

**Education Authority South Eastern Region
Donaghadee Primary School**



**Board of Governors
Annual Report**

School Year 2024/25

Who are the Governors?

	2024 - 2028
Education Authority Representatives	Mrs Jacqueline Gordon - Chair Mr Brian Lennox
Transferors' Representatives	Mrs Kathryn McDaid Mrs Ann Wright Mrs Mandy Humphreys Rev John Flaherty
Parents' Representatives	Mrs Nikki Bodel Mrs Rosalind McClean
Teachers' Representative	Mrs Gillian Kinkaid
Secretary to Governors	Mrs Evelyn Scott - Principal

What is their Role?

Under the Education Reform Order (NI) 1989, the Governors are responsible for all aspects of the School's activities e.g. the Policy on Pupil Admissions; staff appointments and development; Child Protection; school and community relations and last, but by no means least, the school curriculum. The curriculum should provide pupils with the best education possible and develop in them a sense of responsibility within society.

Chair of Governors' Remarks - Jacqueline Gordon

I attended a competition and prize giving recently and was shocked at how few children and young people actually said 'thank you' when receiving their awards.

A quote from the philosopher Seneca came to mind;
'Nothing is more honourable than a grateful heart.'

So I decided to use this foreword to say thank you to Donaghadee Primary School community, on behalf of us all.

Thank you to our Principal, Mrs E Scott, for your remarkable dedication, commitment, leadership and sound judgement. For your, 'open door' policy for staff, pupils and parents alike. Thank you for your continued support to DPS governors and for engaging so positively with every visitor to the school. Thank you for everything you do to ensure DPS pupils, all of whom you know by name, are not adversely affected by ever constricting budgets and rising costs of all consumables and for always going the extra mile.

To our Vice Principal, Mrs Kinkaid, and the Senior Leadership Team thank you for your exemplary planning, sound judgement, decisive actions and implementing all the many directives from EA in a timely manner.

Thank you to Mrs Kinkaid and Mr Claxton for preparing our P7 pupils for the SEAG tests in November 2024. I am so proud to report that 63% of all P7 pupils sat the SEAG papers and, of those, 78% secured a place in the grammar school of their choosing. Although I have thanked the P7 teachers by name I know that preparation for these exams starts all the way back and even as early as Nursery. From commencing school, year on year, from P1 to P7, each teacher plays his/her part in the whole preparation process. Each year DPS says farewell to the Year 7 cohort and we are so proud of how each and every pupil has flourished and is ready and confident to transition to post primary school. We hear of so many DPS successes in the wider community and are so proud of the young adults they become. Sincere thanks to you all.

Thank you to each and every teacher, classroom assistant and volunteer who makes lessons exciting and keep pupils engaged while delivering the curriculum. It is a joy seeing the photos of happy DPS children working through class activities on Facebook.

We said goodbye to several members of staff this year, C Nickles (classroom assistant), Mr R Quinlan (teacher) and Miss R Angus (cleaner) all resigned for new job opportunities. Mrs N Gray (teacher) decided not to return after a career break, while Mrs D Gillespie and Mrs A Octave (teachers), Mrs S Johnston (nursery assistant) and D McIlveen (supervisory assistant) left on retirement. Thank you all

for your dedication and commitment to DPS over the years. We wish you a long, healthy and happy future.

Thank you, Mrs Dennis and Mrs Gout, for running the office so smoothly and efficiently. What would we do without you both?

Thank you, Mr McMurran and your team, for keeping the school so very clean and very safe. Your attention to detail is much admired, as is all the additional wee jobs you undertake.

Thank you, too, to the wider Donaghadee community and our newly identified benefactors. Your support both practical or monetary continues to have a positive impact on the children and the school. Thank you to our amazing PTA, for your innovative fundraising events which are always great fun. Your generosity ensures that we can still provide DPS pupils with the extras that the education budget no longer provides. We could not do without you. Please know that you are very much appreciated. Thank you to my fellow governors who give of their time and expertise so generously to ensure that the school is managed efficiently, in accordance with all policies and procedures, as directed by the Education Authority and Department of Education. Your honesty and integrity is beyond reproach. Finally, thank you to you, the parents / guardians of pupils at DPS. Your children are a credit to you and to the school. Your support for our Principal, teachers and PTA does not go unnoticed and is very much appreciated.

