



**BALLYORAN PRIMARY SCHOOL**

**BOARD OF GOVERNORS'  
ANNUAL REPORT**

**2021 - 2022**

**Excellence – Creativity – Integrity**

November 2022

Dear Parent/Guardian

As Chairperson of the Board of Governors of Ballyoran Primary School it gives me great pleasure to present you with our Annual Report for 2021-2022.

Firstly, I want to thank all the staff of Ballyoran Primary School for their hard work, commitment and dedication, frequently beyond the school day. This has been another busy year for staff as the school has continued to provide the best possible education for all its pupils.

Next, I want to thank parents and guardians for their support throughout the year which is vital in a child's educational development and without which the school could not function effectively.

Thanks must also go to the pupils, without whom there would not be a Ballyoran Primary School, for all that they contributed in 2021-2022.

Finally, I would like to thank all the members of the Board of Governors who have faithfully served the school over this past year.

Detailed as this report is, it can only give you a brief insight into the many varied aspects of school life during the 2021-2022 year. Should any parents/guardians need clarification on any aspect of this Report, I would ask you to forward your request in writing to the Secretary of the Board of Governors, Mr Woolsey.

Yours faithfully

Eamonn Fleming  
Chairperson of the Board of Governors

## **Ballyoran Primary School Board of Governors: 2021-2022**

### **Education Authority Representative**

Mr Eamonn Fleming (Chairperson)

### **Transferor Representatives**

Mrs Hazel Loney (Vice-Chairperson)

Mrs Enid Jennett

Rev Christina Bradley

Rev Lucy Burden

### **Parent Representatives**

Ms Ceira Hall

Mrs Sinead Hughes

### **Teacher Representative**

Mrs Roisin McGuire

### **Secretary**

Mr Richard Woolsey (non-voting Member)

The Principal would like to thank members of the Board of Governors for their time, dedication and commitment given voluntarily to the school and their wise counsel and support given to him during another very busy school year.

## **Responsibilities of the Board of Governors**

The main responsibilities of the Board of Governors are:

- The implementation, delivery and oversight of the curriculum.
- The management and control of the allocated budget.
- The provision of information for parents.
- The recruitment and selection of staff.
- The maintenance of the premises (Shared responsibility with the Education Authority).
- The Admissions Policy.
- The fostering of links with the local community and pursuing the objectives of Mutual Understanding.

The Board of Governors is ultimately responsible for the overall management of the school. It is required to meet a minimum of 3 times during the year (once every term), but during the 2021-2022 school year it met 13 times either as a full board or sub committee. The dates of the meetings were as follows:

### **Full Board:**

30<sup>th</sup> September 2021  
17<sup>th</sup> November 2021  
26<sup>th</sup> January 2022  
30<sup>th</sup> March 2022  
4<sup>th</sup> May 2022  
15<sup>th</sup> June 2022

### **Staffing/Finance Sub Committee:**

30<sup>th</sup> September 2021  
15<sup>th</sup> June 2022

### **Appointments Sub Committee**

1<sup>st</sup> December 2021  
15<sup>th</sup> December 2021  
4<sup>th</sup> May 2022  
17<sup>th</sup> May 2022  
25<sup>th</sup> May 2022

**School Staff  
2021-2022**

**Teaching Staff**

<b>Member of Staff</b>	<b>Class/Responsibility</b>
Mr R Woolsey	Principal
Mrs R McGuire	Vice Principal Key Stage 2 Co-ordinator, SENCO, Designated Teacher
Mrs F Mulholland	Nursery 1, Nursery Co-ordinator, Deputy Designated Teacher
Mrs L Baxter	Nursery 2 (Job Share)
Mrs K Wells	Nursery 2 (Job Share)
Mrs A Biggerstaff	Yr 1 (Job Share), ICT Co-ordinator
Mrs L Baxter	Yr 1 (Job Share)
Miss A Baird	Yr 1
Mrs H McConville (Mrs A Muldrew covering Maternity)	Yr 2, Foundation Stage Co-ordinator, Shared Education Co-ordinator, ICT Co-ordinator, Teacher Tutor
Mrs C Totten (Miss EJ Wright covering Maternity)	Yr 3, Art & Design & Pupil Council Co-ordinator
Miss H Abraham	Yr 4, Key Stage 1 Co-ordinator & Literacy Co-ordinator
Mrs R McGuire	Yr 5 (Job Share)
Mrs C McMurray	Yr 5 (Job Share)
Miss M McKernan	Yr 6, PDMU Co-ordinator, Charity Co-ordinator
Mrs S Brown	Yr 6 (Job Share), Numeracy Co-ordinator
Mrs L Martin	Yr 6 (Job Share), Playground Co-ordinator
Mrs L Walker	Yr 7 (Job Share)
Mrs B Heaney	Yr 7 (Job Share), Deputy Designated Teacher, Drama Co-ordinator, Library Co-ordinator
Mr R Hendron	LSC, PE Co-ordinator
Mrs K Barkley	Literacy and Numeracy Support Teacher
Mrs A McCreesh-West	Engage Support, RE & Music Co-ordinator

