



Cedar Integrated Primary School and Nursery Unit

Annual BoG Report 2023/2024

Ratified

24 September 2024

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

2023/2024 Board of Governors' Annual Report

This Report will cover the periods:

- The financial year 1 April 2023- 31 March 2024.
- The school year 1 September 2023 - 30 June 2024.

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 Past Parent	September 23- June 27
Shemaine Kerr	Stood down as Chair. Foundation Past Parent	Hand over period September 23- June 24
Orla McCormick	Foundation Parent	March 17- March 21 Extended Stood down June 2024
Helen Bready	Vice Chair Trust Foundation Previous DENI Rep	September 21-August 25 Stood down June 2024
Jim Hamilton	Trust Foundation Previous DENI Rep	Nov 16 - Nov 20 Extended
Gavin McGrattan	DENI Rep Approved March 23	March 23- March 27
3 X DENI Rep Vacant Waiting on information from DE		
Jonathan Walsh	Parent	June 17-June 21 Extended
Neil Magowan	Parent	June 17-June 21 Extended
Tim Jackson	Parent	March 20-March 24 Stood down June 2024
Clare Jones	Parent	March 20-March 24
Melissa Patterson	Parent	March 20-March 24
Danielle McGreevy	Teacher	September 20 - August 24
Suzanne Marner	Teacher- Secondment	September 21- August 25
Hilary Crichton	Principal Secretary	
Rachel Bennett	Vice Principal/Acting Principal	

1. Responsibilities of Governors

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

Finance

- The school's accounts 2023-24 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 17.06.23 and was ratified by the BoG on 14.08.24
- An Internal Audit was completed by McDonald O'Neill on 04.03.24 and emailed to Governors on 08.04.24 and was ratified by email. A signed copy was emailed to the auditors who forwarded it to the Education Authority.
- The school complies with EA Guidance with different firms completing our Internal and External Audit: McDonald O'Neill (**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.
- Shemaine Kerr stood down as Chair and Sonya Carter took on the role of Chair in September 2023. Shemaine stayed on the Board of Governors during the year during the hand over period.

Office Bearers

Chair of the Board of Governors - Sonya Carter

Vice Chair - Helen Bready

Treasurer/Responsible Officer - Gavin McGrattan

Committees

Staffing and Finance

Gavin McGrattan (Chair)

Shemaine Kerr

Helen Bready

Orla McCormick

Rachel Bennett (VP and Acting Principal)

Teaching and Learning

Sonya Carter (Chair)

Danielle McGreevy

Clare Jones

Jonathan Walsh

Nursery

Melissa Patterson (Chair)

Joanna Haugh

Sites, Premises and Safety

Jim Hamilton (Chair)

Neil Magowan

Jake Fitzpatrick (Building Supervisor)

Parents' Council

Tim Jackson

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-four classroom assistants and four auxiliary staff.

Teaching Staff- September 2023

- Nursery Mrs Joanna Haugh (Mrs Suzanne Marner on secondment)
 - Primary 1 Mrs Danielle McGreevy
 - Primary 2 Mrs Linda Magee
 - Primary 3 Mrs Kathryn Glover
 - Primary 4 Mr Daniel Watson
 - Primary 5 Mrs Carol O'Sullivan
 - Primary 6 Mrs Tricia Mailey
 - Primary 7 Miss Rachel Bennett
 - Vice Principal/Acting Principal Miss Rachel Bennett
 - Principal Mrs Hilary Crichton
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- HC met all teaching staff to review and discuss job descriptions and key responsibilities.
 - Permanent Teaching Posts
 - **Acting Principal, VP, Assessment and ICT Co-ordinator: Miss 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 (2023/24) were appointed.
 - **Designated Teacher, Integration, RE and RSE Coordinator: Mrs Mailey**
 - **Literacy and P.E Co-ordinator: Mrs O'Sullivan**
 - **Nursery:** Mrs Suzanne Marner was seconded to EA from October 2022 and Mrs Joanna Haugh continued as the Nursery Teacher.