This annual report provides a comprehensive summary of the School's activities over the past year. I commend it to you and thank you all for your continued support.

Principal's Remarks – Mrs E Scott

At Donaghadee Primary School, our motto *Create, Discover, Achieve* reflects what we want for every child. We aim to nurture pupils as they grow, helping them build the skills and confidence they need to reach their full potential throughout their time with us and in the years ahead.

We regularly reflect on our practice and work together as a school community to keep improving the learning experiences we offer. This ensures our curriculum remains inclusive, engaging, and responsive to children's needs.

Our Interim School Development Plan for 2024–25 had been put into action. However, some activities were affected by Industrial Action during Term 2.

As usual, in 2024-25 we focused on 3 main action plans:

Literacy: The main action was to develop children's understanding of inference using Reciprocal Reading Strategies. Throughout the year, all staff focused on this area, building upon the effective questioning work last year. A variety of different strategies were developed, tailored to pupils' specific classroom levels. This emphasis played a key role in encouraging pupils to think more deeply about their responses. This led to measurable improvements in both simple and complex inference outcomes during KS2 assessments and it was positive to see that many scores had improved. In Foundation Stage and Key Stage 1, pupils were supported in answering more open-ended questions, fostering richer and more detailed responses whilst developing the skill of inference at their level.

Additionally, the use of the Just2easy app was enthusiastically adopted into classroom practice to develop Literacy through ICT. Pupils enjoyed the cross-curricular elements of this app, when tasks were matched to their individual ICT levels.

World Around Us: The main action prioritised outdoor learning for all pupils throughout the academic year. Whilst WAU was a core component of this, other areas of the curriculum linked effectively to include Literacy and Numeracy. The time taken to specifically focus on bringing learning outdoors empowered teachers and gave the confidence to try new things, establishing fresh and updated lesson planning that will carry on into future years.

Photographs shared through pupil workbooks, Facebook and Class Dojo were particularly encouraging, showcasing the creativity and enjoyment of learning across all year groups. We will continue to build upon this progress and in August 2025, Field Studies Ireland will lead a staff development training session focused on outdoor learning primarily linked to our school site and the area around Crommelin Wood.

Nursery: The main action was to introduce the 'Wiggle Me Into Squiggle' programme. It was evident that children very much enjoyed and were motivated during these gross motor movement sessions and that all children were confident to lift a pencil and see themselves as a writer. The children's drawing assessments also indicated that all children had made developmental progress with their mark-making. They developed better awareness of their bodies, and this was represented in drawings of themselves too. Additionally, observation and evidence proved that these sessions were beneficial

to our children especially when screentime has impacted on physical development over the past number of years. This programme will continue next year to fully embed all elements of the scheme.

At whole school level, parents were again invited to attend September curriculum meetings as well as two face to face Parent Teacher Interviews. We were also thrilled to celebrate school events and highlights included the FS/KS1 Nativity Service, A Christmas Recipe, the KS2 production of Ali Baba and the Bongo Bandits, P6 and 7 residential trips and the celebration of Records of Achievement for P7 leavers.

After school clubs facilitated an exciting range of both external and internal providers. Some options included Football, Netball, Hockey, Tennis, Yoga, Judo, Scripture Union, Art and Coding. In Physical Education, we continued to enjoy the benefits of coaching from Mr Trevor Octave as part of our whole school initiative to target social need through fitness, health and wellbeing lessons. Our football team participated in the local league, our netball team in tournaments, our athletes participated the Flahavans Cross Country league, swimming galas and North Down Athletics trials. Many successes have been celebrated and as a whole school we enjoyed Sports Day one lovely sunny day in May.

