of choirs in that particular section. Our fabulous Junior Choir members were also awarded first and second places in their sections of the Festival, led by Mrs Corrie and Miss S Walls. We are very proud of both our choirs.

Many thanks go to our staff who organise exciting class visits for our pupils and to the many parents/guardians, family members and friends who give their time, effort and support to everyone in Millisle Primary School.

### **17. EXTRA CURRICULAR ACTIVITIES**

Our programme of activities change each term but this is an example of a term's activities.

<b>Art and Design</b>	<b>Computer Class</b>	<b>Netball Club</b>
<b>Dance Club</b>	<b>Ju-Jitsu</b>	<b>Cookery Club</b>
<b>Ecowarriors</b>	<b>Drama Club</b>	<b>Wonderful Wednesdays</b>
<b>School Council</b>	<b>Football Club</b>	<b>Books and Boots</b>
<b>Terrific Tuesdays</b>		

We also include Clubs for our P1-P3 pupils which prove very popular throughout the year. Many of our children also attend our popular Breakfast Club and After School Care Programme. We want to pass on our thanks to all members of staff who run these successful clubs for us.

### **18. CHARITABLE LINKS – donations were given to the following charities:-**

<b>2017-18</b>	
<b>WINGS APPEAL</b>	20.75
<b>POPPY APPEAL</b>	68.02
<b>NATIONAL AUTISTIC</b>	200.00
<b>SANDS</b>	30.00
<b>MACMILLAN</b>	20.00
<b>MS</b>	20.00
<b>LITTLE PRINCESS TRUST</b>	10.00
<b>BALLYHOLME PARISH CHURCH</b>	30.00
<b>EPILEPSY ACTION NI</b>	30.00
<b>22Q</b>	200.00
<b>HEARTBEAT</b>	722.00
<b>ABANNA CHOIR</b>	93.00
	1443.77

## **19. PARENT TEACHER ASSOCIATION – FMPS AND NURSERY UNIT**

As another school year ends we look back at this successful and busy time and once again thank the parents, staff and most importantly the children who attend the Primary School and Nursery Unit. Without the continued support of our FMPS & N we would not be able to raise much needed funds for our school and nursery.

Over this last year money raised was used to purchase routers, ipads and Interactive Whiteboards. There was also ground maintenance carried out this year ensuring our children and staff have clean, safe and fresh areas in which to work and play. We also continue to purchase reading books and play equipment.

Throughout the year Michelle Marshall continues to do a fantastic job with our school photographs. From the beautiful, individual, start of year photos to the cheery end of year class photo, and all the special occasions in between. We would like to thank Michelle for her time and patience, especially the forgotten hours of editing and producing these for sale and for the fantastic amount raised for FMPS funds again over £1000.

Mrs Murdock raised over £1000 by organising the successful Family Panto Afternoon.

This year we have again held some fabulous events including Girls' Night In, Boys' Night Out and the various school discos, all of which have helped increase our funds. Santa visited this year and some lovely photos with the money collected going to the Listen Hear Deaf Children's Charity.

We also continued the brown money collection this year, children were encouraged to bring their ones and twos into school and the class with the most money won two weeks off homework in June. This was a great success, the final amount by the end of May was around £500.

We found doing alternative Wednesday and Thursday afternoon meetings helped members attend meetings. We would very much like to thank everyone who has given up their time and money to support Millisle Primary School and Nursery Unit and we encourage new members to attend our monthly meetings, new ideas are always very welcome. We also wish to thank Mrs Trimble for making beautiful hairbands and bows for our girls raising a lot of money for school funds.

As another school year ends we look back at this successful and busy time and once again thank the parents, grandparents, staff and most importantly the children who attend the Primary School and Nursery Unit. Without the continued support of our FMPS & N we would not be able to raise much needed funds for our school and nursery.

## **20. COMMUNITY INVOLVEMENT**

The Millisle Village Regional Steering Group met in our school on various occasions during the year and Mrs Patterson (Principal) is an active member. Mr McManus also attended some of their meetings. Local clergy and church youth workers continue to attend weekly assemblies and other special school events. A number of students from local post-primary schools completed work experience in our school and every year we host classroom assistant training for numerous ladies. Our Extended Schools' cluster monies provided money for the Accelerated Reader program for our Primary Five – Primary seven children, our pupils love it! Our pupils are regularly involved in cultural, charitable, musical and recreational activities, for example being asked participate in the annual Holocaust Memorial Service in Bangor Castle, in January each year.

We are also a member of a large Extended Schools Cluster group, ably led by the Glastry College Co-ordinator.

Effective systems are in place to ensure that we receive relevant information from our feeder pre pre school providers and that we then pass on the necessary P7 information to our local post-primary schools. Members of staff from all these schools regularly call in to our school to speak to staff and pupils. Mr Maitland and Mr McManus were also active participants in the local KS2/KS3 transition project led by Glastry College.

Mrs Patterson is also heavily involved with Holocaust Talks throughout the year, as numerous visitors come to our Memorial Garden each month. Two of our Primary Seven children participated in this year's Holocaust Memorial Service.

