



# **Cedar Integrated Primary School and Nursery Unit**

## **Annual BoG Report 2024/2025**

Ratified 22.09.25

Dear Parents/Carers,

Each year, the Board of Governors formally reports to parents. The Annual Report is circulated to all families in Cedar Integrated Primary School and Nursery Unit and summarises the work and achievements of our school during the periods indicated.

Should you wish to respond to the report which follows or wish to seek further clarification on any points raised, please write to:

**Mrs Sonya Carter**  
**Chair of Governors**  
**Cedar Integrated Primary School**  
**29 Kilmore Road**  
**Crossgar**  
**BT30 9HJ**

Thank you,

H Crichton  
Principal

**2024/2025    Board of Governors' Annual Report**

This Report will cover the periods:

- The financial year 1 April 2024- 31 March 2025.
- The school year 1 September 2024 - 30 June 2025.

## 1. Organisation and Management

The Board of Governors has overall responsibility for the management of Cedar's affairs. The full Board of Governors met on six occasions during the year. In addition, sub committees met to deal with issues relating to finance, appointment of staff, salary review, learning and teaching, school development and sites, premises, and safety.

### Board of Governors

The Board of Governors for the period this report relates to, was as follows:

Name	Status	Term
Sonya Carter	Chair Foundation	September 24-June 28
Gavin McGrattan	Vice Chair DENI Rep	September24- June 28
Jim Hamilton	Foundation Trust Former DENI Rep	Extended
Neil Magowan	Past Parent Foundation	June 17-June 21 Extended
Jonathan Walsh	Parent Foundation	June 17-June 21 Extended
Melissa Patterson	Parent Designated Governor	March 20-March24
Alana Colenso	DENI Rep	To be approved
	DENI Rep	Vacant
	DENI Rep	Vacant
Christopher Charlton Killen	Parent	November 24- June28
Sim Jones	Parent	November 24- June28
Sean McGreevy	Parent	November 24- June28
Sarah Stewart	Parent	November 24- June28
Daniel Watson	Teacher	September 24- June 28
Tricia Mailey	Teacher	September 24- June 28
Hilary Crichton	Principal Secretary	
Rachel Bennett	VP/ Acting Principal	

### Governance

- DE Governance Team was again emailed on 16.08.24 for an update on the availability of possible DENI Governors.
- DE replied on 19.08.24: "*The Department is currently considering appointments across a range of schools, and we will be in contact with Cedar IPS in due course when we are in a position to advise of appointments. The Department will endeavor to work through appointments as quickly as possible with the resources available.*"
- Danielle McGreevy: Completed her term as Teacher Representative September 2020-August 2024.
- Suzanne Marner: Stepped down as Teacher Representative after resigning. Term: September 2021-August 2025.
- We welcomed our new Teacher Representatives: Tricia Mailey and Daniel Watson.
- Nomination forms for Parent Governors were emailed to families on 25.09.24.
- The deadline for nominations closed on 11.10.24.
- Six nominations were received.
- The Chair contacted the nominees on 15.10.24 and all were content to go to the next stage- a vote.

- Each Nominee was asked to indicate how their professional background/experience and commitment to integrated education would make them a suitable Parent Governor. (Max 150 words).
- Ms Bennett created a voting form using Microsoft Forms.
- The information on each nominee and the voting link was emailed to families on 21.10.24.
- Families were sent a text with the voting link on 22.10.24.
- Families were sent a final reminder with the voting link on 24.10.24. with a reminder that parent/carers needed to include their names to be valid for the count. RB amended the voting form that the family name was required.
- At 5pm on 25.10.24, 56 families had voted. Four nominees received 17% or higher percentage of the vote.
- The Chair of Governors contacted all the nominees to tell who was successful on 28.10.24.
- We welcomed Christopher Charlton- Killen, Sim Jones, Sean McGreevy and Sarah Stewart onto Cedar's Board of Governors.
- The new Parent Governors met the Chair of BoG and Principal on 07.11.24 and attend their first BoG Meeting on 12.11.24.
- Tiarnán McMeekin (Cedar's Support Officer in NICIE) was able to advise on procedures for new governors joining the BoG.
- Training for Governors on "Roles and Responsibilities " by NICIE took place on 20.01.25.

### Responsibilities of Governors

The following areas of responsibility were dealt with by the Governors:

#### **Finance**

##### **Internal Audit**

- P J Kilpatrick Accountants completed the internal audit on 14.03.25. The internal audit focused on
  - Check completion of recommendations from March 2024.- CCTV Policy ratified March 2024.
- **Key Areas:**
  - Procurement
  - Financial Management (2nd Review)
- **Other Areas:**
  - Pupil Data
  - Income & Receipts
  - Petty Cash
  - Transport/Minibus
- **Areas tested every year:**
  - Data Protection Act
  - Computer Environment
  - Freedom of Information
  - Accounting for Non-Public School Funds
  - Principal & Vice Principal Salary Progression
  - Teacher Attendance Procedures
- A signed copy was emailed to the auditors who forwarded it to the Education Authority.

##### **External Audit**

- The school's accounts 2024-25 were prepared by the school bursar and approved by the full Board. David Lyttle & Co Certified Accountants were appointed as auditors in line with the Financial and Audit Arrangements for Grant-Maintained Integrated Schools. Please find attached Appendix A which summarises our financial position. The External Audit was completed on 28.05.25 and was ratified by the BoG on 22.09.25.
- The school complies with EA Guidance with different firms completing our Internal and External Audit: P J Kilpatrick (**Internal**) David Lyttle & Co (**External**).

### **Governors**

- Governors have the opportunity to attend a number of online courses run by the Education Authority e.g. Child Protection & Safeguarding. NICIE also support Governors e.g. Governance Seminar. Training schedules are emailed to Governors each term.

### **Office Bearers**

Chair of the Board of Governors - Sonya Carter

Vice Chair/Treasurer/Responsible Officer - Gavin McGrattan

### **COMMITTEES**

#### **Staffing and Finance**

Gavin McGrattan (Chair)

Sonya Carter

Rachel Bennett

Jonathan Walsh

Alana Colenso

#### **Learning and Teaching**

Sim Jones (Chair)

Sonya Carter

Sarah Stewart

Chris Charlton- Killen

Daniel Watson

Tricia Mailey

#### **Nursery**

Melissa Patterson (Chair)

Alice Woods (Nursery Teacher)

#### **Sites, Premises and Safety**

Jim Hamilton (Chair)

Neil Magowan

Sean Mc Greevy

Jake Fitzpatrick (Building Supervisor)

#### **Parents' Council**

Rachel Bennett

The Principal is a member of all sub-committees.

### **Staffing and Appointments**

To deliver the curriculum effectively, the Board of Governors employ a Principal, seven class teachers, a Nursery teacher, twenty-two classroom assistants and five auxiliary staff.

#### **Teaching Staff- September 2024**

- Nursery Mrs Alice Woods (Temporary) Mrs Suzanne Marner on secondment)
  - Primary 1 Mrs Danielle McGreevy
  - Primary 2 Mrs Ciara Gribben (Temporary)
  - Primary 3 Mrs Kathryn Glover
  - Primary 4 Mr Daniel Watson
  - Primary 5 Mrs Carol O'Sullivan
  - Primary 6 Mrs Tricia Mailey
  - Primary 7 Ms Rachel Bennett
  - Vice Principal/Acting Principal Ms Rachel Bennett
  - Principal Mrs Hilary Crichton
- 
- Mrs Suzanne Marner resigned from her Nursery Teacher post on 16.08.24. Mrs Marner secured a permanent contract as an Advisory Teacher with the Education Authority.
  - Mrs Alice Woods was appointed temporary Nursery Teacher and started in August 2025.
  - Mrs Linda McGrath retired as Nursery Assistant at the end of 24-25 academic year. Mrs Suzanne Chaddock was appointed permanent Nursey Assistant and took up her post in August 2025.
  - Mrs Linda Magee (P2 Teacher) retired at the end of the 24-25 academic year. Mrs Ciara Gribben was appointed temporary P2 teacher and started in August 2024.

- The Principal met all teaching staff to review and discuss job descriptions and key responsibilities.
- Permanent Teaching Posts
  - **Acting Principal, VP, Assessment and ICT Co-ordinator: Ms Bennett**
  - **SENCo/LS Co-ordinator and Music Co-ordinator: Mrs Glover**
  - **Head of KS1 and Numeracy Co-ordinator: Mr Daniel Watson**
- One-year posts for Co-ordinators (2024/25) were appointed.
  - **Designated Teacher, Integration, RE and RSE Coordinator: Mrs Mailey**
  - **Literacy and P.E Co-ordinator: Mrs O'Sullivan**

#### Non-Teaching staff

Karen Chambers	School Secretary/ Bursar
Kathy Cardy	School Secretary
Jake Fitzpatrick	Building Supervisor
Bronagh McGrattan	Classroom Assistant (C/A) P1
Lana Carlisle	Classroom Assistant (C/A) P2
Moira Jackson	Learning Support Assistant and First Aider
Erin McCallum	Classroom Assistant Temporary
Julie Mulholland	Classroom Assistant
Cara Ashe	Classroom Assistant
Rebecca Carberry	Classroom Assistant Part-time
Emma Coulter	Classroom Assistant Part-time Temporary
Jorgia Robinson Shields	Classroom Assistant Part-time Temporary
Shauna McKeown	Classroom Assistant Part-time Temporary
Libby Maloney	Classroom Assistant
Leanne Spick	Classroom Assistant
Ashlene Thompson	Classroom Assistant
Trudy Hamilton	Classroom Assistant
Rachel McAuley	Classroom Assistant Part-time Temporary
Laura Stewart	Classroom Assistant Temporary
Ann Quinn	Classroom Assistant
Zenas Amparado	Classroom Assistant and First Aider
Jo Chesney	Classroom Assistant Temporary
Emma Hamilton	Classroom Assistant
Valerie McMahon	Classroom Assistant
Lilia Mason	Classroom Assistant and First Aider
Suzie McCully	Classroom Assistant
Anne Jackson	Classroom Assistant
Heather Lambe	Classroom Assistant Temporary
Evie Carlile	Classroom Assistant Part-time Temporary
Rachel Pentland	Classroom Assistant (Maternity September- June)
Suzanne Chaddock	Nursery Assistant
Dolores Masterson	Catering Assistant
Wendy Walker	Catering Assistant
Cleaning Contractors	Reflections Cleaning Agency

#### Admissions for September 2025: First preference applications

Nursery	26	Twenty-six Target Age pupils.
Primary 1	26	Undersubscribed.

## Admissions and Religious Balance

School admissions and religious balance for September 2024 were as follows:

YEAR	MALE	FEMALE	TOTAL
Primary 1	9	11	20
Nursery Class	13	13	26
YEAR	Protestant	Catholic	Other/None
Primary 1	8	6	6
Nursery Class	8	10	8
Whole school	73	87	57

## Summary of Curriculum Policy

The curriculum reflected the aims and objectives of our school and conformed to the statutory requirements of the Education Reform Order (NI) 1989 and the 2007 Education Order.

### 1. Principal's Report

#### Staff

During 2024-25 academic year, Industrial Action Short of Strike and Strike Action was stepped up by teachers. In addition, EA and the Teaching Unions still had to agree on teachers' Workload Assessments. Teaching staff were given individual Directed Time Budgets depending on their role in the school.

#### School Day

##### Drop off:

- The school day begins at 8:55am and the break time has been reduced to 10 minutes thus balancing our earlier finishing time on a Friday at 2:00pm.
- Meet and Greet happens between teachers and pupils between 8:45-8:55am.

##### Timings:

- Break: P1-3 @ 10:20-10:30 am
- Break: P4-7 @ 10:35-10:45 am
- Lunch: P1-3 Eating @12:00/12:10-12:30 Play@12:35-1:00pm
- Lunch: P4-7 Play@12:15- 12:35pm Eating @12:35-1:00pm

##### Pick Up

P1-2: @ 2:00pm

P3: Autumn 1 Term @2:00pm.

Autumn 2 Term: Monday @3:00pm and Tuesday- Friday @2:00pm

Spring Term: Monday and Tuesday @3:00pm and Wednesday- Friday @2:00pm

Summer Term: Monday - Wednesday @3:00pm, Thursday and Friday @2:00pm

P4-7: Monday- Thursday @ 3:00pm and Friday@ 2:00pm

#### Phased start for P1

From 28 <sup>th</sup> August 2024	9:00-noon	Group 1
From 30 <sup>th</sup> August 2024	9:00-noon	Group 2
From 3 <sup>rd</sup> September 2024	9:00-noon	Group 3
From 5 <sup>th</sup> September 2024	9:00-noon	Group 4- All children in
From 25 <sup>th</sup> September 2024	9:00- 2:00pm	First long day- School dinners available

#### School Development Plan

- The normal 3-year cycle of a School Development Plan (SDP) was halted by COVID and Industrial Action. Staff felt that one-year School Development Plans were more effective in targeting actions for improvement.
- 2019-2020: was interrupted by the first lockdown. The 3-year plan was halted.

- 2020-2021: The Evaluation of the School Development Plan for 2020-21 was ratified by BoG on 20.09.21. The school year was again disrupted by a second lockdown. Summer 2021 allowed staff to assess the impact on pupil achievement and determine a new baseline.
- Action and Outcome Plans for 2021-22 were compiled by Co-ordinators. Core subjects had a number of targets and non-core were set one target.
- 2021-2022: A one-year SDP is being devised to address the immediate implications of COVID and was ratified 30.11.21.
- Co-ordinators completed a Mid-Year Review of Action and Outcome Plans in January 2022.
- Core Co-ordinators were allocated time to monitor planners and complete a Book Look in January and May 2022.
- A one-year SDP Plan was devised for 2022-23, but Industrial Action by all teaching Unions halted all work identified in Action and Outcome Plans.
- Only an Action and Outcome Plan for Integration was devised in 2023-24.
- A one-year School Development Plan for 2024-25 was ratified by BoG on 12.11.24. Co-ordinators needed to establish a baseline. Industrial Action by all teaching Unions halted all work on Action and Outcome Plans and targets identified in our School Development Plan.
- A one-year School Development Plan for 2025-26 will be devised, staff have to identify the key priorities for improvement.
- A 3-year School Development Plan will be devised for 2026-2029.
- All stakeholders need to have input into a 3-year plan for improvement.

## **Mathematics and Numeracy**

### **Using Mathematics**

#### **Updated Mathematics and Numeracy and Using Mathematics Planning Documents updated.**

- Staff agreed on a new Mathematics and Numeracy medium term planning template.
- Staff reviewed the outworkings of the new template on 30.09.24 and during a twilight session to complete Mathematics and Numeracy planners in final agreed format on 07.10.24.
- The planner also includes a section highlighting Using Mathematics- Cross curricular links.

#### **Tracked Mathematics and Numeracy and Using Mathematics Statutory Requirements P1-7**

- Tracking Statutory Requirements in Mathematics & Numeracy- Using Mathematics- 18.11.24, 23.12.24 and at the end of the Spring and Summer Terms.

**Industrial action by all teaching staff in Spring Term meant that no monitoring could be completed then or retrospectively when industrial action ended.**

### **CBD**

- Collegiate book / work discussion highlighting and disseminating best practice.
- Two samples per teacher of proud maths work. 02.12.24 The second date cancelled due to Industrial Action on 10.03.25.

#### **Book Look and Planner reviews and Learning Observations- Halted due to Industrial Action.**

- Data shows positive progress on last year's data, in all areas of maths curriculum content and processes.

### **Provision**

- Mrs Jackson provides numeracy support to Foundation and KS1 children in teacher identified areas of need.
- Maths Shed is purchased and used by some classes (mainly KS2) at a cost of £143.00 per annum.
- NumBots and TTRS (Time Table Rock Stars) purchased at a cost of £324.13 per annum

### **Events**

- 100<sup>th</sup> Day of School Friday 7<sup>th</sup> February. Classes completed maths related activities in class to celebrate the day.
- Monthly NumBots and TTRS certificates given out on the last Friday of every month at assembly.

### **Focus for Development**

- Deep dive into maths coverage to ensure progression is evident, to identify any gaps across the school and to ensure that there is no duplication.

- To embed NumBots and TTRS into all classes from P2-P7 throughout the year and P1 NumBots in summer term.
- Target underachieving children with new withdrawal provision with Mrs Hamilton and Mrs Jackson. Reduce the number of children underachieving in each class.
- Measures is a possible area for development as although the whole school average is +4.2% above the national average, 3 out of 5 classes are still scoring below the national average.
- Book Look and Planner reviews and Learning Observations in Mathematics and Numeracy re-introduced.

## **Language and Literacy**

### **Communication**

#### **Updating Language and Literacy Planning Documents- Halted and Carry Over**

- It was too ambitious to attempt to change two core planning templates in one year.
- We decided to start reviewing the Language and Literacy planning template in January 2025 and then ASOS halted this review.

#### **Tracked Language, Literacy and Communication Statutory Requirements P1-7**

- Tracking Statutory Requirements in Language, Literacy and Communication - 18.11.24, 23.12.24 and at the end of the Spring and Summer Terms.
- Reviewed in 06/25 by Co-ordinator.