Non-Teaching staff

Karen Chambers	School Secretary/ Bursar
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
Dianne Leahy	Classroom Assistant
Julie Mulholland	Classroom Assistant
Rachel Pentland	Classroom Assistant
Suzanne Chaddock	Classroom Assistant
Leanne Spick	Classroom Assistant
Ann Quinn	Classroom Assistant
Dawn Nixon	Classroom Assistant
Lilia Mason	Classroom Assistant and First Aider
Ashlene Thompson	Classroom Assistant
Cara Ashe	Classroom Assistant
Emma Hamilton	Classroom Assistant
Valerie McMahon	Classroom Assistant
Anna Fox	Classroom Assistant
Suzie McCully	Classroom Assistant

Anne Jackson	Classroom Assistant
Abigail Lennon	Classroom Assistant
Tanya Kirk	Classroom Assistant
Libby Maloney	Classroom Assistant
Zenas Amparado	Classroom Assistant and First Aider
Kathy Cardy	Classroom Assistant and First Aider
Rebecca Carberry	Classroom Assistant (Maternity September- June)
Linda McGrath	Nursery Assistant/ Cleaner
Dolores Masterson	Catering Assistant
Wendy Walker	Catering Assistant
Cleaning Contractors	Reflections Cleaning Agency

- We are extremely fortunate to have Trudy Hamilton volunteering to take KS2 Learning Support each Tuesday- Thursday mornings.
- **August 2024:** Mrs Linda McGrath and Mrs Linda Magee retired.
- **Linda McGrath** was one of two passionate parents who felt so strongly about the need for an integrated school in the area, that she co-founded Cedar Integrated Primary School. Linda came to work at Cedar in 2002 as a Classroom Assistant in P2, transferring to Nursery soon after where she has remained. Linda also worked as a cleaner in the school and nursery for many years.
- **Linda Magee** came to work at Cedar in 2003, dedicating 21 of her 35-year teaching career to the families at Cedar IPS. Amongst her various roles during this time, she has taught P1 and P2, worked tirelessly as Designated Teacher for Child Protection for many years and has prepared pupils for Sacraments.

Admissions and Religious Balance

School admissions and religious balance for September 2023 were as follows:

YEAR	MALE	FEMALE	TOTAL
Primary 1	19	12	31
Nursery Class	11	15	26
YEAR	Protestant	Catholic	Other/None
Primary 1	11	10	10
Nursery Class	8	11	7
Whole school	77	88	64

Admissions for September 2025: First preference applications

Nursery	26	Twenty-four Target Age pupils and two Underage pupils.
Primary 1	20	Undersubscribed. Low numbers in this cohort across the province.

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.

2. Principal's Report

Staff

During 2023-24 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

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.
- Homework Questionnaire for parents/carers was emailed to families on 25.04.22.
- Annual Board of Governor's Report 2020-2021 was ratified by BoG on 20.09.2022.
- 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.
- Parental questionnaire distributed September 2023.
- Only an Action and Outcome Plan for Integration was devised in 2023-24.

- A one-year School Development Plan for 2024-25 will be devised. Co-ordinators need to establish a baseline. All stakeholders need to have input into a 3-year plan for improvement.
- A 3-year School Development Plan will be devised for 2025-2028.

Learning and Teaching

- Teachers reviewed planners in 2022-23 and took on board the advice that topics need to be relevant, broad and local. Due to ever increasing pressures on time, topics needed to be "smarter", integrate ICT and ensure the coverage of statutory requirements in the World Around Us.
- Teaching Unions directed teachers not to share their mid-term planners, or to co-operate with monitoring pupils' books or observations.
- Co-ordinators could not monitor planners, book scoops or have Collegiate Book Discussions, or carry out Learning Observations or Trusted Colleague Network.
- Again, due to Industrial Action, Co-ordinators were directed not to produce evaluation reports in Summer Term 2023.
- Annual Pupil Reports were distributed to families on 21.06.23.
- 2024-25 will be a period in which we ensure that good practice is consistent across all year groups.

Communication

2022-23: Areas identified for improvement and then placed on hold.

- Grammar, Writing type and Dyslexic strategies used in the classroom.
- Interviews with pupils regarding Literacy lessons questionnaires on non-fiction texts on the variety, range and interests did not take place.