We engaged in many wider community initiatives too. Our school actively participated in Live Here Love Here locally, the ELLA project and Donaghadee in Bloom. We also continued our intergenerational links by visiting local residential homes. Through Peace Plus, Year 4 enjoyed activities with our shared education friends from Killard House School. In addition, the town of Donaghadee launched a new tartan and Year 5 pupils from DPS were the designers. They even starred in the BBC cultural programme, 'Tartan Tales'. Following that success, our school also featured in an episode of, 'Hope Street'. The Principal's Office was 'trashed', and a driveway scene showcased our school as, 'Port Devine High School'!

Our Parent Teachers' Association continued to be very active in service and fundraising. The pupils thoroughly enjoyed many fun events to include three discos, Penny Wars, Smartie Challenge, Santa visit and the infamous Mother's and Father's Day shop. Their fundraising events also included a successful sponsored event where for a day, kids made the rules! PTA provided funding for Terms 1 and 2 health and wellbeing lessons with Mr Octave as well as funding uHub counselling services in school. Another batch of class iPads were bought with each classroom receiving one more to update their interactive resources. To support the continued cost of living crisis, pre-loved pop-up stores were available for school uniform, winter coats and Christmas jumpers.

I am pleased to share this report with you as a true and accurate overview of the 2024–25 school year. While it offers only a snapshot of the many activities and events that take place in our busy learning community, the full detail has been shared with you throughout the year in our Friday Notes and online updates. Thank you to everyone who has supported Donaghadee Primary School over the past year. Your ongoing partnership is deeply appreciated and helps us continue to grow as a remarkable and inclusive school.

Staff 2024/25

Teaching Staff		Non-Teaching Staff	
Principal	Mrs E Scott	Executive Officer	Mrs S Dennis
Vice Principal	Mrs G Kinkaid	Clerical Officer	Mrs C Gout
		Building Supervisor	Mr J McMurrin
Year 7	Mr T Claxton	Classroom Assistants	Mrs H Edwards
Year 6	Mr A Patterson		Mrs T Munn
Year 6	Mr A Duff		Miss R Lindsay
Year 5	Mr R Quinlan / Mrs K Hutton		Mrs L Croker
Year 5	Mrs L Conn		Mrs D Moore
Year 4	Mrs A Octave / Mrs C Douglas		Mrs B McKim
Year 4	Mrs D Wootton / Mrs D Gillespie		Miss F Higgins
Year 3	Miss K Savage / Mrs C Bradley		Miss B Lindsay
Year 3	Mrs S Kelly / Mrs L Clarke		Mrs S Goldie
Year 2	Miss V Hilliard / Mrs K Knapp / Mrs R Duff		Mrs S Nixon
Year 2	Mrs C Crutchley / Miss A Ferguson		Miss A McDowell
Year 1	Mrs J Larmour		Miss V Chetverus
Year 1	Mrs C Swann		Miss C Moore
Nursery	Mrs L Russell		Mrs L Finlay
SENCO & Literacy Support	Mrs K Bell		Mrs C Loughlin
		Ms O Craig	
		Miss B Brady	
		Mrs C Nickels	
		Mrs O Blewitt	
		Mrs J White	
		Mrs C Lindsay	
		Mrs J Mallon	
		Mrs C Preston	
		Mrs D Martin	
		Mrs C Steed	
		Mrs D Legge	
		Nursery Assistants	Mrs S Johnston
			Miss L Babb
			Mrs C Bicker
			Ms S Ponomar
		Cleaners	Mrs H Edwards
			Mrs S Murphy
			Ms R Angus
			Miss B Brady
		Supervisory Assistants	Mrs D McIlveen

Nursery – Year 7 Communication

We offer parents an Information Meeting for each Year Group in September and two scheduled, individual Parent/Teacher appointments during the year. Should it be necessary, parents are encouraged to contact the school with any concerns. All activities, challenges, achievements and events are fully reported on our weekly parents' information bulletin - the **Friday Note** which is on the Donaghadee Primary School App or sent out through the ClassDojo App/Seesaw. A Facebook page also informs and celebrates key achievements throughout the year.