**Industrial action by all teaching staff in Spring Term meant that no monitoring could be completed then or retrospectively when industrial action ended.**

### **CBD**

- Collegiate book / work discussion highlighting and disseminating best practice.
- Two samples per teacher of proud literacy work. 25.11.24 The second date cancelled due to Industrial Action on 05.03.25.

#### **Book Look and Planner reviews and Learning Observations- Halted due to Industrial Action.**

### **Data**

- Data shows that 78 pupils were below target/average in the expected stanine group.
- When comparing CAT scores to the PTE result, only 23 pupils are underachieving. Those pupils within the lower stanine band are working within their CAT capabilities. These children will be the target pupils for the academic year 2025-2026.

### **Resources**

- New Reading Scheme-Oxford University Press- £2,202.70 +VAT
- Dyslexia Gold Subscription= £449.25+VAT
- Spelling Shed (P3-7)= £357.50 +VAT

### **Events**

- A whole school spelling challenge on Spelling Shed for World Book Day celebrations on 07.03.25.
- Staff dressed up as Where's Wally and hosted whole school challenge and pupils could dress up as a character of their choice.

### **Focus for Development**

- Develop reading for pleasure within the school.
- Explore new text reads linked to topics each term.
- Train staff in the development of narrative writing and creative writing.
- Agree a new Literacy Planner.
- Encourage more classes to use Dyslexia Gold for their target pupils.
- Book Look and Planner reviews and Learning Observations to be re-introduced in Literacy and Using Communication.
- Literacy Lesson Observations planned for Autumn 1 with a specific focus on the teaching of Narrative writing. Samples of narrative writing to be collected once completed.
- Plan priorities for improvement in Language, Literacy and Communication in the 3-year School Development Plan 2025-28.

### **Using ICT**

- ASOS has once again had a huge impact on development in UICT.

### **UICT Audit Results**

- An audit was carried out with teaching staff in September 2024.
- The audit showed that teaching staff needed support in very different areas.
- The common theme was the request for time to explore new Apps and programs to see how they could be used in class.

### **Resources Folder**

- RB collated a variety of online lessons, teacher training, CCEA documents and resources to allow staff to upskill in the area they had each identified.
- RB shared the link to the UICT Resources folder with all teaching staff.
- Time was given for staff to work through the variety of links. RB supported staff as required. Staff focused on the following areas:
- P1 - Just2Easy
- P3 - Curriculum Map / Dream Space coding
- P4 - Micro:bit
- P5 - Apple Clips / Minecraft Edu
- P6 - Minecraft Edu / Film and Animation resources (CapCut and AMMA)

### **Curriculum Map**

- A shared version of the UICT blank Curriculum Map was shared. Staff were asked to populate as the year progressed with the hope that some of the new ideas, Apps and programs could be incorporated.
- A copy of the Desirable Features was given to each staff member for reference.
- Teachers agreed that they would meet termly, however ASOS resumed in January.

### **Resources**

- P4 Micro bits - gifted from St. Colmcille's, Crossgar.
- Replacement BeeBots for KS1 £489.53.
- General replacement of charging cables, iPad screen repairs throughout the year.
- Two interactive whiteboards installed in P and P5.

### **Focus for Development**

- Time to be allocated regularly to allow staff to continue to upskill and explore the links and to share examples of good practice.
- Shared Curriculum Map to be updated across the year.
- Very few curriculum maps were completed, however all teachers completed the new Tracking Grids which should help to identify coverage and gaps.
- Introducing a new UICT Co-ordinator.

### **Assessment**

Continue to use GL Assessment Package at a cost of £3,632.00 This includes:

- Progress Test in English (PTE)
- Progress Test in Maths (PTM)
- Pupils Attitudes to Self and School (PASS)
- New Group Reading Test (NGRT), New Group Spelling Test (NGST)
- Dyslexia Screener
- Dyscalculia Screener.
- Pupils in P3-7 tested in summer term. Pupils in P4-7 Tested in December/January. NGRT/NGST testing in August/September to provide a baseline.
- No target pupils identified this year due to lack of resources and time to support and make meaningful impact. To be reviewed next year with the introduction of an additional SEN teacher.
- Dyslexia Screener carried out in P3 and P5. Dyscalculia Screener in P4 and P6.
- P7 pupils screened on an individual basis if required.
- High Frequency Word (HFW) assessments carried out with P1 pupils. HFW and MIST assessments carried out with P2 pupils. Salford Reading for SEN pupils in P3 (all in summer term). Results analysed and data passed on to new teachers.

- Co-ordinator collates all online testing data, inputs to SIMS and creates a comprehensive overview for class teachers. This process was further developed to compare CAT with SAS for PTE and PTM to reduce teacher workload. Focus now on teachers to analyse and identify areas to develop.
- Mid-Point results are now collated in the same way to reduce teacher workload and allow increased focus on analysis rather than processing.
- Summer data was shared with Governors. No significant details to report for FSM, SEN or attendance. Whole school analysis of data completed by Co-ordinators also shared.
- Some concern from coordinators that tracking of coverage had been challenging due to Industrial Action and Action Short of Strike in recent years. Tracking grids were created and teachers agreed to complete across the year. These will be shared with coordinators and passed to next teacher.
- Work has started to review and update the Marking for Improvement policy. This should ensure a progressive approach to marking, including effective AfL strategies, that has a genuine impact on pupil performance and progress as well as reducing teacher workload.

**Focus for Development**

- Employment of SEN Learning Support Assistant to target KS2 pupils.
- Tracking grids passed to the new class teacher who will continue to record coverage of the Statutory requirements.
- Review and update the Marking for Improvement Policy.

**Special Educational Needs (SEN) SENCo/ Learning Support Co-ordinator= Kathryn Glover**

<b>DE Funding</b>	
<b>SEND Funding</b>	£8,719.00- Financial Year

Number of pupils on the SEN register: **34**

Percentage of pupils with SEN from the primary population: **16.2 %**

Gender of pupils on SEN register

Number of boys: **27**

Number of girls: **8**

Number of pupils who were added to the SEN register throughout the year: **8**

Number of pupils who were taken off the SEN register throughout the year: **7**

Number of pupils currently at each stage of the Code of Practice:

- 1SpEP = **11**
- 2SpEP = **8**
- 3SpEP = **16**

8.46% of pupils are entitled to Free School Meals (Data - June 2025)

**In School Learning Support**

**Literacy FS/KS1 Support: Moira Jackson**

**Literacy FS/KS1 Support: Moira Jackson- IEP pupils (total support 17 pupils)**

- Term 1: Mon-Fri (am) P2- 4 pupils 25mins daily, P3- 6 pupils 25 mins daily, P4- 0 pupils 25 mins daily.
- Term 2 & 3: (Mon- Fri) P2- 3 pupils 25 mins daily, P3-5 pupils 25 mins daily, P4- 2 pupils 25 mins twice weekly. P7- one pupil SNIP spelling.

**Numeracy FS/KS1 Support: Moira Jackson (8 pupils)**

- Term 1: P2 4 pupils twice weekly, P3- 2 pupils once weekly.
- Term 2 & 3: P2- 3 pupils once weekly, P3- 1 pupil once weekly

**Whole School Provision**

**Moira Jackson- Literacy**

- Two P3 pupils individual reading support- twice weekly Feb-June. One P2 pupil third term only (Record of Concern)
- P1 booster sessions 1 pupil 25 mins daily

**Numeracy FS/KS1 Support: Moira Jackson (8 pupils)**

- Term 1: P2 4 pupils twice weekly, P3- 2 pupils once weekly.

- Term 2 & 3: P2- 3 pupils once weekly, P3- 1 pupil once weekly.
- Two KS2 pupils - nurture.

#### **Nurture Support- Moira Jackson (22 pupils)**

- FS- 4 P2 pupils.
- KS1- 9 pupils.
- KS2- 9 pupils.

#### **Outside Agency Support**

- EA: Literacy Support
- EA: AAIS
- EA Behaviour Support
- EA: Language and Communication Service
- RISENI
- Educational Psychology: Eleven pupils discussed.

#### **Child and Parental Involvement**

Teachers discuss targets with KS2 pupils for:

- their Individual Education Plans.
- Target pupils in Literacy and Maths
- Some younger pupils are made aware of their targets (if felt appropriate).
- All statemented pupils have input into their Annual Review which is read by the SENCo. Staff will scribe for pupils if needed.
- Some SEN pupils complete a Calm Plan showing how they feel at Levels 1-5.
- A template has been provided for staff to capture the pupil voice.
- Self-assessment from pupil is taken into consideration.
- KS2 pupils can choose their level of work using the Chilli system increasing independence and increasing self-esteem.
- Generally, IEPs are discussed face-to-face with parents in October. Parents/Carers and staff sign the documentation and give additional information needed.
- Progress and new targets for the Second IEP are discussed during the February Parent/Teacher Meetings. Parents/Carers and all staff sign the documentation.
- The review of the second targets and overview is sent home in June, signed and returned to school. In some cases, there are face-to-face meetings in June.
- Teachers keep in close contact with parents of pupils who have additional challenging needs - some through communication books, face-to-face updates or by email.
- Consultation with SENCo throughout the year on various matters as and when they arise.
- Parent voice is captured at time of signing IEP or through email communication.

#### **Professional Development**

##### **SENCo training**

- February 2025 Graduated Response framework (GFR).
- March 2025- Autism NI- Pathological Demand Avoidance (PDA).
- May 2025- EA The Personal Learning Plan and SMARTE targets.
- June 2025- SEND transformation Progress update.

##### **Staff Training**

- September 2024- All staff EA 'Nurture in 5'.
- February 2025 Winston's wishes- Bereavement for young children. MJ.
- March 2025- School Based Avoidance- DW.
- April 2025- Dyscalculia- teaching intervention strategies SERC MJ.
- June 2025 Readiness for commencement for GRF- HC.

##### **AAA training**

- November 2024- Sensory circuits training (AAIS).
- 6<sup>th</sup> January 2025- ADHD.
- February 2025- New staff (5) Premature training online (Nottingham University).
- 15<sup>th</sup> May 2025- FS/KS1 assistants reading- Modelling what a reading session looks like.

##### **SEN materials distributed to staff:**

- Sensory circuits- November 2024.
- AAIS materials on movement breaks.
- Useful prompts/strategies for dealing with challenging behaviour.

### **Other Developments**

- Tiny Life Learners Award received September 2024.
- New staff upskilled in Prematurity Training.
- Dyslexia Gold programme is used daily with 12 pupils from P4-P6
- Neurodiversity week- PowerPoints/activities for pupils to help learn about ASD, ADHD and Dyslexia.
- Accessibility planning. Action plans with short-, medium- and long-term actions continue to be worked through by BoG.
- New IEP format for the year 2024-25 with additional space for pupil/parent voice has worked well.
- AEN adapted to include checklist of strategies to use for SEBW, Dyslexia & Medical. Best practice guidelines on back of document.
- P2 MIST testing May '25 outlines any gaps for pupils in terms of early Literacy skills (5 pupils identified).

### **Areas for Development**

- Implementation of SEND Act (NI 2016).
- Review of SEN Policy.
- SENCO has asked PBSS to train whole staff on de-escalation training.
- Effectiveness of AAA.
- Dyscalculia training (SERC).
- Whole school provision map needs to be amended to reflect changes in Graduated Response Framework.
- Training for teaching staff in GRF, PLP SMARTER targets/IAPLMER model.

### **Nurture**

- Whole staff training: Nurture Level 3 Refresher Training 09.09.24 Nurture 15: 16.09.24.
- Nurture in 5 Resource Book- printed for each year group. P1-7
- Booklet - Useful Prompts and Strategies for Working with Challenging Behaviours distributed to all staff. Staff encouraged to refer to these strategies in IEP's.
- Posters displayed: The Six Principles of Nurture
- Nurture1-5 Modelling Session 1 by Nurture Intervention Officer: 18.09.24 and 19.09.24.
- Nurture1-5 Modelling Session 2 by Nurture Intervention Officer: 02.10.24 and 10.10.24.
- Nurture1-5 Session 3 taken by teacher and supported by Nurture Intervention Officer 23.10.24 and 24.10.24.
- Sensory Circuits Training : All classroom assistants 11.11.24. 14 pupils started Sensory Circuits in January 2025 at least 3 times weekly. Sen Classroom Assistants have resources that they can use within their own classes/Key Stages
- ADHD Awareness Training for Classroom Assistants on 06.01.25 by 2 Resolve facilitated by UNISON.
- PBS&P have advised and provided in school support to staff to manage some pupils with more challenging behaviours.

### **Areas for Development**

- Peaceful Zones: We are hoping that the new changes in the playground will help our neurodiverse pupils who find social interactions with their peers so difficult. We have currently spent £1953.31 on planning, creating peaceful zones and purchasing resources.

### **Integration and RE**

#### **Inclusion, Integrated and Cultural Policy**

- Stakeholders had input into the Inclusion, Integrated and Cultural Policy. The policy was ratified by the BoG 24.09.24.

#### **Council for Integrated Education, Integrated Education Fund (IEF) and the Association of Principals in Integrated Schools (APTIS) launched "Faith and Belief in School guidance for RE, assembly and religious practice in Integrated Primary Schools**

- HC has been part of the steering group developing guidance for integrated primary schools. T Mailey and some parents also gave input into research by Dave Thompson. The official launch of the guidance was on 06.02.25. which the Principal attended.

- Teachers received their textbooks for each class and prepared lessons from it.
- Teachers used "RE and related practice: Guidance for Integrated Primary Schools Publication" by Dave Thompson as a reference point to start discussion about R.E, assemblies, Christmas productions at training in August 2024. They used the Inclusive Integrated Framework for teaching RE in Integrated Primary Schools as the basis for planning RE for each year group and determining which World Religion classes would focus on more in-depth.

#### **Assemblies\Visitors**

- Visitor Guidance printed and copies in the front office to be given to all visitors. (25.09.24)
- Families were emailed a draft timetable of the different assemblies planned for the year in September 2024.
- P4 families were invited to attend assembly on 11.10.24. P4 delivered a class assembly highlighting the 'Buddy Chat' programme, a project designed to raise awareness of speech, language and communication needs.
- P1 Assembly with invited family and friends on theme of the Chinese New Year on 31.01.25.
- Sim Jones (Parent and Governor) and assisted by Priya (Nursery) and Mila (P1) took a whole school assembly on Sikhism. The assembly explained the basic beliefs of being a Sikh and gave pupils and staff an insight into the Sikh religion.
- Moirra Jackson (Classroom Assistant) took assembly on 11.04.25. She spoke about the Jewish religion and told the story of Passover.
- Mrs Linda Magee took a whole school Assembly on what a Humanist believes.

#### **Integration/ R.E Development**

- Class assemblies continued. Parents invited in to watch assemblies.
- SCARF Scheme: The PDMU content from CCEA include themes of Self-Awareness (1), Feelings and Emotions (2), Learning to Learn (3) and Health, Growth and Change (4), Safety (4a), Relationships (5), Rules and Rights and Responsibilities (6) and Learning to Live as Members of the Community. Staff believe that the PDMU and E-safety content in the SCARF scheme covers the PDMU requirements and is pupil-friendly and is more relevant than the older NI resource. The only unit that teachers have been required to use in the CCEA resource is the theme of "Similarities and Differences" (8) which is specific to the Northern Ireland context.

#### **March: Integration Month**

- The theme this year was Celebrating Cultural Connections
- Orla from Still I Rise Story Telling delivered an assembly on this theme (21.03.25)

#### **NICIE Training**

- NICIE facilitated Integration Training on 22.08.24. Both the Chair and Vice- Chair of BoG and six members of Cedar's Integrated Focus Group also attended the training.
- Mrs T Mailey completed the NICIE 3 day Bias Busting for Beginners course in Black Mountain Shared Space with Tiernan McMeekin and Mary Potter.
- 03.09.24. NICIE provided £300.00 towards substitute costs.
- Training for all Governors on "Roles and Responsibilities" by NICIE took place on 20.01.25.
- Mary and Tiernan from NICIE hosted a development session in preparation for our Excellence in Integration Award on Tuesday 11th March 2025 at Cedar IPS.

#### **VP Forum**

- R Bennett attended NICIE'S VP Forum at Drumragh IC on 18.10.24. The training covered working towards the Excellence in Integrated Education Award (EIEA) and handling Difficult Conversations.

#### **Teacher Representatives on NICIE Committees**

- Alice Woods- Early Years
- Tricia Mailey- Primary

#### **Excellence in Integration Award (EIEA)**

##### **Pre-Assessment took place on 04.04.25.**

- The two assessors Aurora Cacharro and Patricia Murtagh came for their Pre-assessment visit 04.04.25.
- They left with a copy of the EIEA Self-Evaluation Tool, copies of Annual Board of Governors Reports, Integration Policy etc.