Industrial Action

- As part of Industrial Action there was no monitoring of planners or pupils' work. Teachers have been working in isolation.
- Co-ordinators need to establish a new baseline of curriculum coverage.

Areas for development

Year 1

- Lines of progression for Grammar will be revised with each class to ensure they are following and adapt any changes following change of teachers and new teachers in different year groups.
- Create a new planning template.
- Revise implementation of the visual literacy resources in each year group - refresher due to change in teachers in year groups and new staff, as well changes to topics.
- Meeting with all staff to revise use of class novels to promote and develop a culture of reading.
- Create a whole school overview of coverage of writing and content of literacy lessons so there is no overlap or duplication of content across the school.

Years 1-3

- Review of reading throughout the school - a revised reading programme.
- Audit of current reading resources and materials with staff and children - pupil voice important in improving reading.
- Research possible reading schemes and trial in KS2 before rolling out to the whole school.

Provision

- Mrs M Jackson supports pupils in Key stage 1 in areas of Literacy need.
- Mrs T Hamilton supports pupils in Key stage 2 with Literacy need.
- Two volunteers from the business community read with pupils each week to help develop the pupils' comprehension skills. This is part of the "Time to Read" programme.

Resources

- Dyslexia Gold online programme is purchased each year for target pupils from P3-P7 who complete these activities each day at a cost of £539.10 per annum.
- Spelling Shed is purchased for all pupils in Key Stage 1 and 2 at a cost of £214.00 per annum.
- Literacy Shed Plus annual subscription of £70.22.
- Classes embedded links with community libraries. P4 and P6 visited Killyleagh Library and P5 and P7 had fortnightly visits from the Mobile Bus Library during 2022-23, with P5 visiting the Mobile Bus Library during 2023-2024.

Training

- COS attended three online reading training courses hosted by EA for Teacher Professional Learning.
 Session 1- "Raising the profile of reading for pleasure across the primary school."
 Session 2- "The social, emotional and cognitive benefits of reading for pleasure."
 Session 3- "Unlocking the joys of reading- strategies to promote reading for pleasure in the classrooms."

Dyslexic Screener

- P3 and P5 completed the Dyslexic Screener to identify pupils with dyslexic traits.
- Dyslexic Gold online programme was purchased to target pupils in KS2.
- Target pupils in KS2 received support from T Hamilton using programmes such as Toe by Toe and creative/practical spelling strategies.
- Staff recognised that a number of strategies needed to be implemented such as practical spelling strategies, positive mindset, Voice to Text and Dyslexic Gold to see improvement.

Literacy Whole-School Data Overview 2023-24

Whole-school average = 101

Male = 100

Female = 102

FSM = 102.4

Non-FSM = 100

SEN = 87.6

Non-SEN = 104.4

Curriculum Content Category	Average Group Correct	Average National Correct	Difference	Number of classes + national Avg
Phonic knowledge and skills (P3)	45%	59%	-14%	0 out of 1
English Skills: Spelling	57%	53%	+4%	3 out of 5
English Skills: Grammar & Punctuation	51%	47%	+4%	4 out of 5
Reading Comprehension (P3)	39%	51%	-12%	0 out of 1
Reading Comprehension: Narrative (P4-7)	58%	56%	+2%	3 out of 4
Reading Comprehension: Non-Narrative (P4-7)	49%	48%	+1%	1 out of 4
Reading Comprehension Category	Average Group Correct	Average National Correct	Difference	Number of classes + national Avg
Retrieval	48%	49%	+1%	3 out of 5
Simple Inference	55%	59%	-4%	1 out of 5
Authorial Technique	50%	47%	+3%	2 out of 5
Complex Inference (P4-7)	52%	49%	+3%	3 out of 4

Suggested whole-school focus for 24/25:

- Lines of progression for Grammar will be revised and adapted.
- Look at creating a new planning template.
- Revise implementation of the visual literacy resources in each year group.
- Meeting with all staff to revise use of class novels to promote and develop a culture of reading.
- Create a whole school overview of coverage of writing and content of literacy lessons so there is no overlap or duplication of content across the school.