**Auxiliary Staff**

Mrs M Bell	Nursery Assistant
Miss E Dudek	Nursery Assistant (Maternity Leave)
Miss K White	Nursery Assistant (Covering Maternity Leave)
Miss J Carson	Classroom Assistant
Mrs S Glavin	Classroom Assistant
Miss V Gordon	Classroom Assistant
Mrs N Stewart	Classroom Assistant
Mrs T Smyth	Classroom Assistant
Ms S Foster	Classroom Assistant
Miss C Wilson	Classroom Assistant

Miss A Kearns	Classroom Assistant
Miss K Ford	Classroom Assistant
Miss K Nellins	Classroom Assistant
Miss C Conlon	Classroom Assistant
Miss McCartan	Classroom Assistant

Mrs J Sloan	Secretary
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**Ancillary Staff**

Mr J Glavin	Building Supervisor
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Miss S Henderson	Cleaner
Mrs G Mercer	Cleaner
Mrs D Larkin	Cleaner
Mrs T Lawless	Cleaner
Mrs M O'Connor	

Mrs M Cusack	Lunchtime Supervisory Assistant
Mrs J Robinson	Lunchtime Supervisory Assistant

**School Meals Kitchen Staff**

Mrs D Campbell	Unit Catering Supervisor
Mrs E Murphy	Cook
Mrs D Rowney	Catering Assistant
Mrs S Dobrowolska	Catering Assistant

We said farewell to a large number of staff in 2021/2022:

Mrs McCreesh-West retired after 30 years' service as a teacher at Ballyoran Primary School on 31<sup>st</sup> August 2022. The Board of Governors would like to pay tribute to her commitment, dedication and hard work and say thank you for all that she has given to the school. We wish her a very long, happy and relaxing retirement.

Seven Classroom Assistants left us, Miss Gordon, Miss Nellins, Miss Kearns, Miss Conlon, Miss Ford, Miss White and Mrs McCartan. We say thank you to them for all that they have given to the school and wish them well in their new jobs.

**Thanks**

**The Board of Governors would like to thank the Principal and all the Staff for their hard work and dedication during 2021/2022. They appreciate the efforts of the entire staff who contribute so effectively to the smooth and safe running of a happy school.**

## **Vision, Aims and Mission Statement**

### **Mission Statement**

Excellence, Creativity, Integrity

### **Vision**

As a welcoming, Inclusive School we aim to provide a safe, happy, caring and stimulating learning environment which will enable each child to develop to his or her full potential - academically, socially, emotionally, physically and spiritually, in preparation for becoming responsible citizens.

We celebrate each person as an individual and as a valued member of our school and wider community.

In an atmosphere of tolerance and trust, we actively encourage respect, self-worth, independence, team spirit, imagination, creativity and fun.

### **Aims**

- 1) To fulfil the school vision by developing each child as:
  - an individual
  - a contributor to society
  - a contributor to the economy and environment.
  
- 2) To develop in each child the following skills:
  - Communication
  - Using Mathematics
  - Using ICT
  - Thinking skills
  - Managing information, problem solving and decision-making
  - Being creative, working with others and self management.
  
- 3) To foster the following attitudes and values:
  - Personal responsibility
  - Self-confidence
  - Tolerance and respect for others
  - Commitment, determination and resourcefulness
  - Community spirit
  - Integrity

- Independence
- Openness to new ideas.