### Assessment Day on 07.05.25.

- The two assessors interviewed a sample of Governors, Teachers, Non-teaching Staff, Parents, and Pupil Voice (P7 pupils). Three P7 pupils took the assessors on a tour of the school, and they observed an integration lesson in Nursery and Primary 6. They watched a school assembly on the theme of VE day. At the end of the day, they briefed the Principal with three recommendations going forward and confirmed that they would be contacting NICIE to propose the renewal of Cedar's Excellence in Integrated Award. Mary Potter, a Development Officer in NICIE confirmed our renewal.
- Sean Pettis (CEO of NICIE) will present Cedar IPS and NU with our EIEA on 26.09.25. this is the date that we have planned to start celebrating Cedar's 30<sup>th</sup> Anniversary.

### Sacraments

- HC met with Fr Kearney and the other local principals to arrange dates for the sacraments (Holy Family- Teconnaught, St Joseph's- Crossgar, St Mary's- Killyleagh, Killyleagh IPS and Glasswater - Crossgar).

No. of Pupils	First Confession	First Communion	Confirmation
Cedar IPS	13	6	10 +2
Killyleagh IPS	1	1	3

- Fr. Brendan Smyth (Crossgar) sadly passed away on 5<sup>th</sup> February 2025. Fr. Derek Kearney supported the children preparing for the sacraments. Fr Ciaran Dallat from Loughinisland also helped support the children through preparation for the First Holy Communion.
- Ten of our P7 pupils plus a past pupil and his older sister made their Confirmation on 28.01.25 in St Mary Star of the Sea Church, Killyleagh. Fr Derek and Bishop Alan McGuckian thanked all the staff and in particular Mrs Tricia Mailey for preparing the pupils so well. The Confirmation Service was for all the local schools.
- Sacrament of First Confession took place on 13<sup>th</sup> March in Holy Family Teconnaught. Thank you to Mrs McGreevy for preparing them so well. Holy Family PS, Cedar IPS and Killyleagh IPS celebrating altogether. Fr Derek visited Cedar on 06.03.25 to meet the pupils making their First Confession.
- Fr Dallat visited Cedar to talk to the pupils making their First Communion on 15.04.25.
- Six of our pupils and one pupil from Killyleagh IPS made the sacrament of First Communion on 09.05.25 in Crossgar. Thank you to Mr Watson for preparing the pupils so well. Fr. Ciaran Dallat made it a very child friendly service and the choir sang beautifully thanks to Mrs Glover.
- Fr Derek called to thank P1, P4 and P7 teachers for the preparing our pupils for the sacraments and thanking them for their gift. (19.06.25)

### Crossgar Parish Priest

- Fr Brendan Smyth who had been ill for some time but died suddenly on 05.02.24. P7 pupils who had made their Confirmation were invited to form a Guard Of Honour at Fr Brendan's funeral. The funeral coincided with the mid-term break.
- Fr Derek has been acting as Parish Priest during the time Fr Brendan was ill and is currently keeping this role.
- The family of Fr Brendan, the previous Parish Priest in Crossgar who recently died presented all the local schools with a framed photograph of Fr Brendan.

### Church of Ireland

- The Principal was invited and attended "A Service to Introduce The Revd. Dr. Claire Aylward "as Priest in Charge in Christ Church Kilmore on 10.10.24.

### Integrated Education Fund (IEF)

- An application was made through the Trust Programme- Integration in Practice to fund an application to be assessed for the Excellence in Integration Award. The application was successful, and Cedar was awarded £1,200.00.
- HC attended Integrated Education Fund (IEF) Christmas Celebrations on 11.12.24.
- Cedar successfully applied for Integration Through Sport for 2025-26.
  - The aim is to develop Hockey across KS1 and KS2.
  - To Upskill P3-7staff in the teaching of hockey.
  - To gather a range of essential resources and equipment to be able to teach Hockey across P3-7.

- To become part of the Ulster Hockey affiliation which will allow pupils to take part in blitzes and tournaments within our community.
- 70% of the grant will be £788 up front. 30% £337 -on completion.

#### **Baroness May Blood Award for Community Activism**

- The IEF plan to commemorate and celebrate the life of Baroness May Blood on her birthday on 26 May. Cedar shared details of our recipient of the Award- Ava Walsh. IEF shared these stories on their social media platforms.
- Ava Walsh was one of our P7 Netball players. Ava took on her own netball challenge of scoring 100 goals each day for a month with her own netball nets at home. Ava raised an incredible £1,026.00 for the homeless charity, The Welcome Organisation.
- Ava was awarded the Baroness May Blood Award for Community Activism for this great achievement.

#### **Ulster Scots Agency**

- There was no school funding from the Ulster Scots Agency in 2023-24, funding was only available for community projects. Cedar had previously received funding for music tuition for the pipes and drums for 3 years 2019/2020 until 2022/2023.
- Grants for schools' re-opened for 2024-25 and Cedar successfully applied for funding to teach Highland Dance.
- Kathryn Stewart started taking Highland Dancing with P3, P4 and P5 for 6 weeks beginning Thursday 19<sup>th</sup> September 2024.

#### **Languages**

- School celebrated International Deaf week on 27<sup>th</sup> September 2024 with a visit from Anthony Sinclair from Sign Source Learning who taught the children some sign language.
- Irish language classes weekly for all the school. Funding was discontinued in May 2025 and unfortunately classes ceased.
- Trudy Hamilton began French language classes with classes in November 2024, these continued weekly until June.

#### **Christmas Productions December 2024**

- Foundation Stage P1/2: Ralph the Reindeer (Secular)
- KS1 P3/4: Carol Service (Religious)
- KS2 P5-7: Nobody Wraps Like an Elf (Secular)

#### **NICIE**

##### **Links with Integrated Primary Schools**

- HC attended the official opening of Phoenix IPS new school building on 09.04.25.
- Children in P5-7 (football) and P.6-7 (netball) took part in All Childrens tournaments 10.06.25.

##### **Links with Integrated Colleges**

- Details of Blackwater IC Open Night were emailed to P6 & 7 families on 09.12.24.
- Mr Steve Pagan (Principal of Shimna IC) visited Cedar to talk to P7 pupils about transferring to secondary education on 12.12.24.
- SJ visited P7 on 14.01.25 with a former pupil Nora to talk to P7 pupils about transferring to Lagan College
- HC attended a meeting at Lagan College on 14.01.25 on Admission Criteria.
- P6 pupils visited Blackwater IC on 03.06.25 for a P6 Taster Day.

##### **Home/School Agreement**

- Prior to COVID we had a Home School Agreement that families signed. This has been amended to include the four core principles of integrated education and sent to families with pupils enrolled in Nursery and P1 for September 2025.

##### **Holocaust Memorial Day Northern Ireland Ceremony**

- HC attended the ceremony representing Cedar IPS on 23.01.25.
- The school assembly was cancelled due to the school closure.

##### **GMI Schools**

- All Grant Maintained Integrated Primary Schools received a Freedom of Information request regarding admissions of Protestant, Catholic and Other/None categories over the last five years by 20.02.25.
- Acknowledgement of receipt of FOI emailed on 18.01.25. Data submitted 08.02.25.

## **EIEA Report**

### **Opportunities for the further development of Integration within Cedar Integrated Primary and Nursery Unit-**

- Continue to develop the work on the Religious Education programme and policy using the 'Faith and Belief in Schools' resource.
- Consider creating a whole school affirmation, in consultation with stakeholders, which summarises the ethos of Cedar and can be used in assemblies and classrooms.
- When updating all policies ensure there is a statement that highlights the overarching ethos of Integration.

### **Summary**

**Cedar Integrated Primary and Nursery Unit is a wonderful example of a lived Integrated ethos. There is a warm welcoming atmosphere in the school for children and adults alike. Members of the school community are encouraged to be curious about all cultures and be proud of their own. There are many examples of how the key Principles of Integrated Education are affirmed and celebrated. It is clear that all at Cedar are proud to be part of this Integrated school and are committed to its ongoing development and success.**

### **World Around Us (WAU)**

- Our topic/World/Around Us/ Interconnected Learning planners have been updated and are now embedded.
- Tracking grids have ensured that the Statutory Requirements for each Key Stage are being addressed.
- Topics are pupil led, relevant, broad, based on key questions and local.
- We plan to maximise coverage, reduce duplication, increase depth and skills based.
- Cross-curricular/Interconnected Learning - Plan smartly.
- Learning Intentions, suggested activities and evaluations based around the key questions were essential to the quality of the pupils' learning.
- Monitoring of planners, book scoops, Learning Observations, TCN and CBD on hold due to Industrial Action.
- No WAU Co-ordinator in place.

### **Areas for development**

- A new baseline will have to be established in 2025/26 to identify areas for improvement, development, and support.
- Ensure progression of STEAM skills through the Key Stages.
- Continue to further develop enquiry-based learning making use of forest, pond, river areas.
- Develop use of TeachMateAI.

### **Resources**

- Resources in FS for WAU need to be replaced.

### **Sport**

- Booklet "If In Doubt, Sit Them Out" (Guidelines for Non-elite (Grassroots) Sport) distributed to all staff on 04.09.24.

### **Soccer**

- Friendly Football Tournament against St Joseph's PS with our P6 & P7 pupils on 04.10.24.
- The Festival of Football, hosted by Seamus Heath was held on 11.10.24 on the new 4G pitches at Kilmore Rec. Congratulations to our P5/P6 pupils - the team made it through to the semi-finals.
- Cedar played a friendly soccer match with St Joseph's PS on 15.04.25.
- Twenty of our P4-7 pupils took part in a non-competitive football tournament at Assumption Grammar School on 16.05.25.

- Cedar entered two teams in the Ardglass Tournament on 23.05.25. It was a successful day, as both teams topped their groups, won their semi-finals and met each other in the final.
- Cedar won in the All Children's IPS Football Tournament on 10.06.25.
- Cedar entered a boys' and a girls' team into the Killyleagh IPS football tournament held at Robert Adams Park, Crossgar on 12.06.25. The girls' team made it to the semi-final and the boys won the cup final.

#### **Cross-Country**

- Eight of our P7 pupils took part in a Be Active P7 Cross-Country Challenge one of our pupils came forth out of 250 competitors.

#### **Gaelic and Hurling**

- Cedar has joined Cumam na Bursoil who organise Gaelic and Hurling Tournaments in the local area at a cost of £50.00.
- P6 and P7 receive Gaelic coaching on a Wednesday morning.
- Nursery and P1 pupils are also receiving Gaelic coaching on a Thursday for 2 weeks starting on 30.01.25.
- P7 girls took part in a Gaelic Competition on 15.01.25 at Assumption Grammar School. They came joint first and it went down to points. We narrowly lost by two points and so missed out on the County Down Finals.
- Seven P7 pupils representing Cedar took part in a 5-a-side hurling tournament at the Cumann na mbunsol on 30.01.25 hosted by Lecale Trinity Grammar School. This was Cedar's first ever hurling tournament and the team's skills were developed in each match.
- Cedar's Indoor Gaelic Team travelled to Burren on 07.03.25 to compete in the County Down Finals. 71 schools competed in the Down Competition and our boys' team came third in the Down Finals and one of our pupils was named Player of the Day.
- Harry Stranney (P7 pupil)
- Harry was named as the Player of the Day at the County Down finals in Burren GAA, where the team came third in County Down recently.
- Harry attended the County Down Skills' Day in Bryansford GAA, where 46 schools in County Down nominated one pupil to trial, to be picked to play at either the half time of the All-Ireland Semi-Final or All Ireland Final.
- Harry was chosen and placed number one on the day for showing excellent skills and impressive teamwork and represented Down (the only Down primary school representative) in the mini-Ulster matches. Harry played at half time in the Semi- finals at Croke Park on 12.07.25.

#### **Swimming**

- P6: 11.11.24 - 16.12.24
- P7: 13.01.25 - 03.03.25
- P5: 10.03.25- 28.04.25
- P4: 12.05.25 - 23.06.25
- Four pupils represented Cedar at the Ulster Primary Schools Cup and Championships Gala on 01.03.25. All 4 pupils have achieved qualifying times to compete at a National level in the Irish Minor Schools Competition.

#### **Cricket**

- P3 and P4 classes started a 5-weeks of cricket coaching on 08.05.25 @ £150.00. The coach plays for Downpatrick Cricket Club. Costing a donation of £150.00.

#### **Netball**

- Our P6 & 7 Netball team topped the table in the NI Netball League matches on 17.02.25. They then progressed to the next stage.
- Twenty-One of our netball players watched France play Isle of Man in the Under 17 European Netball Championships held at the Antrim Forum on 05.03.25. St Colmcille's PS and Cedar shared the cost of the bus.
- Cedar played a friendly netball match with St Joseph's PS on 15.04.25.
- Twelve new netball dresses were ordered for the girls' team who got through the NI Netball finals. The dresses cost £360.00 and were sponsored by Mark Kerr (parent).
- P5 and 6 pupils competed in Netball Tournament at RGU in Downpatrick on 15.05.25.

- Cedar's P7 Netball Team came third in their group in the NI Netball Finals in Belfast, proudly wearing their new netball dresses. Cedar was amongst the top 14 primary schools in Northern Ireland.
- Cedar's Netball team won the Down Netball Tournament at RGU on 22.05.25.
- Cedar's Netball team also had a very successful day at the All Children's IPS Netball Tournament in Newcastle on 10.06.25, winning the tournament for the first time.
- Mrs Carol O Sullivan has been nominated and successfully shortlisted for Primary Schools Coach of the Year in the Netball Northern Ireland Awards. The awards ceremony will take place on Friday 27th June, in the Galgorm Resort & Spa. Mrs O'Sullivan started coaching our pupils last year and our amazing P7 Team came third in their group at the Northern Ireland Netball Finals in June this year. Cedar's team was amongst the top 14 primary schools in NI and that is an amazing achievement, thanks to Mrs O'Sullivan as our netball coach.

#### **Hockey**

- Ulster Hockey Outreach have taken 4 sessions with P5 and P6 pupils during the Spring Term.
- Ulster Hockey invited our P5 and P6 pupils to a Hockey Blitz on 29.05.25.
- Staff successfully applied for an IEF Sports Grant to purchase Indoor Hockey equipment (Floorball) for P1-4 and outdoor hockey equipment for P5-7. The grant covers the cost of affiliation with Ulster Hockey and staff training.

#### **Rugby**

- P7 will participate in a 4-week block of rugby on Fridays from 1-2pm starting 11.4.25. Coaching session is being led by Jonny Cullen from Ballynahinch RFC.

#### **Sports Day**

- Sports Day was held on 06.06.25, with P1-P4 holding their races on school grounds, and P5-P7 holding their sports day events at Kilmore Pitches. Pupils were cheered on by families and friends throughout the day. We are very grateful to Eurospar Crossgar for donating bottles of water, oranges and medals for FS/KS1.

#### **P.E.**

- Cedar had an incredible year with sporting achievements in soccer, Gaelic and netball.
- A P.E questionnaire was completed by teachers which identified Striking and Fielding as an area to develop within PE lessons. We successfully applied for the IEF Sports Grant to develop Hockey across the school, in the coming academic year 2025-26. We were awarded £1125 to purchase hockey equipment and provide staff training.
- The questionnaire also highlighted the need for more inclusive sports, such as bowls and archery.
- The P7 Sponsored Circuits raised £2,508 and we were able to purchase:
  - PE equipment specifically for Nursery, P1 and P2.
  - Equipment to support inclusive sports such as archery, bowls, mini golf and croquet.
  - New sets of footballs, Gaelic balls and netballs.

#### **Areas for Development**

##### **Hockey**

- The aim is to develop Hockey across KS1 and KS2.
- To Upskill P3-7 staff in the teaching of hockey.
- To gather a range of essential resources and equipment to be able to teach Hockey across P3-7.

##### **Other sports**

- Plan for a broad range of sports across the key stages.
- Ensure that sports and PE lessons are as inclusive as possible.
- There are opportunities for a range of competitive competitions and non-competitive competitions.
- Support staff with planning and taking PE lessons.

## Early Years

### Development of Foundation Stage Resource Area

#### New Play Panels

- Creation of a permanent Home Corner in FS/KS1 area.
- Play panels, storage units and mats purchased for the resource area.
- Plan to rotate themes every 6 weeks to align with P1 or P2 topics.
- School cost= £2008.68.

#### Sand and Water Tray

- Relocated to the resource area.
- Now available for continuous provision throughout the year.

### Development of Outdoor Learning

#### Outdoor Equipment

- Extended building supplies and outdoor resources- large loose parts.
- New equipment purchased using funding from DE- £5,220.00
- The equipment has been a great success with the children, enhancing outdoor learning and play opportunities.

### Development of Nursery Links

#### Strengthened connections with Nursery

- Monthly visits initiated once Nursery children began staying until 11.45 p.m.
- Nursery children visited our playground during the final term.

#### Transition to Primary 1

- Visits arranged for children not attending our Nursery, to support a smooth transition into primary school.

### Areas for Development

- Timetable drawn up to share space with other classes.
- New P2 Teacher induction to Foundation Stage at Cedar.
- Building capacity/upskilling staff within the Early Years Team.
- Team building in the Early Years Team.
- Developing lines of Progression through Nursery, P1 and P2.
- Development in planning and assessment.
- Plan priorities for improvement in Early Years Provision in the 3-year School Development Plan 2026-29.