Using Mathematics

2022-23: Area identified for improvement and then placed on hold.

- Although staff tried to increase the teaching of Problem-Solving in 2021-22, this was not consistent. Problem-solving strategies were still an area for improvement in 2022-23.
- Results from the staff questionnaire showed that teachers felt there were a lack of resources and practical materials to help children's understanding in certain areas of the curriculum. New learning resources were purchased in 2020 to promote Problem Solving within the school. Staff need time to familiarise and incorporate these resources into their planning.

Provision

- Mr Watson newly appointed numeracy co-ordinator in September 2023.

Numeracy Support: Dyscalculia: Links to UICT and SEN.

- We had hoped to upskill staff in Dyscalculia awareness and how to help these children understand more through the use of practical materials.
- A screener completed with children in P3-P7 identified several of our children who had difficulty completing number problems.
- Staff were encouraged to implement the use of Maths Recovery strategies into classroom practice.
- Mrs Jackson provides numeracy support to Foundation and KS1 children in teacher identified areas of need.

- Maths Shed

Industrial Action

- As part of Industrial Action, there was no monitoring of planners or pupils' work. Teachers have been working in isolation.
- Co-ordinators need to establish a new curriculum baseline against lines of progression.

Events

- NSPCC number day raising £152 for the charity and helping to raise the profile of maths within the school.

Areas for development

Year 1

- New Mid-Term Planner (MTP) format for Mathematics to make MTP uniform and static.
- Coverage - teachers to review class coverage and KS Co-ordinators to look at progression within each Key Stage.
- Audit?

Years 1-3

- The co-ordinator has analysed PTM data and has identified areas for development for the following year.
- Learning & Teaching focus on either Shape & Space or Mental Mathematics.

Resources

- Maths Shed is purchased and used by some classes (mainly KS2) at a cost of £143.00 per annum.

Maths Whole-School Data Overview 2023-24

Whole-school average = 103.4

Male = 104.7 Female = 99.48

FSM = 98.4

Non-FSM = 104

SEN = 92.4

Non-SEN = 106.2

Curriculum Content Category	Average Group Correct	Average National Correct	Difference	Number of classes + national Avg
Number	60.6	56.6	+4.0	3 out of 5
Measures	47.4	47.6	-0.2	2 out of 5
Shape & Space	53.8	58	-4.2	2 out of 5
Handling Data	63.6	60.4	+3.2	3 out of 5
Process Category	Average Group Correct	Average National Correct	Difference	Number of classes + national Avg
Fluency in facts & procedures	66.6	68.4	-1.8	1 out of 5
Fluency in conceptual understanding	58	57	+1	3 out of 5
Problem Solving	47.2	43.6	+3.6	3 out of 5
Mathematical reasoning	58.6	52.8	+5.8	3 out of 5

Suggested whole-school focus for 24/25:

- T&L focus on **either** Shape & Space or Mental maths (observations from data)
- New MTP planning format – make MTP uniform and static.
- Coverage – teachers to review class coverage and KS co-ordinators to look at progression within KS.

Using ICT

- Due to Industrial Action, it has not been possible to monitor coverage across the UICT curriculum. It is assumed that all classes continue to benefit from a range of experiences to deliver the 5E's and from each of the Desirable Outcomes. A new baseline will have to be established in 2024/25 to identify areas for improvement, development, and support.
- Every class marked Internet Safety Day on 06.02.24 - the theme was 'Inspiring Change'.
- The Digital Leaders and Student Council led an assembly to remind their peers of basic internet safety rules. They introduced the idea of 'Stop/Close/Tell' if pupils came across anything inappropriate online.
- Following the parents/carers survey which requested workshops for Internet Safety after a rise of online incidents in P6, Thrive Academy delivered an online and in person workshop on 28.05.24. This was very poorly attended with 2 parents/carers attending in person and 4 online attendees.
- Thrive Academy also delivered engaging and informative workshops for the P6 and P7 pupils. Digital Leaders shared the core messages with P5 pupils.
- Project Evolve baseline was not used anymore. Staff felt that it was not an accurate representation of pupil understanding (grey areas/similar answers etc). Teachers were to use own judgement to select appropriate lessons to deliver using the platform. Due to industrial action, no monitoring took place by the co-ordinator.
- E-Safety, Acceptable Use of ICT and Digital Media Policy was updated to include the use of Smart Watches and devices was ratified in October 2023.
- The school website was updated with new information on the pupils' and parents' sections - included keeping children under 5 safe online, and guides for online gaming (CEOP).
- Co-ordinator enrolled the Digital Leaders in the DreamSpace programme (Series of online training events and tasks to complete). The Digital Leaders delivered a series of coding lessons to P5-P7 pupils following training from Microsoft. They received a Silver Award for their efforts during a celebration day at W5.
- Co-ordinator attended training at W5 (17.10.23) on using Apple technology and (21.11.23) on AI in Education. Relevant and practical learning was shared with teaching staff.