Learning Support Team

Under the leadership of Special Educational Needs Coordinator (SENCO), Karen Bell, support is given to a range of children ensuring they have access to the whole curriculum. In 2024-5 the Learning Support Team included Mrs Bell and 1 Assistant.

Language Support

Miss Chetverus offered language support to 19 of our pupils who are recorded with a Newcomer registration. She follows EA Intercultural Education Service Guidelines for Schools and uses the benchmarking kit from Common European Framework (CEFR).

Miss Chetverus and Mrs Bell hosted a coffee "get together" in Term 1 to explain the support and all parents were provided with their child's levels, individual progress report and aims for the year ahead.

Music

Junior and Senior Choirs rehearsed each week under the direction of Christine Crutchley accompanied by Claire Swann.

The Senior Choir performed at concerts and key school events. The Junior Choir sang at Bloomfield Shopping Centre, a nursing home and at concerts.

Instrumentalists had individual tuition from peripatetic tutors Niamh Keeney and Michael Whan.

Piano tuition was offered to Y4-7 pupils with a weekly lesson taken by Colin Warden.

Recorders for Years 4&5 and ukuleles for Years 6&7 were taught through class lessons.

External teachers & tutors facilitated the following weekly classes:

- French
- IFA ~ Football
- IRFU ~ Rugby
- Tennis
- Hockey
- Monkeynastix
- Mini Yoga
- Scripture Union
- Judo

Teachers organised After School Clubs included:

- Athletics
- Art
- Football
- ICT - Coding
- Netball

Charity Collections Pupils, with their families raised a total of £2795 in support of the following charities

- Blythswood Christmas Shoebox Appeal
- Drop In (D'Dee Youth For Christ)
- SST Foodbank
- Salvation Army
- Barnardo's
- Chest, Heart and Stroke
- Down Syndrome UK
- Young Enterprise

Parental Participation

We encourage all our parents to be involved in the life of the school. Many assist with educational outings and at sports events. We are indebted to grandfather, Mr Savage who continued to help supervise outings and provided extra support in history lessons as well. We are also grateful to retired classroom assistant, Mrs Susan Davies, for her help and support throughout the year.

Parent / Teacher Association

The PTA Committee met regularly to plan and execute fundraising efforts throughout the year.

The PTA are registered with Her Majesty's Revenue & Customs (HMRC) to enable the charity to claim tax relief on donations. Social events brought parents together helping new families to meet new friends. The children also enjoyed many fun events.

Events this year included: Discos, Christmas cards and gifts, raffle, Mother's Day and Father's Day shops, Smartie tube challenge, Santa visit and P7 Leavers' gifts. The main sponsored event enjoyed by all pupils was, 'Kids Make The Rules Day'.

This year **£18,682** was raised from our PTA events. This enabled the purchase of iPads, counselling, sports lessons by Trevor Octave, Christmas gifts, Sports Day medals and class resources for all classes. We always welcome new members to join our successful committee.

And every parent

We are grateful to every parent who gives time to support the children in our school - both Primary and Nursery. Their help is invaluable.

Community Involvement

Apart from our charitable support of local ventures we welcomed links with our community in other ways to include intergenerational visits, our engagement with Live Here, Love Here and Donaghadee in Bloom. Year 5 also designed a town tartan and were stars of the BBC programme, 'Tartan Tales'. We were also privileged to support 'Little Heroes' by participating in a whole school lantern parade with local hero Alex Chambers and her mummy, Nadine. Thanks to Jax Hairdressing for sponsoring this.

Killard House School We are fortunate to share our campus with Killard House School. Throughout the year we joined together for various activities. We often share playground and hall facilities. We are privileged to be Peace Plus partners through shared education.

Student Placements We are always pleased to offer work placement experience for Post Primary pupils and those in third level education. Throughout the past year we accommodated students from various schools, colleges and universities – local and otherwise who were considering a career in teaching or teaching support.