## Nursery

<b>DE Funding</b>	
<b>Getting Ready to Learn</b>	£700.00

#### ▪ Phased start:

From Monday 1 <sup>st</sup> September 2025 *for 2 weeks	8:45-9:45am Group 1 10.15-11.15am Group 2
From Monday 15 <sup>th</sup> September 2025	8:45-10.15am All Children
From Monday 22 <sup>nd</sup> September 2025	8:45-10:45am All Children
From Monday 29 <sup>th</sup> September 2025	8:45-11:30am All children (full session)

- New Nursery staff: have established new routines and sharing good practice.
- Established an independent snack routine- pouring, spreading and cutting independently. Washing their own dishes
- Audit of nursery resources.
- Reorganization of resources in storeroom.
- Nursery Parent Teacher meetings were held the week beginning 18.11.24.
- Observation and assessment strategies have been refreshed. Training in this area was completed with Clare Devlin (2 sessions) and EA (1 session).
- Mud Play is fully resourced and established in the nursery forest.

- Outdoor water play has been resourced and planned but used in a more limited way than we had hoped for. Due to storage issues and a burst pipe this area has not been as fully implemented. Further development may be needed in September.
- Scrapbooking to keep a record of the children's achievements and development through the year. Shared with parents in June.
- Graduation and Fun Day 19.06.25 - Children performed songs in the hall then returned to Nursery for refreshments and a visit from Kidz Farm. This was a highly successful day with lots of positive feedback.
- Mrs Woods adapted the Pre-School Transition report based on Guidelines developed by EA. The areas covered include: Personal, Social and Emotional Development, Language Development, Early Mathematical Experiences, Physical Development and Movement, The World Around Us, The Arts and a General Comment. The transition report were forwarded to the relevant teacher for P1.
- Nursery 'Stay and Play' started on 30.09.24. Stay and Play runs from 11:45am-1:45pm each day, costing £6.00 per session continued to be well supported. with a total of 23 pupils out of 26 attending at least one Stay and Play session, and 20 of those families booking on a weekly basis.

#### **Areas for Development**

- Complete the development of water play outside.
- Training: How to do Planning in Nursery and PreSchool with Clare Devlin, 6 sessions.
- Work alongside Drumlin IPS Nursery to develop planning in line with continuous provision.
- Trial different planning templates to find one that works for our setting.
- Liaise with other nursery settings to share good practice for planning.
- Outdoor focus: Small World and Den play. Complete training with Clare Devlin- 1 session.
- Rezone the areas of play to be more in line with providing continuous provision.

#### **Resources**

- Getting Ready to Learn Award was used to purchase new picture books and books on diversity.

#### **Community**

##### **SENSED**

- Special, Education, Need Support East Down (SENSED) Group Meeting held on 29.08.24, 12.09.24, 24.10.24, 21.11.24, 23.01.25, 20.02.25, 20.03.25, 17.04.25 and 15.05.25 for families with children with SEN e.g. Autism, ADHD and Dyslexia.

##### **Charities**

- Our Christmas Jumper Day raised £145 for the Little Princess Trust Charity.

##### **International Days**

- Cedar celebrated International Day of Older Persons on 18.10.24. Older family members were invited to school that afternoon to visit pupils in their classrooms, play games and to talk to pupils. The event was well attended with very positive feedback from all the visitors to the school.
- The Family Picnic Day on International Day of Families (30.05.25) was a great success with so many families supporting the community event.

##### **Music**

- Seven choir members sang carols at Crossgar Christmas Family Day on 15.12.24 organised by Crossgar Community Association.
- P7 attended a performance of "Joseph" at St Colmcille's High School on 16.01.25. Many of our past pupils were in the cast.
- Five pupils from P6 and P7 showcased their singing and musical talent at a concert organised by Grosvenor Chorale at St John's Parish Church Killyleagh on 23.05.25.

##### **Resources/ School Grounds**

- Our Halloween: Spooky Walk Event was held on 25.10.25 and local schools were invited to attend.

- The defibrillator located on the school site was borrowed by a previous family at school on advice from the ambulance service, while the grandfather waited for the ambulance to arrive on 17.12.24.
- Classic and Vintage Car Show on 31.05.25 was another great community event.

#### **School Nominations for 25th Annual Newry Business Charity Christmas Dinner**

- Cedar nominated two pupils for a special award who have had a particular challenge, physical or personal. A pupil in Foundation Stage was selected and the family and her class teacher Mrs Gribben and Learning Support Assistant Mrs M. Jackson were invited to a special celebration dinner in the Canal Court Hotel on 5<sup>th</sup> December 2024. The pupil was one of five children who were received an award.

Very sadly, the pupil's father passed away in March 2025 after battling a rare neurological condition.

#### **Competitions**

- Four of our P7 pupils represented Cedar at a Credit Union Quiz held in Darragh Cross PS. The pupils were a credit to the school. The winning team had a total of 42 points and Cedar scored 41 points.

#### **Sport**

- Naomi Braniff has run a HipHop Afterschool Club and a one- week summer camp for a number of years. She approached Cedar to hire the school hall on a Monday Evening 5.30-6.30pm every week to hold a Studio17 dance class for the Crossgar area. (22.01.25). This was agreed. The class started on 17.2.25.
- The Hip Hop Summer Camp was held on the week beginning 30.06.25 for our pupils and children in the local community.
- A Funfit Summer Camp was held on the week beginning 18.08.25 for our pupils who wish to attend.
- Crossgar Youth League moved to Kilmore pitches in Summer 2024. Cedar was able to facilitate parking on the school site each Tuesday during the tournament once again in Summer 2025.

#### **P5 Topic Our Community**

- Groups of P5 pupils visited local businesses in Crossgar Village. Each group contacted the business by phone and arranged a visit. Small groups of pupils then visited each of the following businesses: Eurospar, Costcutters, Hair Retro, Prep House, Kit Room, 11a Café, Cafe Q, McCarthy's, Crowe's Nest, Bell's Car Garage and Bell's Repair Garage.

#### **Shared Education- Aspire Cedar IPS and St Colmcille's PS, Downpatrick**

<b>School</b>	<b>No. of pupils</b>	<b>Amount</b>
Cedar Integrated Primary School	54	£6804
St Colmcille's Primary School	59	£7434

- P5 teachers from Cedar and St Colmcille's met to plan their 30 hours of contact on 01.04.25. P5 sessions focused on sports coaching provided by an outside provider Funfit. The sessions were based in Cedar IPS to reduce our cost for buses.
- P3 teachers met on 08.04.25 and their focus was on Outdoor Learning.

<b>Primary 3 Sessions</b>	
Tuesday 29 <sup>th</sup> April 2025 Induction @ Cedar IPS	Pupils completed 3 different activities. Each pupil had a partner from the other school. <ul style="list-style-type: none"> <li>▪ Getting to know each other - Venn diagram.</li> <li>▪ Drawing and painting a portrait of their partner.</li> <li>▪ Sports activities.</li> </ul>
Tuesday 13 <sup>th</sup> May 2025 The Outdoor play was facilitated by David Mallon @ St Colmcille's PS	Pupils made: <ul style="list-style-type: none"> <li>▪ Bug hotels</li> <li>▪ Flower pressing using hammers</li> <li>▪ Wand making</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Capture the flag.</li> </ul>
<p>Tuesday 20<sup>th</sup> May 2025 The Outdoor play was facilitated by Liz Farnan@Tollymore Forest Park</p>	<ul style="list-style-type: none"> <li>▪ Importance of trees</li> <li>▪ Bird identification- find you flock game</li> <li>▪ Story- 'Tidy' book</li> <li>▪ Minibeast hunt</li> <li>▪ Butterfly art</li> </ul>
<p>Tuesday 3<sup>rd</sup> June 2025 The Outdoor play was facilitated by David Mallon @Delamont.</p>	<ul style="list-style-type: none"> <li>▪ Sea creatures tally hunt</li> <li>▪ Quadrant identification</li> <li>▪ Rock towers</li> <li>▪ Living creatures- moth/bird identification</li> <li>▪ Features of birds</li> <li>▪ Bird nest/feeding worms game</li> </ul>
<p>Wednesday 18<sup>th</sup> June 2025 The Outdoor play was facilitated by David Mallon @Ballyburren.</p>	<ul style="list-style-type: none"> <li>▪ Woodland crafting</li> <li>▪ Walking with alpacas</li> </ul>

#### Primary 5 Sessions

- P5 pupils from Cedar and St Colmcille's PS are meeting to complete a range of non-competitive sports facilitated by FunFit on 09.04.25, 07.05.25, 23.06.25, 24.06.25 and 26.06.25.
- Pupils were divided into three groups and completed different sports:
- Dance
- Football
- Fundamental games
- Gymnastics
- Rugby

#### Resources

- Up to 10% of the funding can be spent on resources.
- P3 have bought some outdoor learning equipment.
- P5 have bought some gymnastic equipment.

#### Areas for Development

- Cedar IPS and St Colmcille's have successfully applied for the PeacePlus ASPIRE project for the academic year 2025/26.
- This has been provisionally approved subject to final agreements and checks relating to budget and content.

#### Languages

- French teaching P1-7 costs £75.00 per week across the academic year.
- Irish lessons resumed in January 2025 on a Tuesday for P1-7 pupils at no cost to the school. Irish lessons finished on 13.05.25. The funding for the teaching of Irish Language in the local primary schools has been discontinued.

#### Music

- Music tuition was facilitated this year through the Gillian Hanna School of Music in Downpatrick. In total 14 pupils received lessons during the school day in ukulele (2), guitar (9) and singing (3).
- Unfortunately, there was no funding available to schools this year from the Ulster Scots Agency for Music, but we received Scottish Group Dancing sessions as an alternative.
- Mrs Glover taught Primary 6 'Bells' during Autumn 2024. This was a focus on technique, reading music and early music theory.
- Thirty-five members of Cedar's school choir sang at the Peace Proms on 09.03.25 at the Odyssey.

### **In the Community**

- Seven choir members sang carols at Crossgar Christmas Family Day on 15.12.24 organised by Crossgar Community Association.
- P7 attended a performance of "Joseph" at St Colmcille's High School on 16.01.25. Many of our past pupils were in the cast.
- Five pupils from P6 and P7 showcased their singing and musical talent at a concert organised by Grosvenor Chorale at St John's Parish Church Killyleagh on 23.05.25 to celebrate 385 years.

### **Areas for Development**

- Now that Action Short of Strike has ceased, it would be great if one year group would trial the new Charanga music programme, which aims to support any teacher who is not a music specialist.
- Music tuition will continue next year, each tutor has ten places.

### **Drama**

#### **Christmas Productions December 2024**

- Due to high demand Christmas Productions ran over two performances:
- Foundation Stage P1/2: Ralph the Reindeer (11.12.24 and 12.12.24)
- KS1 P3/4: Carol Service (11.12.24 and 12.12.24)
- KS2 P5-7: Nobody Wraps Like an Elf (18.12.24 and 19.12.24)
- The P7 Leavers' Play "School of Pop" was performed to a packed house on 12.06.25. The performance was exceptional and brought the house down. Shemaine Kerr and Rachel Bennett plus the P7 Team (Suzie McCully, Anne Jackson and Heather Lambe) gave up so much of their time to bring out the very best in our pupils' acting, singing and dancing skills.

### **Enterprise**

- P7 pupils ran very successful enterprise projects: hair braiding, customised notebooks, selling Plushie Pals (small teddies) and fidgety frogs and raised £1,027.70. The profits were used to offset the cost of P7 trips and props for the P7 Leavers' play at the end of term.
- P3, P5, P6 and P7 completed workshops delivered by Young Enterprise during the course of the year.

### **Whole School Focus**

- Specific times were designated to:
  - Anti-Bullying Week (11-15<sup>th</sup> November 2024)
  - 100<sup>th</sup> Day of School (7<sup>th</sup> February 2025)
  - E-Safety Day (21<sup>st</sup> February 2024)
  - Integration Month: Theme Celebrations Cultural Connections (March 2025)
  - World Book Day (7<sup>th</sup> March 2025)

### **Healthy Eating**

- Food in School Policy ratified by BoG 08.03.21 was distributed to parents in September 2021.
- There needs to be a greater emphasis on Healthy Eating especially at Welcome meetings.
- Previously, volunteers prepared a healthy snack for P1 and P2 pupils. It was decided to cancel this, due to time implications for staff ordering the food, and the lost teaching time in the early morning slot.

### **Pupil Roles**

**Playground Buddies:** Groups of 5 P7 pupils at break and lunch time

**Dinner Monitors:** Two P6 pupils are in the Hall and two P6 pupils are helping in P1.

## Our Pupils' Voice

### Student Council

- Two elected representatives from P4-P6 and 3 x P7s who assume specific roles (Chair/Vice Chair and Secretary).
- Led Assemblies on a range of issues including positive peer relationships and Internet Safety.
- Met with classes to gauge what was going well and what we needed to improve.
- Ran school discos and tuck shops.
- Researched and purchased new playground toys.

### Digital Team

- Set up Assembly each week.
- Supported classes with technical issues.
- Delivered an Internet Safety assembly.

### PE Team

- Planned and delivered lessons to peers in a variety of sports.
- Maintained equipment and tidied store.
- Plan and ran sponsored circuits to purchase new PE equipment (accessible sports)

### Librarians

- Maintained and tidied the library.

### Anti-Bullying Ambassadors

- Gave out Star awards each week at assembly.
- Led assemblies for Anti-Bullying week and internet safety alongside Student Council and Digital Leaders.

### Junior Road Safety Officers

- Carried out patrols to remind parents of safe places to park.
- Organised a poster Road Safety Competition for pupils. The winning designs were used to make aluminium signs which are on display around the school site, reminding everyone about the importance of road safety.

### Forest Rangers

- Maintained pathways through forest.
- Supported Parents' Council by tidying up after Halloween fundraiser.

### Eco Warriors

- Ran Schools Environmental Poster Competition and selected winners to enter from P5-P7.

### Self-Evaluation

- A Self- Evaluation Assessment Tool was completed based on the core principles of
  - Equality
  - Faith and Values
  - Parental Involvement
  - Social Responsibility

As evidence for the Excellence in Integration Award.

### ETI

- Pamela McCrum (our District Inspector) congratulated the school on achieving our Excellence in Integration Award.

### Training

School Development Days - August 2024		
<b>Wednesday</b> <b>21.08.24</b>	<b>8:30-</b> <b>9:00am</b>	<b>SLT Meeting</b>
	<b>9:00am-</b> <b>12 noon</b>	<b>Training</b> <ul style="list-style-type: none"><li>▪ Basic Fire Awareness- EA</li><li>▪ Cyber Security- EA</li></ul>

		<ul style="list-style-type: none"> <li>▪ Introduction to Equality- EA</li> <li>▪ Manual Handling</li> <li>▪ Display Screen Awareness- EA</li> <li>▪ GDPR in schools and Data Security Data Breaches- EA</li> <li>▪ Refresher: E-Safety, Acceptable Use of ICT &amp; Digital Media Policy- RB</li> </ul>
	1:00-3:00pm	<ul style="list-style-type: none"> <li>▪ Class preparation- CA</li> <li>▪ RE related practice: guidance for Integrated Primary Schools- Reading time for Teachers (P1-P7)</li> </ul>
Thursday 22.08.24	9:00am-3:00pm	<p><b>All staff, Governors and members of Cedar's Integrated Focus Group NICIE Training</b></p> <p>Trainers: Tiernan McKeevin and Lynn Johnston</p> <ul style="list-style-type: none"> <li>▪ Anti-bias in Education</li> <li>▪ Tricky Conversations</li> <li>▪ Creating a Safe Space</li> </ul> <p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>▪ Integrated Policy Review</li> <li>▪ RE related practice: guidance for Integrated Primary Schools- RE curriculum, assemblies etc</li> </ul>
Friday 23.08.24	9:00am-12 noon	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>▪ Safeguarding and Child Protection Training- TM &amp; DW</li> <li>▪ Supporting Young Carers in School</li> <li>▪ Designated staff-Diabetes Refresher Training- COS,VMcM, SMcC- EA Downshire 10:00am</li> <li>▪ Diabetes Awareness- EA- all other staff.</li> </ul> <p><b>Classroom Assistants</b></p> <ul style="list-style-type: none"> <li>▪ Class preparation</li> </ul>
	1:00-2:00pm	<p><b>Teacher Meeting</b></p> <ul style="list-style-type: none"> <li>▪ Maths Planners</li> <li>▪ Co-ordinator Reports</li> <li>▪ Class preparation</li> </ul> <p><b>Classroom Assistant Meeting</b></p>
Tuesday 27.08.24	9:00am-12 noon	<p><b>Teachers Meeting</b></p> <ul style="list-style-type: none"> <li>▪ Plans, procedures</li> </ul> <p><b>Classroom Assistants</b></p> <ul style="list-style-type: none"> <li>▪ Recognition and Treatment of Anaphylaxis- EA</li> <li>▪ Annual BoG Report</li> <li>▪ EIEA Paperwork</li> </ul>
	1:00-3:00pm	Class preparation
Wednesday 28.08.24	1:00-3:00pm	<p>CPOMS Demonstration- TM and DW</p> <p>EIEA Paperwork</p> <p>Annual BoG Report</p>
Thursday 29.08.24	1:00-3:00pm	<p>Launch of new S &amp; L Communication Programme Buddy Chat @ Cranmore IPS 1:30-3:30pm-DW</p> <p>EIEA Paperwork</p> <p>Annual BoG Report</p>
School Development Day - 04.11.24		<p>In lieu of satellite training on Nurture and Welcome Meetings.</p> <ul style="list-style-type: none"> <li>▪ 09.09.24: Nurture Level 3 Refresher Training</li> <li>▪ 16.09.24: Nurture N15 Staff Training</li> </ul>
School Development Day - 23.12.24		<p>In lieu of Twilight Sessions on</p> <ul style="list-style-type: none"> <li>▪ World Around Us</li> <li>▪ Arts.</li> </ul>
School Development Day		<p>In lieu of Twilight Sessions on</p> <ul style="list-style-type: none"> <li>▪ Positive Behaviour Policy and Strategies</li> <li>▪ World Around Us planning</li> </ul>