Areas for development

- A new baseline of UICT coverage will have to be established in 2024/25 to identify areas for improvement, development, and support.

Resources

- A new Promethean Board and accessible stand was purchased for P6 @ £3,913.20.
- New iPad charging cables, USB extension cables and wireless mice purchased to replace lost or broken equipment - £96.25.
- Increase in replacing broken/cracked iPad screens this year - £355.00.

Assessment

- Continue to use GL Assessment Package at a cost of £3,301.82 +VAT. 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-P7 tested in summer term. Pupils in P4-P7 Tested in December/January. NGRT/NGST testing in August/September to provide a baseline.
- All results analysed and Target pupils identified (alongside teacher judgement). Slight change to the process this year - data analysed, and potential target pupils identified in summer term, but target pupils not selected until end of September to allow for new teacher judgement to be taken into account.
- 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.

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

DE Funding	
SEND Funding	£9,347.00- Financial Year

Number of pupils on the SEN register:	41
Percentage of pupils with SEN from the primary population:	19.4 %
Gender of pupils on SEN register- Number of boys:	29
Number of girls:	12

Number of pupils who were added to the SEN register throughout the year: 6

Number of pupils who were taken off the SEN register throughout the year: 6

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

1SpEP = 18

2SpEP = 5

3SpEP = 18

Number of pupils on the Medical Register = 62

10.45% of pupils are entitled to Free School Meals (Data - June 2024)

In School Learning Support

Literacy FS/KS1 Support: Moira Jackson

- Term 1: Mon-Fri (am) P2- 6 pupils 25mins daily; P3- 7 pupils 25 mins daily; P4- 5 pupils 25 mins daily & 2 pupils 25 mins 4 times a week.
- Terms 2 & 3: Tues- Fri (Monday - P3 support) - P1 booster sessions 4 pupils 25 mins daily; P2- 6 pupils 25 mins x 4 days; P3 - 6 pupils 4 x 25 mins; P4- 4 pupils 25 mins 3 times per week and 2 sessions individual reading support- rotated P3/4 pupils.

Numeracy FS/KS1 Support: Moira Jackson/Rachel Pentland

- Term 1: P2 - 3 pupils once weekly; P3- 3 pupils once weekly.
- Terms 2 & 3: P2- 3 pupils once weekly; P3- 3 pupils once weekly; P3- 2 pupils twice a week 2.00-3.00pm (RP);
 - P4 - 2 pupils once weekly, P4 twice a week 2 pupils (2.00-3.00pm).

Nurture Support- Moira Jackson

- 24 pupils P3-P7 supported throughout the year emotionally and socially. (8 pupils in KS1, 16 pupils in KS2). Support took the form of individual 1-1 sessions, small group social skills or small group Lego Therapy (P3).