Volunteers We are so pleased to have a willing band of helpers to assist with administrative and practical tasks in the classroom.

Rotary Club of Donaghadee Each year, we are privileged to host the venue for the Rotary Club Youth Leadership Award with Mrs Evelyn Scott assisting on the interview panel.

Classes: All classes have bespoke links with local sports clubs, businesses and/or residential homes. Each year we endeavour to build upon these links to embrace a whole community spirit.

End of Key Stage Assessment

The Assessment Team have established a clear and objective annual cycle of testing and analysis to inform teaching and learning. Assessment Manager on C2K has been employed to record and analyse the vast array of data from CAT & GL PTE and PTM. Staff are all involved in the process of reviewing test scores and identifying low and under achievement. Clear targets are agreed to help underachieving pupils make progress. The Learning Support Coordinator and Learning Support Team also make use of the data to select children and learning areas requiring further support. Targets for Communication, 'Using Maths' and 'Using ICT' are agreed in each year group from Y3-Y7 following the data analysis. These targets may be for specific children, groups, whole class or year group. End of Key Stage targets are set in October for Y4 and Y7 pupils and the results are analysed in June. At the end of Key Stage 1 the 'expected level' is Level 2 and at Key Stage 2 it is Level 4. There will be some children who fail to master all the skills to be awarded the typical level and also a few who make sufficient progress to reach Level 3 at KS1 or Level 5 at KS2.

The school's overall aim is to continue to administer the CAT test, to continue to administer the Progress Through English and Maths tests online, to continue to identify and support underachievement and to endeavour to assist each child in reaching his/her potential over the next three years.

In the Assessment of Cross Curricular skills, we aim to continue to assist pupils to reach their potential and hope to be consistently in the median to upper quartile range for our Free School Meal banding.

School Attendance Analysis for 2023-24

Average Attendance = 92.5%

Donaghadee Primary School

School Fund Account

1 September 2024 - 31 August 2025

School Fund Balance

£5,329.34

	Expenditure	Income	Balance
Balance brought forward			£1,318.52
Cash in Hand brought forward		£162.11	£162.11
Dinners	£27,128.40	£27,180.40	£52.00
Nursery *	£5,160.00	£6,758.49	£1,598.49
Charity	£2,795.00	£2,126.93	-£668.07
Swimming	£9,077.40	£9,298.22	£220.82
Sports and Events	£2,856.94	£633.00	-£2,223.94
Music **	£3,045.00	£3,502.50	£457.50
Class Resources (BPM)	£8,247.33	£7,415.20	-£832.13
Donations and Commission	£0.00	£2,501.44	£2,501.44
Class Trips	£3,025.85	£3,065.00	£39.15
School Fund Donations	£0.00	£5,295.00	£5,295.00
Book Fair	£1,696.70	£1,696.70	£0.00
Gifts and Gratuities	£885.53	£20.00	-£865.53
Concerts	£301.30	£3,517.95	£3,216.65
Incidental Premises	£5,158.42	£2,496.64	-£2,661.78
Additional Teaching and Support	£775.00	£0.00	-£775.00
Share Centre (P7 residential)	£14,826.30	£14,750.00	-£76.30
Ganaway	£6,280.00	£6,640.00	£360.00
Bank Charges	£129.84	£0.00	-£129.84
Miscellaneous	£4,375.19	£3,077.55	-£1,297.64
Cash in Hand	£200.00	£0.00	£207.43
Petty Cash Lifted During Year	£200.00		-£200.00
Total	£96,164.20	£100,137.13	£5,329.34

Local Management of Schools (LMS)

LMS requires the Board of Governors to have responsibility for the school budget. We concentrate on providing the best service to our pupils whilst bearing in mind financial responsibilities for future years. We plan to have sufficient carry forward funds to manage, within reason, any unexpected expenditure.

The budgetary figures available represent the financial year 2024/25 and not the academic year.

**Financial Report
1 April 2024 - 31 March 2025
Available on request**