06.01.25		<ul style="list-style-type: none"> <li>▪ Vision, Ethos and Mission Statement</li> <li>▪ Annual Summer Report Template</li> </ul>
School Development Day 17.03.25		In lieu of Teachers Time owed for <ul style="list-style-type: none"> <li>▪ Residential</li> <li>▪ Peace Proms</li> <li>▪ Parents' Council and fundraising events</li> </ul>
School Development Day 27.05.25		<ul style="list-style-type: none"> <li>▪ Report Writing</li> </ul>
School Development Day 30.06.25		<ul style="list-style-type: none"> <li>▪ Handover notes</li> <li>▪ Data analysis (P3-7)</li> <li>▪ Play resourcing (N &amp; FS)</li> <li>▪ Upload new planner formats for ICL and Maths Shared Drive</li> <li>▪ Report Writing</li> </ul>

### Staff Training

Date	Course	Staff In Attendance
13.08.24	Risk Assessment Training	Hilary Crichton
15.08.24	Supporting and Managing Staff Attendance	Hilary Crichton
19.08.24 23.08.24	Seesaw Ambassador Yearly Refresher	Kathryn Glover Daniel Watson
20.08.24	Adobe Express	Kathryn Glover
20.08.24	Micro:bit FUNdamentals and Micro:bits & Pieces Training at W5	Daniel Watson
29.08.24	Gross Motor Preparation for Fine Motor Refinement	Alice Woods
19.09.24	Mud and Water Play with Clare Devlin	Alice Woods Suzanne Chaddock
17.09.24	Saintfield kitchens	Wendy Walker Dolores Matterson
20.09.24	Food Allergy and Intolerance Training	Suzie McCully
24.09.24	Level 1 Food Safety in Catering	Valerie McMahon
27.09.24	Self-Evaluation by Paddy Shelvin	Hilary Crichton
29.09.24	Food Allergy and Intolerance Training	Valerie McMahon
01.10.24	Pay and Grading Review for Support Staff	Karen Chambers
03.10.24	Primary Insights Report and new Inspection Process- ETI	Hilary Crichton
04.10.14	East Down Principal's Group- District Inspector- Pamela McCrum	Hilary Crichton
08.10.24	School Improvement Session 2 Engagement Workshop - EA	Hilary Crichton
10.10.24	R.E. Working Group	Hilary Crichton
10.10.24	Winston's wish Training (Grieving children)	Maira Jackson
14.10.24	Supervision and Administration of Insulin	Suzie McCully Carol O'Sullivan Kathy Cardy
15.10.24	<b>Joint INTO, NEU &amp; UTU Webinar: The Role of the Teacher Governor</b>	Daniel Watson Tricia Mailey
15.10.24	Pre- writing webinar hosted by Daniel McFarland.	Danielle McGreevy
18.10.24	VP Forum	Rachel Bennett
20.10.24	Level 1 Food Safety in Catering	Suzie McCully
21.10.24	<b>Basic Legionella Awareness Training</b>	Hilary Crichton

21.10.24 22.10.24	<b>Child Protection Training for Deputy Designated Teacher (Nursery)</b>	Alice Woods
22.10.24	<b>Nursery- Observation and Assessment by Clare Devlin</b>	Alice Woods Suzanne Chaddock
07.11.24	Anti-Bias Approaches- NICIE	Tricia Mailey
07.11.24	Leading Ethos, Vision and Values-EA	Hilary Crichton
08.11.24	ABSIT Level 1 Introductory Training.	Ciara Gribben
11.11.24	Sensory Circuits ( EA-Autism Advisory and Support Service)	All classroom assistants
12.11.24	Shared Education (EA)	Daniel Watson
14.11.24	Safeguarding Role of Chair and Designated Governor 2024-25 (EA)	Melissa Patterson
14.11.24	Child Protection Level 2 (Children in NI)	Gavin McGrattan
15.11.24	RE Working Group	Hilary Crichton
19.11.24	Pathway Fund early Years 25/26, 26/27 Information Session	Alice Woods
20.11.24	Induction for New Governors Certificate	Sim Jones
	Leading Ethos, Vision and Values-EA	Hilary Crichton
26.11.24	Learning through Play in the Nursery Setting: Ensuring Quality Provision	Alice Woods
29.11.24	How to do an Observation and Assessment Part 2	Alice Woods
17.12.24	RE Working Group	Hilary Crichton
17.12.24	Online presentation of the new digital 'Request for Involvement' Portal.	Kathryn Glover
06.01.25	ADHD Training provided by UNISON	All classroom assistants
16.01.25-17.01.25	Lisburn Association Principal's Conference	Hilary Crichton
18.01.25	Complaints Procedure	Sonya Carter
20.01.25	NICIE BoG Training: Roles and Responsibilities	Sonya Carter- Chair Gavin McGrattan- Vice Chair Daniel Watson- Teacher Tricia Mailey- Teacher Sim Jones- Parent Sarah Stewart- Parent Hilary Crichton- Principal
21.01.25 for a 6-week block	Stranmillis University College: Unit 6: Values and Governance: Ethical and Moral Leadership.	Rachel Bennett
27.01.25	School Improvement- Paddy Shevlin	Hilary Crichton
03.02.25	Emotional Health and Wellbeing Dissemination Event- ETI	Hilary Crichton
04.02.25	SEND: Readiness for commencement of the Graduate Response Framework	Kathryn Glover
21.02.25	NAHT(NI) Early Years' Conference- "The key to positive change in classrooms".	Alice Woods (Nursery) Danielle Mc Greevy (P1)
27.02.25	Integration Training - Teachers new to Integrated Education	Alice Woods & Ciara Gribben
28.02.25	Anti-Bias Training: Day 3	Tricia Mailey
28.02.25	Dyscalculia Day Educator Conference	Rachel Bennett (links sent to all staff)
04.03.25	Understanding Pathological Demand Avoidance	Kathryn Glover
04.03.25	An Introduction to Dyscalculia and Maths Difficulties	Maira Jackson (links sent to all staff)
05.03.25	School Based Anxiety	Daniel Watson
07.03.25	NICIE- VP Forum	Rachel Bennett
Dundonald office - 07.02.25	Anti-Bullying Training	<b>T Mailey</b>

Online training 25.02.25 11.03.25 25.03.25 08.04.25		
11.03.25	NICIE Training- EIEA <b>Non-teaching staff</b> Suzanne Chaddock, Bronagh McGrattan, Erin McCallum, Lana Carlisle, Julie Mulholland, Cara Ashe, Leanne Spick, Trudy Hamilton, Ashlene Thompson, Ann Quinn, Zenas Amparado, Valerie McMahan, Emma Hamilton, Jo Chesney, Suzie McCully, Anne Jackson, Heather Lambe, Moira Jackson, Jake Fitzpatrick and Karen Chambers. <b>BoG</b> Gavin McGrattan, Chris Charlton Killen and Hilary Crichton <b>Integration Group</b> Liam Charlton Killen	
27.03.25	Hydrocortisone Training	Zenas Amparado Valerie McMahan Erin McCallum Moira Jackson Jake Fitzpatrick
30.04.25	School Improvement - Paddy Shevlin	Hilary Crichton
12.05.25	Readiness for the Commencement of the Graduated Response framework (Nursery and Primary).	Hilary Crichton
15.05.25	Internal Training - On Interactive Reading Techniques by Moira Jackson She will do some training with them before break then take some reading groups of different ages/ abilities after break to model good practice.	Training new classroom assistants in relation to reading.
09.06.25	The GDPR in Schools	Sonya Carter
09.06.25 10.06.25 11.06.25	First Aid at Work	Lilia Mason Suzie McCully Julie Mulholland
11.06.25	SEND Transformation Progress Update	Hilary Crichton
10.06.25	The Addressing Bullying in Schools Act (2016) NI -The Role of Governors 2024/25	Sonya Carter

### Safeguarding and Child Protection

- Safeguarding Team: T Mailey (Designated Teacher), D Watson (Deputy Designated Teacher PS), A Woods (Deputy Designated Teacher NU), H Crichton (Principal) , R Bennett (Acting Principal VP, UICT Co-ordinator and C2K Manager), K Glover (Nurture), and M Patterson (Designated BoG).
- **Principal:** HC completed: Managing Safeguarding and Child Protection Training for Principals Session 1 and 2 - 29.09.23. Session 3 - 02.10.23. Refresher Training required September 2026.
- **Acting Principal:** RB completed: Safeguarding & Child Protection First Time Principals training on 05.10.23. Refresher Training required September 2026.
- **Designated Teacher (Primary - TM):** TM completed: Online Operation Encompass Training on 19.01.25. Completed ABSIT leadership training over 5 sessions over the year in person and online: September - April 2025. Safeguarding & Child Protection Training for Newly Appointed Designated Teachers and Deputy Designated Teachers 17.10.22 and 18.10.22. Refresher Training booked for 02.10.25.
- **Deputy Designated Teacher (Primary - DW):**  
DW completed: Safeguarding & Child Protection Training for Newly Appointed Designated Teachers and Deputy Designated Teachers 2023-24 and Operation Encompass- Key Adult Briefing on 11.10.23 & 12.10.23. D Watson completed Recruitment training May 2025.
- **Designated Governor for Child Protection - MP:** MP completed Safeguarding Role of Chair and Designated Governor - November 2024.

- **Chair of Governors - SC:** SC completed: The Safeguarding Role of the Chair and Designated Governor 2023/24 on 26.09.23. Refresher Training required September 2026.
- **Vice Chair of Governors - GMcG:** Completed Child Protection Level 2 Training November 2024.
- **Whole School Training:**
  - School based Child Protection Training: August 2025
  - Staff who missed school-based training have completed EA Child Protection in mop up with T Mailey.
  - Staff received training on 02.02.24 when completing a Note of Concern: FS/KS1 to give information to Mr Watson and KS2 to give concerns to Mrs Mailey.
  - New Posters were displayed to make pupils aware of Designated and Deputy Designated staff.
  - New posters of the Designated Governor were displayed around the school on 01.10.24.
  - A leaflet showing photographs of the Child Protection Team and Cedar's Complaints Procedure emailed to families on 14.10.24.
- **Child Protection/Safeguarding Policy Review**

Date Ratified	Policy
March 2022	Pupil Attendance Policy
September 2022	Whistleblowing Policy
March 2023	Fire Safety Policy Statement
May 2023	RSE Policy
December 2023	Personal Data Breach Management Procedure for Schools
February 2024	E-Safety, Acceptable Use of ICT and Digital Media Policy
September 2024	Additional Adult Assistance Handbook
November 2024	Child Protection Policy
November 2024	AccessNI Policy Statement for Responsible Bodies
November 2024	Policy on the Recruitment of Ex-Offenders
March 2025	Period Dignity Policy
March 2025	Positive Behaviour Policy
April 2025	Code of Conduct for staff and Volunteers
June 2025	Addressing Bullying Policy
June 2025	Pastoral Care Policy
June 2025	School Complaint Procedure

#### Preventative Curriculum

- The Designated Teacher and Deputy Designated Teacher led school assemblies at the beginning of each term to remind pupils of these adults' role and highlight safeguarding issues.
- NSPCC and Childline posters are displayed around the school. The posters with the numbers to call or text are displayed in each room.
- SCARF had been embedded in school lessons. These include lessons on Staying Healthy, Keeping Safe and Growing and Changing. The background to this resource is strongly rooted in safeguarding. Parents are informed of the lessons in advance and a reminder sent before the Growing and Changing topic. Some families chose for their children not to sit in the lessons.
- ETI have reported on their findings on the delivery of the Preventative Curriculum. The report identified that there were gaps in teaching the more sensitive topics e.g.
  - Consent - main part of the Preventative Curriculum.
  - Puberty
  - Different types of sexualities and genders.
- Cedar teachers were happy that "consent" was covered in each year group and that it is age appropriate.
- The PANTS programme is fully embedded in P1-3 which also addresses consent.
- Each class also use topics and books throughout the year to address the Preventative Curriculum covering issues such as diversity, wellbeing, resilience, and calming strategies.

- The whole school are participating in E-safety lessons using Project Evolve, as well as specific lessons during E-Safety week.
- T Mailey & D Watson reminded whole school staff on when and how to use Note of Concern (NOC) forms. Templates are available all around the school. All adults reminded not to be noting notes on scrap pieces of paper.
- P6 provided dinner monitors for lunch time with P1 children.
- R Bennett developed Buddy Classroom system - used for dysregulated pupils giving them time away from classroom environment. Siblings not paired together.
- Online workshops were delivered in collaboration with Smokebusters.
- Anti-Bullying activities took place throughout the school week of 11-15th November 2024
- Several online safety workshops were delivered to KS2 children.
- Children from P4-P7 completed Addressing Bullying survey in May 2025.
- We continue to have Anti-Bullying ambassadors in P7 who take on an active role in assemblies each week.
- The whole school participates in NIABF lessons during Anti-Bullying week.
- Addressing Bullying Questionnaire given out to parents to complete for feedback.
- The CORE PE resources also have lessons on wellbeing and mindfulness.
- Calm Plan has been embedded throughout the school to provide wellbeing strategies.
- P7 have also participated in Mental health workshops with EA REACH and Uberheroes.

#### Areas for Development

- Safeguarding and Child Protection Training for all staff in August 2025 - TM and DW.
- New Governors will need to complete Safeguarding and Child Protection Training.
- TM to complete refresher training for Designated Teacher for CP.
- Preventative bullying lessons.

#### Pupil Attendance Rates for Cedar IPS: Target above 96%

- 2020/21: the actual pupil attendance was **97.7%**
- 2021/22: the actual pupil attendance rate was **94.1%**
- 2022/23: the actual pupil attendance rate was **94.2%**
- 2023/24: the actual pupil attendance rate was **94.2%**
- 2024/25: the actual pupil attendance rate was **94.7%**

#### Pupil Attendance: 2024-25 %

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Primary	96.8	97.1	97.2	94.6	92.8	94.6	92.3	94.5	94.9	94.2	92.8
Nursery	-	95.4	96.5	94.7	94.8	95.7	94.9	96.0	96.7	97.6	94.8

A number of families took pupils out of school for family holidays before the end of term.

#### Education Welfare Officer (EWO)

- Education Welfare Officer (EWO ) visited school on 05.11.24. Four children's attendance were discussed.
- The Education Welfare Officer met with the Principal on 18.02.25 to discuss pupils' attendance under 85%. Six pupils were discussed.
- The Education Welfare Officer visited school on 13.05.25 to discuss the attendance of seven pupils whose attendance was below 85%. One family received a letter pointing out the lower attendance on a Monday, Friday and after Bank Holidays
- EA may change the role of the Education Welfare Officer (EWO). They may no longer visit schools in person each term and it could be the responsibility of individual schools to manage their pupils' attendance. The EWO would be advisory.

#### Emergency School Closure - Storm Éowyn

- EA instructed all schools in Northern Ireland to close on Friday 24 January 2025.

- The Met Office had issued a red alert, which covered all of Northern Ireland, and would apply from 7am on Friday until 2pm. This warned of "very dangerous conditions" and "widespread disruption".
- This decision was not taken lightly, the most important issue was to avoid any potential risk to the safety of our children and young people and our colleagues across the sector.
- Teaching unions instructed members not to prepare work for remote learning.

#### **Pupil Punctuality**

- There has been a noticeable improvement in punctuality; the school day starts at 8:55am.
- P1-P7 staff are now recording pupil attendance and the times of late pupils directly onto SIMS. Attendance was previously recorded on manual sheets and inputted weekly.
- Attendance sheets are generated daily and kept in the front office in case the school is evacuated. The secretary continues to create the monthly reports.