Ultimately to provide stimulating, relevant and enriching learning experiences with equality of access for each child so that they may develop an enthusiasm for learning as a lifelong process.

## 2021-2022 Calendar of Events

Many events, interwoven through the Curriculum, reflect the variety of activities the pupils experienced throughout the school year. It should be noted that the list below is not exhaustive.

### Autumn Term

- Young Enterprise
- European Day of Languages
- Healthy Kidz
- Flu Vaccinations
- Swimming – Years 5 - 7
- Parent/Teacher Consultations
- School Christmas Card Competition
- Credit Union Poster Competition
- Individual and Family Photographs
- Non Uniform Day & Bun Sale for Children In Need
- Anti-Bullying Week
- Canteen Christmas Dinner – pupils and staff
- Christmas Performances
- Christmas Jumper Day
- Christmas Parties

### Spring Term

- Transfer Talks and Open Days/Nights
- Years 6 & 7 'Your Life' Workshops
- Swimming – Years 5 - 7
- Shared Education
- Pupil Council Meetings
- Healthy Kidz
- Catholic Schools Week Mass
- Young Enterprise
- Diocesan RE Visit
- Safer Internet Day
- Nursery Soccer Coaching Session
- World Book Day
- Dental Visit to LSC
- Jo Jingles in Nursery
- Class & Group Photos
- Year 4 First Confession
- First Holy Communion

### **Summer Term**

- Confirmation
- Swimming – Years 5 - 7
- Class & Group Photos
- Sports Day
- End of Year Class Trips
- Nursery Graduation
- Prize Day

## Staff Development

Staff were involved in the following training and development during the 2021-2022 school year. A more specific list of which members of staff were involved in training is kept by staff members and the Principal:

- Whole Staff Safeguarding & Child Protection
- Staff Code of Conduct
- Critical Incidents
- Zero Tolerance of Abuse
- Fire Safety
- Designated Teacher Refresher
- Centralised Health Awareness
- Anti Bullying
- Nurture
- Phonics & Guided Reading
- Understanding Language
- Talking Partners
- Boosting Reading
- Numeracy
- First Aid At Work
- SEND
- LSC
- Sensory Motor
- Relax Kids
- Timesheets
- Panel Training
- School App Training
- Assessment & Reporting
- Capacity Building
- ETI Empowering Improvement
- Nursery Cluster
- Outdoor Learning
- Online Safety
- Behaviour Management

### **PRSD**

PRSD continued to be paused during 2021/2022.

## The Curriculum

Under the Education Reform Order, the responsibility of the Governors for the curriculum, ie. what is taught in school, has been increased. The Governors' control of the curriculum is, however, more apparent than real as much of what is taught has now been determined by law in the form of the Northern Ireland Curriculum. Generally, the day-to-day organisation of the curriculum remains the Principal's responsibility.

A broad and balanced learning experience is provided for all pupils attending Ballyoran Primary School. This has been achieved through the efforts of the Principal, Vice Principal, School Leadership Team, Subject Co-ordinators and Teachers spending many hours in discussion and planning to produce Policies and Schemes for use in the classroom and ensuring that classroom practice gives pupils the best learning opportunities possible.

The Curriculum Development Programme involved In-service Training, both inside and outside school on Baker Days, School Development Days and Directed Time throughout the year. The Programme involved all members of Staff working individually, in year groups, in key stage groups or as a whole staff team as appropriate and was supported by EA Advisers and other outside agencies.

The Northern Ireland Curriculum aims 'to empower young people to achieve their potential and to make informed and responsible decisions throughout their lives.' It has three objectives:

1. To develop the young person as an individual
2. To develop the young person as a contributor to society
3. To develop the young person as a contributor to the economy and environment

The Cross Curricular Skills which underpin all teaching and learning are Communication, Using Mathematics and Using ICT, as well as Thinking Skills and Personal Capabilities.