Numerous local visitors came to our school during Book Week which this year was based on the theme of Timber, as the main speaker was Mr Craig McGivern, owner of Cardy Timber Yard. The activities were organised by Mrs L Patterson.

## 21.Holidays 2017-18

Teaching Days – 185    Non-teaching Days – 5                      Exceptional Closures – 5

### Autumn

**School commences**                      Tuesday 29<sup>th</sup> August + Wednesday 30<sup>th</sup> + Thursday 31<sup>st</sup> 2017 - ½ days –  
off Monday 28 August

**Half Term**                                      Monday 30<sup>th</sup> October – Friday 3<sup>rd</sup> November 2017 (5 days)

**Term Ends**                                      Tuesday 19<sup>th</sup> December 2017

**Christmas**                                      Wednesday 20<sup>th</sup> December 2017 – Tuesday 2<sup>nd</sup> January 2018 (10days)

### Spring

**School commences**                      Wednesday 3<sup>rd</sup> January 2018

**Half Term**                                      Thursday 15<sup>th</sup> February + Friday 16<sup>th</sup> February 2018 (2 days)

**Term Ends**                                      Friday 23<sup>rd</sup> March 2018

**Easter**    Monday 26<sup>th</sup> March – Friday 6<sup>th</sup> April 2018 (10 days)

### Summer

**School commences**                      Monday 9<sup>th</sup> April 2018

**May Day**    Monday 7<sup>th</sup> May 2018

Monday 28<sup>th</sup> May 2018

**Term Ends**                                      Friday 29<sup>th</sup> June 2018

**INSET Days**                                      1 day July instead of Monday 21<sup>st</sup> August and work Tuesday 22<sup>nd</sup> August to  
Friday 25<sup>th</sup> August 2018 - 4 days

**Staff Development Days**                      5 days - Monday 6<sup>th</sup> November 2017, Tuesday 19 December 2017, Wednesday 14<sup>th</sup>  
February 2018, Friday 4<sup>th</sup> May 2018, Friday 25<sup>th</sup> May 2018

Mon21- Fri25	<b>SDD PROGRAMME 2017-18</b>
Mon 21	<b>Liaise with previous teacher</b>
	<b>Data analysis for groupings</b>
	<b>Evidence Files</b>
Tue 22	<b>Orla Hendron – Positive Behaviour –</b>
	<b>De-escalation Strategies 9.30am- 3.30pm</b>
Wed 23	<b>RSE Talk 10-12noon – Joanna Brown</b>
Thu 24	<b>Play/Activity Based Learning Session (Observations) with S Moore,</b>
	<b>E and S Walls with P1-P3 Classroom Assistants 9.00am</b>
	<b>Reciprocal Reading -9.00am Literacy sessions for P4-P7 teachers – led by J Clegg &amp; P Maitland</b>
Fri 25	<b>P7 Transfer Tuition 9.30-10.30am-P Maitland</b>
	<b>Staff Meeting 11.00am – Nursery – P7 teachers except P1</b>
	<b>Class groupings sheet commenced P1-6</b>
	<b>+ Classroom Preparation 9-11am (except P7)</b>
	<b>S Moore &amp; J Mulholland Hearing Impaired Training 9-1.30pm Dundonald</b>

<i>SDD1</i> <i>Mon 6 Nov</i>	<b>UICT – statutory levelling</b>  <b>Raising awareness – UICT – I McManus</b> <b>Accelerated Reading update – I McManus</b>
<i>SDD2</i> <i>Tue 19 Dec</i>	<b>Assessment led by L Patterson and C Dines – Individual Reports update</b>
<i>SDD3</i> <i>Wed 14 Feb</i>	<b>Literacy – Reciprocal Reading led by J Clegg &amp; P Maitland</b>
<i>SDD4</i> <i>Fri 4 May</i>	<b>Assessment of cross curricular skills – ‘Numeracy and Literacy’</b>  <b>Further practical sessions and moderating session of samples of work from P3-P7 children – all teaching staff – P1-P7</b>
<i>SDD5</i> <i>Fri 25 May</i>	<b>Annual Report Writing</b>  <b>Evaluate current practice and refine report writing</b>  <b>Ensure match with Assessment Policy – reporting with reference to assessment of cross-curricular skills for parents</b>

## **22. CONCLUSION**

The school year 2017 – 18 was once again a very busy one in the life of our school. This report only gives a brief snapshot of our school life but conveys in some measure the amount of work and effort of all concerned with our school. Millisle Primary School continues to have a warm, caring family atmosphere and ethos, something on which many visitors have commented about whilst they visit our school.

Our Governors take a keen interest in all aspects of school life and look forward to ensuring that the children who attend Millisle Primary School continue to be offered a high standard of education which was confirmed in our ETI Inspection report of February 2017.

We would like to take this opportunity to thank you for your continued support for the work of the Governors, Staff, Pupils and Parents of Millisle Primary School.

**Board of Governors**  
**Millisle Primary School**  
**November 2018**