#### **Transfer to Secondary Education September 2025**

- Families received an email informing them which secondary school that they had been accepted into on 10.05.25.
- Our P7 pupils will be transferring to nine different schools. Most pupils received their first preference choice of school, two children were offered their second preference.

<b>School</b>	<b>Number of Pupils</b>
Assumption Grammar School	1
Blackwater IC	2
Down High	5
Lagan College	1
Methodist College (Belfast)	1
Our Lady & St Patrick's College	2
Saintfield High School	1
Shimna IC	1
St Colmcille's High School	10
<b>Total</b>	<b>24</b>

We said farewell to our Primary 7 children on Friday 20<sup>th</sup> June with our Leavers' Assembly.

#### **Questionnaire 2024-25**

- Responses from 41 parents, 110 pupils and 22 staff.

#### **The overall level of satisfaction:**

- The overall performance of Cedar Integrated Primary School was given as excellent by parents (87.6%), low by pupils (0.0%) and good by staff (84.7%).

#### **Improvement and decline:**

- Of the parents whose children were not in their first year at the school 46% said the school had improved over the last year and 5% thought that the school's performance was worse.
- Of the parents of new pupils, 4% felt that the school had not lived up to their expectations and 34% said the school was better than they had expected it to be.
- 27% of staff said the school had improved over the last year and 9% thought that the school's performance was worse.

## Strengths and weaknesses

The results below are the areas in which the school has the highest and lowest perceived standards of performance. **Gold** represents 'outstanding', **green** is 'good', black is 'room for improvement' and **red** is 'attention advised'. Criteria followed by a **blue \*** are only reliable to within 10% and criteria with a **pink \*** should only be considered indicative. Criteria which have strengths or weaknesses across more than one survey type have the number of occurrences shown in square brackets [ ].

### Academic criteria

Academic criteria were not covered in these surveys

#### Staff core areas

##### Strengths

Staff survey
Sensitivity in handling staff personal issues
Developing self esteem in staff *
Equality of opportunities for staff
Overall sense of common purpose
Use of support staff

##### Weaknesses

Staff survey
Appearance/maintenance of school *
Pupils' respect for staff/others *
Clarity/relevance of vision of Headteacher *
Pupils' attitudes to learning
Induction of new staff *

Staff were not asked to comment on academic criteria, but on thirty core areas:

- Staff rated twelve as 'outstanding', sixteen as 'good', two as 'room for improvement' and zero as 'attention advised'.

### Non-academic criteria

#### Strengths

Parent survey	Pupil survey	Staff survey
Computer access [2]	Computer access * [2]	Library facilities [3]
Library facilities * [3]	Library facilities * [3]	Social Education [3]
School communication *	Out of school activities *	Developing potential
Range of subjects taught	Community spirit [2]	Community spirit [2]
Control of bullying * [2]	Control of bullying [2]	Caring teachers

#### Weaknesses

Parent survey	Pupil survey	Staff survey
Suitable class sizes * [2]	Use of exams and testing * [2]	Suitable class sizes * [2]
School facilities * [2]	Levels of homework * [2]	School facilities * [2]
		School discipline *
		Happiness of child
		Range of subjects

### Additional criteria

#### Strengths

Parent survey	Pupil survey	Staff survey
Information on different types of bullying [2]	Regular marking of work [2]	Appropriate level of challenge in homework
Quality of feedback on pupil's work * [2]	Treating all pupils fairly/equally * [2]	Tailoring child's work to their needs and ability
Use of feedback on pupil's work *	Encouraging and listening to pupils' views *	Pupil targets
Promoting racial harmony * [2]	Quality of feedback on pupil's work [2]	Information on different types of bullying [2]
Regular marking of work * [2]	Promoting racial harmony * [2]	Teaching pupils with special needs

#### Weaknesses

Parent survey	Pupil survey	Staff survey
Pupils' attitudes to learning * [2]	Celebrating and rewarding achievement * [2]	Promoting racial harmony *
Attitude of non-teaching/support staff *	E-safety *	Regular marking of work
Pupil response to feedback * [2]	Pupil response to feedback * [2]	Looking after pupils well
Pupil targets *	Information on different types of bullying *	Pupils' attitudes to learning [2]
Ensuring pupils do their best/make good progress * [2]	Ensuring pupils do their best/make good progress * [2]	Celebrating and rewarding achievement [2]

### Parental Involvement

- Nursery Welcome Meeting was held on 04.06.24.
- Nursery Induction Days for pupils starting Nursery in September 2024 were held on 10.06.24 and 11.06.24.
- P1 Induction Meeting 14.06.24.

### Welcome Meetings September 2024

- Primary 1: Tuesday 10<sup>th</sup> September @ 6:00pm (All P1 pupils have started)
- Primary 2: Thursday 5<sup>th</sup> September @ 6:00pm.
- Primary 3: Wednesday 4<sup>th</sup> September @ 6:00pm
- Primary 4: Wednesday 4<sup>th</sup> September @ 6:45pm
- Primary 5: Tuesday 3<sup>rd</sup> September @ 6:00pm
- Primary 6: Tuesday 3<sup>rd</sup> September @ 6:45pm

- Primary 7: Thursday 5<sup>th</sup> September @ 6:45pm

#### **Parent/teacher Meetings**

- P7 Parent Teacher Meetings took place the week beginning 21<sup>st</sup> October 2024. Transfer Meetings are planned for the end of January and start of February.
- P6 families were offered a Parent/Teacher Meeting in October. Staff were conscious that families would be opting to attend open nights of secondary schools in the new year and needed guidance to manage expectations. Mrs Mailey completed another Parent/Teacher Meeting in February 2025.
- The Jordanstown Agreement stipulates that teachers are only under obligation to complete one Parent/Teacher Meeting a year. P1-P6 Parent Teacher Meetings will take place on the week beginning 03.02.25.
- Nursery Big Time Read and a Christmas Sing Along was held on 18.12.24.
- Teachers (P1-4 and P6) held Parent/Teacher Meetings the week beginning 03.02.25. There is only an obligation on teachers to carry out one such meeting each year as per Jordanstown Agreement.
- Transfer (P7) Parent/Teacher Meetings commenced the week beginning 20.01.25 for pupils who did not take part in GL Transfer examination.
- Transfer (P7) Parent/Teacher Meetings commenced the week beginning 27.01.25 for pupils who took part in GL Transfer examination. These meetings took longer as parents discussed possible options.
- Parent/Teacher meetings took place for Nursery children the week beginning 18.11.24.
- P6 families were invited to Transfer Meeting on 27.03.25.
- Sports Day took place with families in attendance cheering on the pupils on 06.06.25.
- Nursery Graduation and Fun Day was held on 19.06.25 with families in attendance followed by refreshments.

#### **Parent/Volunteers**

- 'Time to Read' Programme -Mrs Joan Fegan worked with four P6 pupils.
- Mrs Shemaine Kerr read with some P4 pupils.
- Mrs Andrea King manages the school library.
- A number of parents volunteered to help out on Educational Trips/Sports Tournaments.

#### **Open Day/Evening**

- Our Open Evening and Open Day in December 2023 were not well attended.
- Prospective families were given a guided tour by our Primary 7 pupils.
- We invited families to visit Cedar on a day and time that suited them. 18 families (19 children) toured the school for possible enrolment in Nursery and Primary 1.

#### **Breakfast Club (Monday-Friday)**

- The Breakfast Club continued to provide support for families all through the school year.
- Charging from September 2023:
  - £3.00 per child per session (1 child)
  - £5.00 per session for 2 children
  - £7.00 per session for 3 children.
  - A discretionary discounted charge of £2.00 per session would be implemented for any pupils in receipt of Free School Meals for 2024-2025.

#### **Activity Club (Monday-Thursday)**

The Activity Club for P1-3 pupils who have a sibling(s) in P4-7. Charge: £2.50 per session from September 2023.

### Stay and Play at Nursery (Monday-Friday)

Stay and Play session after the Nursery day. Pupils could be collected up to 1:45pm. Charge: £6.00 per session from November 2023.

### Health

- Flu vaccinations were given to pupils on 03.12.24.
- P1 Health Checks by the School Nursing Team were completed on 28.05.25 and 29.05.25.

### Charities

- The Little Princess Trust= £145.00

### Freedom of Information Requests

- GMI Admission Criteria received February 2025.

### Assemblies

<b>Assembly Rota- Term 1</b>		
	<b>Content</b>	<b>Led by</b>
30 <sup>th</sup> August 2024	Welcome Back Our Community coming together	H. Crichton
6 <sup>th</sup> September 2024	P7 Pupil Voice Roles (Student Council / JRSO / PE Team / Digital Leaders / Eco Warriors / Librarians & Buddies)	R. Bennett & P7
13 <sup>th</sup> September 2024	Wildlife Photographer of the Year	H. Crichton
20 <sup>th</sup> September 2024	Teacher Less Classrooms	H. Crichton
27 <sup>th</sup> September 2024	World Deaf Day	Anthony Sinclair
4 <sup>th</sup> October 2024	Harvest	Robert McConnell
11 <sup>th</sup> October 2024	Buddy Chat- Communication	P4 Families
18 <sup>th</sup> October 2024	International day of Older People	All Families
25 <sup>th</sup> October 2024	Black History Month Betty Campbell- first black headteacher in Wales	H. Crichton
8 <sup>th</sup> November 2024	Remembrance Day	H Crichton
15 <sup>th</sup> November 2024	Anti-Bullying Week Walk away Ignore Talk it out Seek help	Anti-Bullying Ambassadors P7
22 <sup>nd</sup> November 2024	Celebrations (Diwali / Hannukah)	P3 Families
29 <sup>th</sup> November 2024	Stars in Our School: Celebrating Support Staff	
6 <sup>th</sup> December 2024	The importance of giving our time and friendship.	P6 Families
13 <sup>th</sup> December 2024		
<b>Assembly Rota- Term 2</b>		
	<b>Content</b>	<b>Led by</b>
10 <sup>th</sup> January 2025	Fresh Start Secret Mission	R Bennett
17 <sup>th</sup> January 2025	Pupil Voice Pride and Respect	P7 Families
24 <sup>th</sup> January 2025	Holocaust Memorial Day (27 <sup>th</sup> )	

	<b>School Closed</b>	
31 <sup>st</sup> January 2025	Chinese New Year	P1
7 <sup>th</sup> February 2025	100 <sup>th</sup> Day of School	P4
21 <sup>st</sup> February 2025	Safer Internet Day	Student Council / Digital Leaders
28 <sup>th</sup> February 2025	Integration in Education Month launch 'Celebrating Cultural Connections'	P7
7 <sup>th</sup> March 2025	World Book Day	P5
14 <sup>th</sup> March 2025	Holi (Hindu) (Visitor Requested 2.9)	H. Crichton
21 <sup>st</sup> March 2025	Integration "Still I Rise Telling Company"	Orla McKeating
28 <sup>th</sup> March 2025	Spring	P2
8 <sup>th</sup> April 2025	Sikhism	Sim Jones + Nursery and P1 pupil Parent Governor
11 <sup>th</sup> April 2025	Passover (Judaism)	Moira Jackson

<b>Assembly Rota- Term 3</b>		
	<b>Content</b>	<b>Led by</b>
2 <sup>nd</sup> May 2025	Choir from First Communion	P4 and P5
9 <sup>th</sup> May 2025	Buddhism	Mrs Crichton
16 <sup>th</sup> May 2025	Kindness and International Children's Day	P2 Families
23 <sup>rd</sup> May 2025	Mysteries of the World	P5 Families
30 <sup>th</sup> May 2025	International Day of Families - Whole school picnic	All Families
6 <sup>th</sup> June 2025		
13 <sup>th</sup> June 2025	World Humanist Day (21 <sup>st</sup> )	Linda Magee Former Teacher
20 <sup>th</sup> June 2025	P7 Leavers' Assembly	Primary 7 Families
27 <sup>th</sup> June 2025	Final Assembly	

## **School Management**

### **Management Structure**

- S Carter - Chair of the Board of Governors
- G McGrattan - Vice Chair of the Board of Governors
- H Crichton - Principal
- R Bennett - Acting Principal, Vice-Principal, UICT, Assessment and Joint P.E. Co-ordinator
- K Glover - SENCo/LSCo and Music Co-ordinator
- T Mailey - Integration/RE Co-ordinator and Designated Teacher
- D Watson - Numeracy, KS1 and Deputy Designated Teacher (Primary)
- C O'Sullivan - Literacy and Joint P.E. Co-ordinator
- D McGreevy - Eco-Warriors Co-ordinator
- A Woods - Deputy Designated Teacher (Nursery).

### Staff Management

- Whole staff Teacher meetings were re-introduced at the beginning of the academic year. Action Short of strike was brought back and meetings and monitoring were halted. Unions agreed a pay deal and meetings and monitoring could continue after Easter.
- Directed Time Budgets were issued to teachers.
- Issued staff with contracts as appropriate.
- Induction of new staff - temporary/permanent - familiarising staff with key policies, procedures and expectations.
- Teachers save their planners to Work Post Box. During Industrial Action Teachers stopped uploading planners.
- As part of Industrial action, teachers at the top of their scale did not take part in PRSD.

### Policy Reviews and Updates

September 2024	Additional Adult Assistance Handbook
September 2024	Inclusion, Integration and Cultural Policy
November 2024	Salary Policy
November 2024	Child Protection Policy
November 2024	AccessNI Policy Statement for Responsible Bodies
November 2024	Policy on the Recruitment of Ex-Offenders
November 2024	Equal Opportunities Policy
March 2025	Period Dignity Policy
March 2025	Positive Behaviour Policy
April 2025	Code of Conduct for Staff and Volunteers
April 2025	Unacceptable Actions Policy
May 2025	Financial Systems and Controls
June 2025	Addressing Bullying Policy
June 2025	Schools Complaints Procedure
June 2025	Pastoral Care

### Staff Attendance: 2024-2025%

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>Teachers</b>	100	95.77	96.49	100	97.78	95.00	95.56	100	100	82.7	100
<b>Non-Teaching</b>	92.26	95.04	93.64	86.84	88.89	86.67	89.14	93.7	92.90	97.17	97.32

### Administration

#### School Money

- The online payment system for school dinners, educational outings etc. ensured reduced handling of cash by office staff.
- We signed a one year with School Money (our online payment system), from 19.08.25 for £1,135.00+VAT. EA had previously advised that their system would be rolled out between March 2023-2024 which was then delayed.
- EA's current roll out of other ICT systems have been delayed and had significant teething issues. On reflection, we would want to access EA's system when it is fit for purpose and possibly at the beginning of a new academic year, August 2026.

#### Text System

- Iris/Parentmail (Texting system) contract was renewed for one year at a cost of £987.00, April 25-March 26. We will review using the new C2K texting system in January 2026. It costs 2.9p per text but involves significant administration in the initial set up.

### Photocopiers

- As a GMI school, Calvert offered Cedar the same contract as EA's schools. The best option was a 4-year contract, with an upgrade in machines, lower page costs and has new features e.g. Tri- fold leaflets and a Cannon copier can scan to pdf or a word document and quicker printing per minute. Our previous cost for two copiers and one -finisher had been £4,328.00 it will now cost £3,484.40 per year. The photocopiers were installed on 06.03.25.

### EA Solicitors

- EA Solicitors for legal services for 2025-26 (01.04.25-31.03.26)  
£877.14 plus 4% rise (£35.08) = £912.22      £912.22 + VAT @ 20% = £182.44 **Total**  
**£1094.66** Signed agreement emailed 21.05.25.

### Sites and Premises

- The Boards of Governors of GMI schools are responsible for 'Landlord' and 'Tenant' maintenance in respect of their premises, and as such, we are allocated an additional amount per square metre for landlord maintenance expenditure under the terms of the Common Funding Scheme for Local Management of Schools.
- Completion of Risk Assessments covering the school site in accordance with EA recommendations.
- The Sub-Committee met on 24.11.23 to discuss implementation of aspects of the Accessibility Plan around the school site.

### Electricity

	Main School		Mobiles
18.04.24 - 15.07.24	£1616.50 including VAT	18.04.24 - 08.07.24	£536.82 including VAT
16.07.24 - 09.10.25	£1587.13 including VAT	09.07.24 - 09.10.25	£80.51 including VAT
10.10.24 - 13.01.25	£2,940.72 including VAT	10.10.24 - 13.01.25	£1,122.95 including VAT
14.01.25 - 10.04.25	£3,013.26 including VAT	14.01.25 - 10.04.25	£1,061.94 including VAT

### Summer Works 2024

- General tidy up of grounds etc.
- Clear guttering.
- Scrape moss of roof.
- Replace flooring in the stage area in the playground.
- Give KS2 exterior coat of white paint.
- Repair/replace kickboards in Music Room exterior.
- Replace broken door/finger guards.
- Tidy garage/ 40ft container. Some items to be dumped.
- Repair panels on exterior of Nursery/After Schools mobiles.

### Drains at Nursery and After School

- There have been recurring sewage blockages at the Nursery and After School Building. Ace Drains re-routed the foul line, supply and installed a new manhole on 09.07.24 at a cost of £1,495.00 +VAT.