There are seven Areas of Learning in the Northern Ireland Curriculum:

1. Language & Literacy
2. Mathematics & Numeracy
3. The World Around Us
4. The Arts
5. Personal Development and Mutual Understanding
6. Physical Education
7. Religious Education

The following were the main curriculum priority areas for development during 2021/2022:

- Develop Engage Programme
- Literacy
  - ✓ Reading & Phonics
  - ✓ Talking Partners
- Numeracy
  - ✓ Mental Maths

- ✓ Mathematically Rich Environment
- ICT
  - ✓ Digital Art
  - ✓ Blended Learning
  - ✓ Online safety
- WAU
  - ✓ Develop Outdoor Learning through Forest Schools
  - ✓ Eco Schools - Reassessment of Green Flag Status
  - ✓ Sustrans
- PDMU
  - ✓ Review to include post lock down social and emotional well-being of pupils
- Music
  - ✓ Draft Policy
- Develop Outdoor Play in Foundation Stage

### **Nursery**

There are two classes within the Nursery Unit, each class has 26 children, a teacher and a classroom assistant.

In Ballyoran Nursery, staff continued to plan the indoor and outdoor curriculum to develop the children's six areas of learning:

1. Personal, Social and Emotional Development
2. Language Development
3. Physical Development
4. The Arts
5. Early Mathematical Development
6. The World Around Us

The following development took place during the 2021-22 school year:

- Develop Talking & Listening
- Develop Early Mathematical Experiences
- Develop Outdoor Play Areas
- Develop Getting Ready To Learning through Home Learning Pack

### **Special Educational Needs**

The good practice within SEN continued throughout the 2021-2022 academic year:

- Pupils were assessed by the Educational Psychologist
- Pupils received teaching support from the SPLD team
- Outside agencies worked with children at Stage 3 of the Code of Practice
- Update SEN Policy

- Provision Mapping
- Revisit SMARTE Target Writing

### **Assessment and Reporting**

Standardised Assessment and End of Key Stage Assessment remained paused due to the pandemic.

### **Pastoral Care, Safeguarding & Child Protection**

During the 2021 – 2022 school year the following developments took place:

- ETI Safeguarding Pro Forma completed
- Safeguarding and Child Protection Policy reviewed
- Staff Safeguarding and Child Protection Training
- Designated Teacher Refresher Training
- Centralised Health Awareness Training
- Anti Bullying Policy reviewed
- Implementation of new Anti Bullying legislation
- Development of Mentoring and Counselling
- Mental Health Team set up and Lead appointed
- Development of Nurture

### **Pupil Council**

The members for 2021-2022 were as follows:

Year 4	Sophia Murphy Mason Wisniewski
Year 5	Beth Creaney Caelan Corkin
Year 6McK	Ashlinn Hughes Calum Woods
Year 6 B/M	Febi Da Silva Mairtin Moylan
Year 7	Jude Hall Rory Maguire
LSC	Brian Golicki

### **House System**

The House Competition continued during the 2021 - 2022 school year. All of the pupils in Years 1 – 7 are placed in one of the following houses:

1. Bann
2. Lagan

### 3. Foyle

House	Captain	Vice-Captain
Bann	Miguela Guterres	Nuia Encada Pires
Foyle	Mike Martins	Maisie Millar
Lagan	Jude Hall	Estefani Correia

Points are given out by staff and recorded on a weekly basis on the Display Board in the Assembly Hall. A cup was presented to the winning House on a monthly basis in assembly and the overall winner recognised at Prize Day in June. Pupils elected a Captain and Vice captain for each House as follows:

### Eco Committee

The following pupils were elected onto the Eco Committee for 2021 – 2022:

Year 4	Liam Mulholland Brody Winter
Year 5	Jamie McNeice Ola Zaliwiska
Year 6McK	Cody McGeown Isabella Pereira
Year 6 B/M	Thomas Wisniewski Jacinta Guterres
Year 7	Jude Hall Molly Mulligan
LSC	James Johnston Brian Golicki

### Digital Leaders

The following pupils were elected to serve as Digital Leaders for 2021 – 2022:

Year 3	Megan Vassalo Ryan Magalhaes
Year 4	Sophia Murphy Denis Kozlowski
Year 5	Ethan Millar Summer McCann
Year 6McK	Rebecca Silva Ollie Byrne
Year 6 B/M	Reuben McCaughley Yuran Mendes
Year 7	Cormac Reynolds Rory Maguire
LSC	Shea Wilson Tomas Connolly

## Enrolment

Enrolment at 30<sup>th</sup> June 2022

Nursery	Primary	LSC	Total
52	213	6	265

## Attendance

Attendance continued to be a priority for improvement on the School Development Plan. The School continues to promote the DE Policy – ‘School Attendance – Every School Day Counts.’