KS2 SEN/Target/Learning Support- Trudy Hamilton (Volunteer) 3 morning per week

- Throughout the year 25 pupils were supported in specific targeted areas e.g Spelling, organisation, comprehension, handling data, phonics, High Frequency Words (HFW) etc. The pupils were identified from assessment data as underachieving.
- Pupils engage in small group active activities once per week. These include spelling games, specific targeted comprehension books and dyslexia specific spelling lists. Pupils use active spelling bags and active times tables sets in class.
- Additional support with spelling. An active, multi- sensory approach has added many pupils' memory and recognition of key facts. Huge focus within the setting is confidence, self-esteem and personal motivation, as these areas have a big impact on pupils' attainment and personal attitude.
- Teachers see progress in most pupils especially in FS/KS1 with most meeting their IEP targets. Data in KS2 shows a lot of pupils maintaining progress, some regressing and some improving. Many SEN pupils are working at their ability and often do not test accurately (due to anxiety).
- Individual/paired Nurture sessions (pm with Moira Jackson) continue to be essential in supporting certain pupils who have social, emotional challenges. Many pupils are experiencing anxiety. Pupils are also using this support short term, gaining and discussing strategies to use in class/playground .
- Educational Psychology: Nine pupils discussed (including 3 P7 reviews). Three referrals accepted & assessed in the Primary school- All three led to the statementing process. One pupil discussed and assessed in the Nursery school.
- Tiny Life 'Little Learners' Award achieved. This included all staff trained on the effects of prematurity on pupils' outcomes in school. Data gained on all pupils in

school. Parents of premature pupils sent link to training and asked for feedback, which as forwarded to tiny Life. Award presented on 10.09.24.

- Dyslexia Gold programme is used daily with 14 pupils from P4-P6
- Neurodiversity week - PowerPoints/activities for pupils to help learn about ASD, ADHD and Dyslexia.
- School website now has a 'Neurodiversity' page with parent materials, child friendly books and animations. Local support groups are signposted.
- Accessibility planning continues to be a large undertaking by the SENCo and BoG Accessibility Plan sub-committee. Action plans with short-, medium- and long-term actions have been passed by the BoG.
- New IEP format for the year 2023-24, with additional space for pupil voice, has been embedded well.
- AEN information is now kept in two places in the school. All sub folders with each class have an AEN register (detailing any pupils with specific needs .e.g., ASD, behaviour etc) and a Medical register (with short details of pupils with asthma, allergies or care plans).
- Pets as Therapy - 20 pupils took part in project. Feedback was 100% positive with many commenting on the importance of being able to talk to someone, and how gentle and calming Hamish, the dog, was.
 - All staff completed 5 sessions with Middletown Autism centre. The five sessions were entitled:

Autism learning style and visual teaching methods 25.09.23.

Autism and communication 16.10.23

Autism and sensory processing 13.10.23

Autism and understanding anxiety 20.11.23.

Autism and reframing behaviour 4.12.23

SEN materials distributed to staff:

- Tiny Life- Prematurity
- Revised AAA handbook
- Revision of SMARTE target expected outcomes.
- Autism, Girls and keeping it all inside.

Outside Agency Support

- EA: Literacy Support
- EA: AAIS
- EA Behaviour Support
- RISENI
- Middletown Centre for Autism

Areas for Development

- Implementation of SEND Act (NI 2016).
- Review of SEN Policy.
- Implementation of Cedar's Accessibility Plan.
- SENCO has asked AAIS to come in to train our Classroom Assistants in how to support our pupils when using the Sensory room.
- How we can use KS2 support effectively. More short term/fluid focus?

Nurture

- DE no longer fund Nurture projects.
- Continuation of Nurture support (M Jackson) meeting specific meet of individual pupils (All year).

- 24 pupils P3-P7 supported throughout the year emotionally and socially. (8 pupils in KS1, 16 pupils in KS2). Support took the form of individual 1-1 sessions, small group social skills or small group Lego Therapy (P3).
- Almost all the children know strategies which promote self-regulation, and these were also shared with parents/carers.
- Almost all targeted pupils are now presenting with less SEBW difficulties. When there has been limited success, several pupils have been referred to EA services such as PBSS or Education Psychology.
- All classes have embedded well-being strategies e.g. meet and greet pupils in the morning, brain gym is used regularly to aid mental stimulus.
- Some form of well-being techniques are used throughout the school. The Calm Plan technique (pigeon levels 1-5) mainly in P1-P3. Classes are given opportunities to practice mindfulness drawing or strategies that they find useful for calming and self-regulation. These vary from class to class.
- All classes have calm areas/tents and 'fiddle toy' boxes. Clear rules in place to use areas - timers etc.
- The use of the outdoor learning continues to help with emotional regulation - use of Daily Mile in KS2 and forest/outdoor learning across the school.
- P3 pupils completed the Roots of Empathy Programme. Thank you to Ms Rebecca Carberry and baby Archie for coming in each month.
- P5 pupils took part in an Aware Workshop on Mental Health on 11th June 2024. Congratulations to Mrs O'Sullivan who won the workshop in a competition.
- As a school, we feel that a lot of our nurture practice are well embedded in line with the needs and wants of the pupils.
- We trialled private counselling - Art Therapy in the After School Building for our pupils and those from neighbouring schools.