### Beacon

- Routine maintenance of the fire alarm system carried out on 30.07.24. 2 MCP required replacing.
- Completed a fire system check on 13.12.24. No issues.
- Annual inspection of fire extinguishers completed on 31.03.25 at a cost of £211.20.
- The fire alarm was serviced by Beacon on 23.06.25 at a cost of £250+VAT.

### Roof on second mobile

- Jake inspected the roof on the mobile housing the Music Room, Art Room and KS2 SEN Room and discovered significant water damage. The roof was not stable to walk on and the damage was that extensive it could not be patched. These rooms are used every day by tutors and groups of children and are fully timetabled.

- The other mobile roof was replaced as a school cost of approximately £8,500.00 March in 2020.
- We received two quotes for the replacement of the second mobile roof: £13,200 and £14,400. The cheapest option was £13,200.
- Neil Magowan (Sites, Premises and Health Sub-Committee) showed the quote to QS at EA and in their opinion the quote seemed sensible.
- F K Joinery completed the work on the previous mobile and we were very happy with the quality of the work on the roof.
- HC spoke with EA Finances on 12.08.24 and then gave Staff and Finance Sub-Committee an update on current and future school finances.
- Although our finances are being stretched currently, we believed that we needed to think long term and ensure that we had access to this mobile on a long term basis. The Staff and Finance Sub-Committee, agreed to proceed with the roof replacement as soon as possible.
- The roof was replaced during the weekend- 16.08.24.

#### **Disability Parking**

- A disabled parking for visitors/ parents has been created at the front of the school near a ramp. A disabled space for staff, plus re-doing markings in the staff car park was completed on 06.08.24, at a cost = £450.00.

#### **Door Access**

- KCC were on site on 29.11.24 to assess issues with Nursery front and rear doors, and door from playground into FS. Lock repaired on rear door of Nursery. Engineers report highlighted issues with the Nursery doors and the power unit to playground to FS door, which is situated in cupboard in P1 cloakroom, and cable to the panic bar. Site visit was scheduled for an hour but took longer. KCC were not authorised to proceed with work, as quote was sought from another company.
- Access Systems Ireland was recommended.
- Access Systems Ireland Ltd visited Cedar on 29.01.25 to plan maintenance work (Doors at KS1 into the playground, Art room door and Nursery Door into the playground). Installation work. (Linking in new doors installed onto the system and linking doors in both mobiles to the central system).

Installing network to mobiles	£2,740 +VAT
Upgrade existing access control in our Nursery Unit	£1,180.00 +VAT
Repairs to existing access system controls- FS, Library and Music Rooms	£1,360.00 +VAT
Total	£5,280.00+VAT

#### **Felix Pest Management**

- The Stranney family offered a free service for 01.09.24- 31.08.25, even though their youngest child has transferred to secondary school. A thank you letter was posted on 08.11.24.
- No evidence of rodent activity on the site visit on 27.08.24.
- Onsite on 12.11.24 after a mouse was found in the Sensory Room. Open door was likely point of ingress.
- Onsite on 22.11.24: mouse caught in trap. Trap removed.
- Onsite on 14.01.25 - no evidence of rodent activity found.
- Rodent activity was found externally at the bin area. Areas rebaited. No obvious hygiene or housekeeping issues found. Inspection completed on 18.02.25 and 21.03.25.
- No evidence of rodent activity found on 04.07.25.

#### **Solar Panels**

- NI Electricity will pay £240.60 for electricity exported from Cedar's solar panels.

#### **Telephone**

- Cedar signed a new 5-year contract with Standard Utilities and a System Lease Rental Agreement from Tower.
- Our telephone bills with Standard Utilities have dropped by approximately £100 per month. Our phones were previously leased from Maxxia and Standard Utilities paid the early settlement fee. The new lease with Tower has allowed for a telephone upgrade and although slightly more expensive than Maxxia they overall cost of the phone system is reduced considerably.

- We make a significant number of phone calls to mobile phones for which we will no longer be charged.

#### **Podium 4 sport**

- Inspection and minor repairs of P.E equipment completed on 07.11.24= £1145.40 +VAT.

#### **EA Maintenance**

##### **Woodland Area**

- EA Maintenance- monthly charge £211.68 + VAT.
- EA Maintenance put down bark on the paths around the Outdoor Classroom. Two loads of bark were free from EA. Additional bark was purchased at a school cost of £575.00 and labour cost was £425.00.
- Leaves clear up 12.11.24.
- Costs increasing from £211.68 + VAT to £232.85 + VAT for monthly SLA for grounds maintenance for the next two years.

##### **Plumbing Repairs**

- Gerry Sweeney was onsite to complete plumbing repairs on 12.11.24. (Leak in the toilet and, replace hot water tap in boys' toilet P3/4. Tighten tap in school catering kitchen. Repair both outdoor sink tap and outdoor tap at Nursery.)

##### **WCS Group Clear Water**

- Tested two samples of water for Legionnaire's Disease on 09.12.24. At a cost of £126.00+VAT.

##### **Joinery**

- Six of the mobile doors were replaced and one door boarded up at a cost of £4,150.00 during the week beginning 18.11.24.
- Replaced handles on windows in the hall and school kitchen.
- A P7 pupil accidentally broke a window in the P3 classroom during Gaelic Coaching taking place in the playground on 22.01.25. No children were injured by the broken single pane class window. Frank Kelly boarded up the window and replaced with reinforced glass. At a cost of - £280.00.

##### **Asset Registered**

- School asset register updated and signed 11.03.25.

##### **Environmental Health**

- The Food Standards Agency inspected the school kitchen on 10.12.24 and reported no issues. We expect to receive a "5" rating.

##### **Blind Cord Safety Alert**

- The Building Supervisor checked all the blind cords in each room to check that pupils could not become entangled.

##### **Radon Testing**

- EA informed school that we had a responsibility to measure the levels of Radon, due to the granite in the Down area.
- The Radon Monitoring Discs were positioned on 16.01.25 in the Nursery, Library, KS1 area, Front Office, Staffroom and SEN Room. The monitoring discs will be returned for testing on 13.04.25.
- The levels recorded are well below 3000Bqm-3 and so there is no need for radon controls. HSENI advise retesting in 10 years. Report emailed to EA on 07.07.25.

##### **Dishwasher**

- The industrial dishwasher in the school kitchen was serviced by Catering & Beverages Services on 22.01.25 @ a cost £70. The engineer replaced the capacitor and recommended replacing the rinse pump @ a cost of £229.00 VAT plus half hour labour.

##### **Bin Collection- McNabbs**

##### **Service description Cost increase.**

- Chain Lift Skips £15 per skip
- Wheelie Bins £1 per bin service
- All other services will increase by at least 10%

##### **Treatment Plant**

- Kee Services have quoted £727.81+ VAT per service. Twice annually.
- Irish Waste emptied the Treatment Plant on 08.08.25. Cost £618.40+VAT

### **School Inventory**

- JF completed a school inventory on 11.03.25.

### **NIEA**

- Consent Discharge 01.04.24- 31.03.25- £931.50.

### **Fire Drill**

- Primary school fire drill completed each term: 12.09.24, 03.01.25 and 26.03.25

### **CCTV**

- RJ Alarms visit school on 03.04.25 and replaced a mouse and assisted staff in retrieving video footage of an incident in the playground. At a cost of £195 +VAT.
- Parts of the playground are difficult to monitor, and we have identified blind spots.
- The current system was installed in Spring 2016 with 13 cameras and a recording system. To replace the current system was in the region of £900 but an upgrade to a system capable of operating 32 cameras and with a higher speed cost £1,320.00 +VAT. We have opted for the speed and great capacity.
- Site visit tbc.

### **Sites, Premises and Safety Sub Committee Meeting**

- Met on 16.05.25 @ 8:15am (minutes)

### **Thales**

- A big thank you to our new governor A Colenso who was able to put us in contact with Thales Community Team. They had a site visit on 01.04.25 to identify areas that needed repair or create new areas for our pupils. The first day (25.04.25) involved a litter pick, repair of a handrail and clearing of the flower/vegetable patches. This is the start of a positive partner with Thales and Cedar IPS and NU.
- We have also shared a wish list of materials with families who have donated items so that costs are kept to a minimum.

### **Nursery Roof Repair**

- A leak appeared in the Nursery roof in the heavy rain prior to the Easter holidays.
- JF used Bituminous Mastic to seal the area on 28.04.25.

### **Water Boiler Staffroom**

- The water boiler was replaced at a cost of £729.95 +VAT and was fitted on 01.05.25 at a cost of £150.00.

### **Storm Eowyn**

- Clearance of damaged/fallen trees after Storm Eowyn by EA Maintenance= £1,800 +VAT.

### **Licence to Occupy- Afterschool mobile.**

- Kit Williamson had requested a new licence as it was coming up to the end of the licence period.
- The actual expiry date is 24.08.26. Kit Williamson's request is a year too early.

### **Intruder Alarms**

- CCTV equipment (recorder) replaced after 10 years at a cost of £1,515.00 +VAT (RJ Alarms).
- Alarm System serviced on 20.05.25 (Beacon).
- Sensor replaced in P2 after false alarms on 18.05.25 (2) and 19.05.25 (2).

### **Garage Doors**

- Hinges replaced by A & B Doors at a cost of £215.00+VAT.

### **Outdoor Play Equipment**

- The Building Supervisor is creating an Outdoor Play Equipment Daily and Termly checklist.

### **Leak in Primary 3 Store**

- Gerry Sweeney (plumber) and Frank Kelly (joiner) both examined the roof on 23.06.25.
- The cause of the leak was piping that has corroded.
- A larger section of pipe was also discovered that has corroded but not leaked yet.
- A disaster had been averted.
- Gerry and Frank completed the necessary repair during the summer holidays.

### **Summer Works 2025**

- General tidy up of grounds etc.
- Instal new play side.

### Security/Health and Safety

- The Governors, Principal and staff continue to place the highest priority on the health and safety of children and staff and implement the Health and Safety Policy accordingly.
- Door access system in place.
- Evacuation drills were conducted.
- Access NI criminal record checks were conducted on all volunteers wishing to work with the school.

### Uniform

- Cedar IPS and NU now has two suppliers of uniform - Signature Works EthicalSchoolwear.co.uk.
- The online ordering platform for our new PE uniform went live on 02.07.25.
- We reminded families that our new PE uniform was completely optional. Families may opt for shop bought navy shorts/ bottoms and t-shirt/fleece or purchase single branded kit items or purchase a student pack at £55.00. Adult pack= £65.00.

### Visitors

04.09.24	Callum Bowsie- Walking Tour of Crossgar	P7
16.09.24	Art Workshop - Duxy Leahy	P7
27.9.24	Anthony Sinclair (Sign Source) - International Deaf Week	Assembly
30.9.24	Hope for Youth Ministries	P4-P7
04.10.24	Mr. Hullabaloo	Nursery
04.10.24	Chest Heart and Stroke - Heartley's Heroes programme	P4
18.10.24	Wee Critters	P2
19.10.24	Forest Day with David Mallon	Nursery
23.10.24	Mini's Music	Nursery
23.10.24	Viking Workshop	P6
23.10.24	Uberheroes- cyberbullying	P7
05.11.24	Young Enterprise- Our City	P5
06.11.24	Hindu Faith Representative- Kathleen Porter	P6 & 7
06.11.24	Gathering Drums	Nursery
07.11.25	Newry Mourne & Down: Reduce Reuse Recycle	P3
07.11.24	Fire safety Talk- NI Fire and Rescue Service	P5
12.11.24	Hindu Faith Representative- Kathleen Porter	P4 & 5
20.11.24	Mini Music	Nursery
20.11.24	Uberheroes	P7
18.12.24	Mini's Music	Nursery
08.01.25	Gaelic	Nursery
15.01.25	Yukee (CBeebies) Performance	Nursery, P1 and P2
15.01.25	Dairy Council	P5 and P6
16.01.25	Gaelic	Nursery
20.01.25	Mini's Music	Nursery

31.01.25	Library Bus	P5
22.01.25	Jennie Bogie - Vet	P1
23.01.25	Gaelic	Nursery
30.01.25	Gaelic	Nursery
06.02.25	Gaelic	Nursery
07.02.25	Early Years Activities with Billy Fyffe	Nursery
19.02.25	Mini's Music	Nursery
28.02.25	Little Critters	Nursery
04.03.25	Mr. Hullabloo	Nursery, P1 and P2
05.03.25	Rockhouse Farm: Susie Hamilton	P3
12.03.25	Mini's Music	Nursery
13.03.25	Amazon Jungle Show	P4
18.03.25	Planetarium	P2 & 6
25.03.25	INTO Film: Story Builder Workshop	P3
31.03.25	Forest Day with David Mallon	Nursery
01.04.25	Little Ariettas	Nursery
15.04.25	Mini's Music	Nursery
06.05.25	Thales engineer students ran STEM workshops for P1	P1
14.05.25	Mini's Music	Nursery
22.05.25	The Hans Sloane Centre - Chocolate Workshop.	P4
23.05.25	Nationwide- Money Workshop Ways to Pay and Earn Money	P4
28.05.25	Young Enterprise-Our Families	P3
30.05.25	Nationwide- Money Workshop Keeping Records and Keeping Your Money Safe	P4
04.06.25	Young Enterprise-Our Families	P3
06.06.25	Nationwide- Money Workshop Attitudes and Emotions Around Money	P4
11.06.25	Mini's Music	Nursery
11.06.25	Young Enterprise-Our Families	P3
13.06.25	Nationwide- Money Workshop Helping Others	P4
13.06.25	Humanist Assembly	P1-7
19.06.25	Kidz Farm	Nursery
19.06.25	Young Enterprise-Our Families	P3
24.06.25	Forest Day with David Mallon	Nursery

### Educational Visits

06.11.24	SSC- Peace Proms	P5-7 Choir
07.11.23	Orienteering Tobar Mhuire	P7
21.11.24	Tayto Castle Tour	P5
18.12.24	Down Museum	P4
17.01.25	Performance at St Colmcille's High School	P7
22.01.25	Carrickfergus Castle	P4
05.02.25	Eurospar- weight Investigation	P5
05.03.25	U 17 European Netball Tournament	Netball Team
11.03.25	Bee Safe	P7
31.03.25	Titanic	P7
01.04.25	Little Wings- linked to bread topic	P1
01.04.25	Ark Farm- Farm to Fork Topic	P3
12.05.25	Giant's Causeway	P5
20.05.25	Tollymore	P3
22.05.25	W5	P6
03.06.25	Delamont	P3
June 25	Visits to local businesses in Crossgar - Community topic	P5
16.06.25	Airtastic	P7
16.06.25	Funtastic	P6
18.06.25	Ballyburren- Castlewellan Shared Education	P3
18.06.25	Walking tour through Crossgar town - historical areas and places of interest.	P5
19.06.25	Tobar Mhuire	P5
20.06.25	Visit to the Park and drop off thank you letters to local business for co-operating with the pupils interviewing them.	P5
20.06.25	P7 Visit to the Crossgar Park	P7
24.06.25	Butterfly Farm	P1 & 2

### After-School Clubs

#### After school Timetable- Autumn 1 2024

<b>Monday- Thursday</b>	<b>Activity Club</b> 2-3pm: P2 & P3	Bronagh McGrattan (C/A) Rebecca Carberry (C/A)
<b>Tuesday</b>	<b>Netball Club</b> 3-4pm: P5-P7	Carol O'Sullivan (T)
<b>Wednesday</b>	<b>Forest After School</b> 2-3pm: P2& P3 3-5pm: P4-P7	David Mallon (Club Leader) Erin Hill (Club Leader)
<b>Wednesday</b>	<b>Football</b> 2-3pm: P2 & P3 3-4pm: P6 & P7	Mal Donaghy (Coach)
<b>Thursday</b>	<b>Hip Hop</b>	Naomi Braniff (Coach)

	2-3pm: P1-P3 3-4pm: P4-P7	
<b>Thursday</b>	<b>Miniversity</b> 2-3pm - P2 & P3 3-4pm - P4-P6	Jonathan Harkness (Club Leader)

#### Autumn 2 2024

<b>Monday- Thursday</b>	<b>Activity Club</b> 2-3pm: P1 & P2 2-3pm P3 (Tues-Thurs)	Bronagh McGrattan (C/A) Rebecca Carberry (C/A)
<b>Tuesday</b>	<b>Christmas Craft Club</b> 3-4pm: P4	Trudy Hamilton (C/A)
<b>Tuesday</b>	<b>Art Club</b> 3-4pm: P6	Emma Hamilton (C/A)
<b>Wednesday</b>	<b>Forest After School</b> 2-3pm: P2& P3 3-5pm: P4-P7	David Mallon (Club Leader) Erin Hill (Club Leader)
<b>Wednesday</b>	<b>Football</b> 2-3pm: P2 & P3 3-4pm: P6 & P7	Mal Donaghy (Coach)
<b>Thursday</b>	<b>Hip Hop</b> 2-3pm: P1-P3 3-4pm: P4-P7	Naomi Braniff (Coach)
<b>Thursday</b>	<b>Miniversity</b> 2-3pm - P2 & P3 3-4pm - P4-P6	Jonathan Harkness (Club Leader)