The Covid-19 pandemic continued to have a major impact on school attendance. The average Attendance % for 2021 - 2022 was 87.2%.

No awards for 100% attendance were given out at Prize Day.

Parents/guardians are to be thanked for ensuring that their children are in school every day. Staff are also to be commended for their part in ensuring good attendance.

## Partnership with Parents

Links between the school and parents which are vital, continued to be fostered and encouraged in various ways during the 2021 - 2022 year:

Nursery and Year 1 Induction Meetings.

All parents were kept up to date with happenings in school through monthly News Sheets, monthly Nursery News Letters and Topic Sheets, School Website, The School App, See Saw, email and text messages.

Other Information Sheets and Permission Notices were issued regularly as and when required.

Face to face Parent/Teacher Meetings did not happen but Telephone Parent Teacher Consultations were held twice during the year .

A written Annual Report was issued to all Year 1 – 7 pupils and a Nursery Transition Form to all Nursery pupils in June.

Parents were able to make an appointment to speak to staff when required.

**The Board of Governors, Principal and staff would like to take this opportunity of thanking all parents for the valuable contribution that they made in supporting the school during 2021 - 2022.**

## **Community Links**

At Ballyoran Primary School we believe that the link with the local community is vital. This relationship is a two-way process, the school reaches into the community and the community is welcomed into school.

The following are some of our community links from last year:

- Our Community Learning Centre hosts a Blossom Sure Start ‘In Tune’ programme for 2 year olds.
- Pupils had opportunities to take part in a wide variety of educational trips to local facilities.
- Represented on the Local Neighbourhood Renewal Committee.
- Supported the local Community Association – Drumcree Community Trust as part of their Summer Programme through use of facilities.
- Links with other local Primary and Post primary schools through an Extended Schools’ Cluster.
- Strong Shared Education partnership with Bocombra Primary School.
- Links with local Tir na nOg GFC
- Strong links with local PSNI Neighbourhood Policing team who came into school on numerous occasions to speak to pupils e.g. Firework Safety.
- Strong links with local church in particular with reference to First Holy Communion and Confirmation.
- Links with other local agencies: Education Welfare Service, Social Services, School Nurses, Council etc.
- Competitions e.g. Credit Union.
- Use of Website – [www.ballyoranps.com](http://www.ballyoranps.com).

## **Student Placements**

During 2021-2022 the school hosted two students training to be teachers at Stranmillis University College and Edge Hill University. We hosted one student doing a Foundation degree in Early Childhood Studies from Stranmillis University College. We also hosted three students from Southern Regional College.

## **Charity**

The school continued its fundraising for a number of charities and would like to thank staff, pupils, parents and friends of the school for their support and generosity.

## **Inclusion and Diversity**

We are an inclusive school and highly respect the cultural diversity within our school community. Newcomers continue to settle in the local community and our enrolment includes a significant number of pupils from other countries including Portugal, Poland and Lithuania.

The school receives a significant amount of extra funding for its Newcomer pupils. To celebrate the fact that we are a diverse and inclusive school, on 26<sup>th</sup> September 2022 we celebrated European Day of Languages.

## **First Holy Communion and Confirmation**

Year 7 pupils were prepared for Confirmation which took place in March.

Year 4 First Holy Communion took place in May.

We are grateful for the pastoral support of our Chaplain Rev Father Sheehan, for his assistance in the organisation of the various celebrations.

## **Shared Education**

Shared Education has been defined as education that will provide opportunities for children and young people from different community backgrounds to learn together. Our partner school is Bocombra Primary School and face to face activities remained paused due to the pandemic.

## **Healthy Kidz**

All primary pupils now benefit from the Healthy Kidz programme. Sessions included an initial assessment in week one and a further assessment in the final week to ascertain the level of progress. Central to the Healthy Kids programme was the Golden Mile where the pupils were encouraged to complete a circuit over a period of 15 minutes of either walking or running. The aim was very much to improve each pupil's level of fitness. The Key Stage 2 pupils were extremely enthusiastic in their use of the Healthy Kids app. Healthy Kidz sessions moved online during the school closure.