#### Spring 1 2025

<b>Monday- Thursday</b>	<b>Activity Club</b> 2-3pm: P1 & P2 2-3pm: P3 (Wed & Thurs)	Bronagh McGrattan (C/A) Rebecca Carberry (C/A)
<b>Tuesday</b>	<b>Drama Club</b> 3-4pm: P4	Shemaine Kerr
<b>Wednesday</b>	<b>Forest After School</b> 2-3 pm: P2& P3 3-5pm: P4-P7	David Mallon (Club Leader) Erin Hill (Club Leader)
<b>Wednesday</b>	<b>Football</b> 2-3pm: P2 & P3 3-4pm: P4 & P5	Mal Donaghy (Coach)
<b>Thursday</b>	<b>Hip Hop</b> 2-3pm: P1-P3 3-4pm: P4-P7	Naomi Braniff (Coach)
<b>Thursday</b>	<b>Miniversity</b> 2-3pm - P2 & P3 3-4pm - P4-P6	Jonathan Harkness (Club Leader)

#### Spring 2 2025

<b>Monday- Thursday</b>	<b>Activity Club</b> 2-3pm: P1 & P2 2-3pm: P3 (Wed & Thurs)	Bronagh McGrattan (C/A) Rebecca Carberry (C/A)
<b>Tuesday</b>	<b>Craft Club</b> 3-4pm: P4	Trudy Hamilton (C/A)

<b>Tuesday</b>	<b>Netball</b> 3-4pm: P5-P7	Carol O'Sullivan (T)
<b>Wednesday</b>	<b>Forest After School</b> 2-3pm: P2 & P3 3-5pm: P4-P7	David Mallon (Club Leader) Erin Hill (Club Leader)
<b>Wednesday</b>	<b>Football</b> 2-3pm: P1-P3 3-4pm: P3-P6	Mal Donaghy (Coach)
<b>Thursday</b>	<b>Hip Hop</b> 2-3pm: P1-P3 3-4pm: P4-P7	Naomi Braniff (Coach)
<b>Thursday</b>	<b>Miniversity</b> 2-3pm - P2 & P3 3-4pm - P4-P6	Jonathan Harkness (Club Leader)

#### Summer Term

<b>Monday- Thursday</b>	<b>Activity Club</b> 2-3pm: P1 & P2 2-3pm: P3 (Thurs)	Bronagh McGrattan (C/A) Rebecca Carberry (C/A)
<b>Monday</b>	<b>FunFit</b> 2-3pm: P1 & P2 3-4pm: P3-P6	Marty Keenan (Lead Coach)
<b>Tuesday</b>	<b>Gaelic</b> 3-4pm: P5-P7	Carol O'Sullivan (T)
<b>Wednesday</b>	<b>Forest After School</b> 2-3 pm: P2 & P3 3-5:00 pm: P4-P7	David Mallon (Club Leader) Erin Hill (Club Leader)
<b>Wednesday</b>	<b>Football</b> 2-3 pm: P2 & P3 3-4 pm: P4 & P5	Mal Donaghy (Coach)
<b>Thursday</b> 1 and 8 May (part of Spring Term)  15 May-26 June (Summer Term)	<b>Hip Hop</b> 2-3 pm: P1-P3 3-4 pm: P4-P7  2-3pm: P1-P3	Naomi Braniff (Coach)
<b>Thursday</b>	<b>Miniversity</b> 2-3 pm - P2 & P3 3-4 pm - P4-P6	Jonathan Harkness (Club Leader)

#### After School Clubs Update for 2024-2025

Cedar Integrated Primary School was able to offer a number of after school clubs again in 2024-2025. After school clubs continued to be popular, with numbers participating generally remaining steady, though in a small number of cases sessions were unable to run. FunFit was a new outside provider for Cedar and offered multisport sessions in the Summer Term.

Thank you to everyone who has led and participated in after school clubs this year.

#### Nursery Stay and Play

Nursery Stay and Play (a wrap around after school scheme) was offered again in 2024-2025 to Nursery parents/carers and proved successful. Nursery pupils were able to stay on in Nursery from 11:45am to 1:45pm. Pupils brought packed lunch with them, and the sessions were led by Nursery Assistant Mrs Chaddock and Classroom Assistants in the Nursery and Nursery playground. Booking

forms were sent out to parents each week, and the scheme proved popular with both parents/carers and Nursery pupils.

A total of 23 out of the 26 parents/carers used the Nursery Stay and Play at least once, with 21 families regularly booking into the sessions each term.

### **Activity Club**

Activity Club is a wraparound scheme offered to P1-P3 pupils with siblings in P4 -P7. The club has run since 2022-2023 and is led by Mrs McGrattan. For 2024-2025, Activity Club was extended to Monday to Thursday.

### **Cost of clubs ranged from:**

£5.50 per session (P1-P3) Forest School) \*

£9.00 per session (P4-P7) Forest School) \*

£7.00 per session (Miniversity)

£5.50/£6.00 per session (Hip Hop)

£3.33-£3.75 per session (Football)

£2.50 per session (Netball)

£2.50 per session (Gaelic)

£4.00 per session (FunFit)

£4.00 per session (Christmas Craft/Craft)

£4.00 per session (Art)

£2.50 per session (Activity Club - siblings)

£6.00 per session (Nursery Stay and Play)

\*David Mallon who runs Forest School kindly offered one free of charge place in each session to those who would not otherwise be able to afford it.

### **Participation**

Participation in school clubs was as follows (pupils attending at least one block of an after-school club):

- Nursery 23/26 = 88% (Stay and Play)
- P1 - 13/20 = 65%
- P2 - 28/29 = 97%
- P3 - 26/28 = 93%
- P4 - 27/31 = 87%
- P5 - 25/27 = 93%
- P6 - 30/32 = 94%
- P7 - 13/24 =54%

### **After School Club availability by class**

- **Nursery**
  - Stay and Play (Autumn (from October), Spring, Summer)
- **P1**
  - Activity Club - Siblings (Autumn 2, Spring 1 & 2, Summer)
  - Forest School (Summer)
  - Football (Spring 2, Summer)
  - Hip Hop (Spring 1 & 2, Summer)
  - FunFit (Summer)
- **P2**
  - Activity Club - Siblings (Autumn 1 & 2, Spring 1 & 2, Summer 1 & 2)
  - Forest School (Autumn 1 & 2, Spring 1 & 2, Summer)
  - Football (Autumn 1 & 2, Spring 1 & 2, Summer)

- Miniversity (Autumn, Spring, Summer)
- Hip Hop (Autumn, Spring 1 & 2, Summer)
- FunFit (Summer).
- **P3**
  - Activity Club - Siblings (Autumn 1 & 2, Spring 1 & 2, Summer)
  - Forest School (Autumn 1 & 2, Spring 1 & 2)
  - Football (Autumn 1 & 2, Spring 1 & 2, Summer)
  - Miniversity (Autumn, Spring, Summer)
  - Hip Hop (Autumn, Spring, Summer)
  - FunFit (Summer).
- **P4**
  - Forest School (Autumn 2, Spring 1 & 2, Summer)
  - Football (Spring 1 & 2, Summer)
  - Christmas Craft (Autumn 2)
  - Drama (Spring 1)
  - Craft (Spring 2)
  - Miniversity (Autumn, Spring, Summer)
  - Hip Hop (Autumn, Spring, Summer)
  - FunFit (Summer).
- **P5**
  - Gaelic (Summer)
  - Netball (Autumn 1, Spring 2)
  - Football (Spring 1 & 2, Summer)
  - Forest School (Autumn 1 & 2, Spring 1 & 2, Summer)
  - Hip Hop (Autumn, Spring, Summer)
  - Miniversity (Autumn, Spring, Summer)
  - FunFit (Summer).
- **P6**
  - 
  - Gaelic (Summer)
  - Netball (Autumn 1, Spring 2)
  - Football (Autumn 1 & 2, Summer 2)
  - Forest School (Spring, Summer 1 & 2)
  - Miniversity (Autumn Spring, Summer)
  - Hip Hop (Autumn, Spring, Summer)
  - Art (Autumn 2, Spring 1)
  - FunFit (Summer).
- **P7**
  - Gaelic (Summer)
  - Netball (Autumn 1, Spring 2)
  - Football (Autumn 1 & 2)
  - Forest School (Autumn 1 & 2, Spring 1 & 2, Summer 1 & 2)
  - Hip Hop (Autumn, Spring, Summer)
  - FunFit (Summer).

\*P7 pupils offered Forest School and FunFit but none joined.

\*P4-P7 pupils offered Hip Hop for Summer Term. Very low uptake, so session unable to run.

\*P6 pupils offered Art Club in Spring 2. Low uptake so session unable to run.

\*Only 2 sessions of after school Gaelic were completed in the Summer Term, as Mrs O'Sullivan was absent due to illness.

## Parents' Council

- **Chair:** Rebecca Walsh
- **Vice Chair:** Ciara Pickering
- **Treasurer:** Gavin McGrattan and Emma Ferris
- **Secretary:** Rachel Bennett
- The **AGM** was held on 17.09.24.
- **Committee:** Nicki Cahir, Sim Jones, Christina Quinn, plus our band of helpers.
- Handover Parents' Council Facebook, Parents' Council email account and the WhatsApp permission for the Volunteer Group.
- Leaflets for Volunteering Group distributed Nursery - P4. Posters also on display.
- **ASDA Cashpot** Cedar IPS signed up to access money generated through ASDA's Cashpot for schools and raised £222.02.
- **Flamingo Bingo:** 27.09.24. The event raised = £1,085.67. Finnebrogue sponsored the sausages, ASDA donated bread rolls and Lidl sponsored the bread rolls and sauces.
- **Halloween Disco and Spooky Walk Family Event:** 25.10.24 was a great family event. The event raised=£1,180.00.
- **Pumpkin Carving Competition-** Judged 25.10.24.
- Thank you letters were sent to ASDA, Finnebrogue and LIDL for sponsoring the food for Flamingo Bingo and Halloween Disco/Spooky Walk.
- **Parents' Council Meeting:** 19.11.24 to plan Christmas events.
- **Parents' Council Christmas Number Square Draw** raised £575.00, and the money was spent on a mixing desk sound system and 4 microphones (2 wireless and 2 wired).
- **Christmas Jumper day and Daily Mile Santa Run** on 05.12.25 raised £145.00 for The Princess Trust.
- Staff set up a Wishlist on Amazon for new costumes for the Christmas Plays. Families were incredibly supportive in purchasing many of the new costumes.
- **Christmas Numbers Square Raffle** - Draw took place on 6 December. Prizes of £100, £50 and £25 were on offer. A total of £425 worth of tickets were sold via School Money and £205 in cash.
- **Foundation Stage P1&2 'Ralph the Reindeer' and Key Stage 1 P3&4 Celebration of Christmas (Nativity Story):** Wednesday 11<sup>th</sup> and Thursday 12<sup>th</sup> December 2024.
- FS and KS1 raffle raised=£280.00
- **Key Stage 2 P5-7 'No One Wraps Like an Elf':** Wednesday 18<sup>th</sup> and Thursday 19<sup>th</sup> December 2024 @ 6.30pm.
- N and KS2 raffle raised=£369.00
- Total ticket sales raised= £484.50
- **Santa's Grotto-** on 20.12.24. Santa was in his grotto (Music Room) and each pupil received a gift. Pupils carried out Christmas activities in the woods with David Mallon and Erin Hill.
- **Christmas Disco** on 20.12.24: P1-4 from 1:00-2:00pm and P5-7 from 2:00-3:00pm. Fancy Dress was optional.
- Parents' Council Meeting met on 08.03.25 and plan to have a meeting after the Easter Holidays.
- **Sponsored Circuits** run by P7 P.E Team was held over two days and was a great success (10.04.25 and 11.04.25) and raised £2,508.00 to purchase outdoor play equipment. Football and equipment for those pupils less inclined to play football.
- **Teachers' Quiz** in Corner Inn 11.04.25 raised £468.00.
- **Easter Disco-** 16.04.25 during the school day.
- **Games Night** 02.05.25 cancelled due to not enough volunteers.
- Parents' Council met on 06.05.25.
- Parents' Council met on the 23.05.25.
- **International Day of Families** The Family Picnic Day (30.05.25) was a great success with so many families supporting the community event.
- **Classic Car Show and Fun Day** on 31.05.25 was another great success even with a heavy shower of rain and raised an incredible £2,055.00. Finnebrogue sponsored the sausages, SuperValu donated the burgers and Lidl sponsored the bread rolls and cheese.
- The **Summer Disco** was held on 13.06.25 in the evening and raised an incredible £838.00.

- **Family donations:** Families kindly donated a total of £1770.
- **Second hand uniform sales:** £33.30
- **Passport applications forms:** £140.00
- **Recycling:** Again, we continued to make use of the onsite-recycling bin, which added to a total of £346.00 to our fundraising total from July 2024-June 2025.
- **easyfundraising.com** Allows families to shop online and support Cedar financially. In 2024-2025, we have received cheques and direct payments totalling £480.75 (Aug '24-July/25).

**As a result of the fundraising outlined above Parents' Council enabled:**

- School Money - online payment system
- The play area outside FS/KS1 has been updated with new storage units. Foundation Stage sand and water trays have been relocated to this area and a new play area has been created in line with good practice.= £2008.68.
- Mixing desk sound system and 4 microphones (2 wireless and 2 wired).
- A significant investment in new playground resources.
- PE equipment specifically for Nursery, P1 and P2.
- Equipment to support inclusive sports activities such as archery, bowls, croquet, mini golf.
- New sets of footballs, Gaelic balls and netballs.
- French lessons and resources for P1-P7.
- Blue tooth large speaker.
- And a new Interactive Whiteboard for P5!

**Thank you for your ongoing support which allows Parents' Council to enhance our pupils' learning.**

**Plans for 2025-26**

**Interactive whiteboards for P7 etc.**

## **Cedar Integrated Primary School**

### **Balance Sheet**

**As at: 31 March 2025**

	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
<b>Fixed Assets:</b>	19,550	20,979
<b><u>CURRENT ASSETS</u></b>		
Cash At Bank:	93,017	82,964
<b><u>Current Liabilities:</u></b>		
Accruals	<u>0</u>	<u>0</u>
<b>NET ASSETS</b>	<u>112,567</u>	<u>103,943</u>
<b><u>CAPITAL &amp; RESERVES</u></b>		
Accumulated Fund	<u>112,567</u>	<u>103,943</u>

### **INCOME AND EXPENDITURE ACCOUNT**

**Year Ended: 31 March 2025**

	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
<b><u>Income:</u></b>		
Fundraising	10,459	12,123
Other Income	4,550	3,640
Miscellaneous Income	<u>0</u>	<u>124</u>
	15,009	15,887
<b><u>Expenditure:</u></b>		
School Expenses	4,883	2,548
Office & Secretarial Costs	0	26
Post, Stat & Telephone	34	0
Fundraising Expenses	775	35
Bank Charges	86	80
Depreciation	<u>1,429</u>	<u>1,637</u>
<b>TOTAL EXPENSES</b>	<u>7,207</u>	<u>4,327</u>
<b>PROFIT BI&amp;T</b>	7,802	11,560
Interest Received	<u>822</u>	<u>167</u>
<b>NET SURPLUS</b>	<u>8,624</u>	<u>11,727</u>

For the year ending 31 March 2025 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.


The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board on 22 September 2025

And signed on their behalf by:

Director   
GAVIN McCRATTAN

Director   
SONYA CARTER

Date 22 SEPTEMBER 2025

Date 22/09/2025.

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025**

**INCOME**

	£
DE Delegated Grants	1,413,291
Other sources	<u>119,443</u>
<b>Total</b>	
<b><u>£1,532,734</u></b>	

**EXPENDITURE**

Teaching Staff Costs	709,869	
Non-Teaching Staff Costs	<u>550,597</u>	
<b>Total</b>		<b>£1,260,466</b>

**Operating Costs**

Rates	27,343	
Insurance	11,557	
Heat, light and power	21,204	
Laundry and cleaning	26,583	
Maintenance of equipment	2,966	
Maintenance of building and grounds	33,947	
Printing and stationery (office costs)	7,315	
Telephone and postage	1,001	
Advertising	175	
Stationery, books and materials	12,083	
Bank charges	150	
School Trips	5,670	
Photographs, badges and sweatshirts	2,145	
Accountancy and audit	1,700	
Water Rates	1,142	
Miscellaneous/Nursery	6,183	
Equipment	6,192	
Hire and contracted services	31,104	
Sports and games	3,458	
Vat on expenses claimed	20,964	
School Meals account	73,382	
<b>Total</b>		<b>£296,266</b>

**Total Staff Costs and Other Operating Costs** **£1,556,732**

**Net incoming/(outgoing) resources:** **(£23,998)**

**Total Funds Brought Forward @ 1 April 2024** **£105,740**

**Total Funds Carried Forward @ 31 March 2025** **£81,742**