## **Extra-Curricular Activities**

The School's programme of extra-curricular activities remained paused due to the pandemic.

## **Extended Schools**

The school again was fortunate to receive funding as part of the Department of Education's Extended Schools Programme whereby schools are encouraged to extend their activities beyond the normal school day. Many activities including Breakfast Club and Reading Partnership were possible because of this funding:

As well as our own school activities, the school is also the Lead School in an Extended Schools Cluster of Nursery, Primary and Post Primary schools.

## **Competitions**

During the 2021-2022 school year, pupils enjoyed taking part in Art Competitions including the Credit Union Poster Competition, the school's Christmas Card Competition and an Anti-Bullying Poster Competition.

## **Healthy Breaks**

Ballyoran Primary School is a Health Promoting School and has operated a Healthy Breaks Policy for many years. Nursery and Foundation Stage pupils are provided with a healthy snack each day by the school. Pupils in Years 3 – 7 are responsible for bringing in a healthy snack each day. The school also continued to offer pupils the opportunity to buy milk as part of the European Milk Subsidy Scheme.

## **School Leavers**

Twenty-one Year 6 pupils left Ballyoran Primary School at the end of June 2022, transferring to the following 7 post primary schools:

Brownlow College	1
Clounagh Junior High School	1
Lismore Comprehensive	1
St Patrick's Academy, Dungannon	2
St John the Baptist College	15
St Ronan's College, Lurgan	1

The Board of Governors wishes these pupils well for the next stage of their education and thanks them for all that they have contributed to Ballyoran Primary School during their time here.

## School Finance

### LMS Budget - Financial Year: April 2021 – March 2022

With the introduction of Local Management of Schools (LMS), each school receives an annual budget, which is largely based on the number of pupils attending the school. Since April 1992 the LMS budget for Ballyoran Primary School has been fully delegated to the Board of Governors.

Please note that the LMS budget report covers the financial year from April to March as distinct from the academic year from September to June.

1. Total Available Budget:	£1,296,345
2. Total Expenditure:	£1,163,572
3. Carry over for 2022-2023:	£132,773

### School Fund Account: 1<sup>st</sup> August 2021 – 31<sup>st</sup> July 2022

1. Opening Balance:	£5,440.89
2. Income:	£16,134.39
3. Expenditure:	£15,888.39
3. Closing Balance:	£5686.89

## School Security

DENI 1998 regulations require formal information to be presented regarding school security. Please note the following:

- Visitor access control - during school hours all visitors to school must enter by the front door and report to reception, sign the Visitors' Book and get a Visitors' Pass which must be worn at all times.
- The front doors of the School, Nursery and Community Learning Centre are protected by electronic access controls.
- A closed circuit television system operates inside and outside school premises.
- Secure doors and windows.
- Fire Detection Systems - the school is fitted with a fully functional fire alarm.
- Computer security - information held on computer can only be accessed by using confidential passwords.
- All valuable assets are marked with DNA.
- Intruder Alarm - the school is protected by an intruder alarm system.
- Security lights cover the exterior of the building.
- A security fence is in place around the site.

### **School Premises/Accommodation**

Although the day-to-day management of maintenance issues is delegated to the Principal, each year the Governors carry out an Inspection of Premises. A number of maintenance developments took place during the 2022 - 2023 school year. The Board of Governors wish to place on record its thanks to the Education Authority-Armagh Office, Maintenance Department for all their support in maintaining the premises during the year.

### **School Closures: 2021 – 2022**

#### **Holidays for pupils and staff**

September	-
October	25 - 29
November	
December	20 - 31
January	1 - 4
February	14 - 18
March	17
April	14 – 22
May	2
June	2, 3

#### **School Development Days – School closed for pupils for Staff Training:**

- 1<sup>st</sup> October 2021
- 25<sup>th</sup> October 2021
- 4<sup>th</sup> January 2022
- 17<sup>th</sup> February 2022
- 1<sup>st</sup> June 2022