Resources

Trampoline: £29.76

Mat, cushions, and tents: £199.00

Fiddle toys: £39.12

Resistant bands: £23.19

Integration and RE

Excellence in Integration Award (EIEA)

- HC, RB and KG met with Mary Potter (NICIE Associate) on 30.05.23 to plan staff training, completing an audit as we work towards applying for Excellence in Integration Education Award. Cedar last received the award 5 years ago. NICIE facilitated Integration Training for the whole staff and governors on 22.08.23.
- **Training: To develop Cedar's Integrated Ethos**
Trainers: Mary Potter and Tiernan McKeevin
Purpose:
 - To reflect together, as a whole school team of staff and governors, on what it means to be an Integrated school, and how we can continue to develop this ethos/practice, going forward.
- **Outcomes:**
 - To continue to develop a shared understanding and vision of what it means for us to be an Integrated school.
 - Using the EIEA audit tool as a framework, to reflect on what we are already doing effectively, and on where there are potential areas for development and growth.

- To continue the embedding of Anti-Bias approaches within our Integrated ethos and practice.
- Morning session: All staff together
- Afternoon Session: Spilt
- C/A and Governors: Introduction to ABC Training
- Teachers: EIEA Audit Tool
- Mary Potter and Fiona Darragh visited Cedar on 22.11.23 to support us as we prepare to determine any action steps required before we apply for the Excellence in Integration Award in 2024-25.
- HC met with Mary Potter on 01.02.23 regarding progression EIEA Audit and an application for Trust 9 Grant funding from IEF.

Council for Integrated Education (NICIE), Integrated Education Fund (IEF) and the Association of Principals in Integrated Schools (APTIS) collaborated to research RE and related practice in Integrated primary schools and produce a framework/guide.

- A tendering process was completed for "A Research Project Exploring Religious Education and Related Practice in Integrated Primary Schools" and was awarded to Dave Thompson.
- Dave Thompson has asked permission (04.03.24) to talk with Cedar's RE Co-ordinator Tricia Mailey about our approach to teaching RE and the resources we use with pupils.
- HC attended a principals' working group on 20.08.23, 23.11.23, 23.04.24 and 26.06.24.
- Two parents, who expressed an interest in joining an Integration and Inclusion workshop, were invited to attend an online session on RE with Dave Thompson.
- The RE Guidance materials for primary school practice should be available for schools by August 2024.

Integration/ R.E Development

- Class assemblies were re-introduced, and families were invited to watch their child's class.
- Integration questionnaire circulated to families 09.04.24 to gauge opinions and ask for parent/carer volunteers to form an Integration and Inclusion focus group.
- HC met with Mary Potter (Development Officer for NICIE) to discuss progress towards applying for EIEA on 21.11.23 and 01.02.24.
- 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 Bias Buster.

Integration Policy

- One point from previous EIEA inspection was to amalgamate Cedar's Integration and Inclusion Policy with the Cultural Policy.
- New policy still in draft form.
- Highlighted areas still to be amended with current practice.

- New planning formats introduced last year to encourage inclusion of Integration links across all new topics.

Sacraments

- Fr. Brendan Smyth (Crossgar) has been unwell. Fr. Gerard is covering for Fr. Brendan. Canon Murray from Downpatrick contacted school on 15.01.23 to advise that the previously planned dates for First Confession, First Communion and Confirmation would have to be changed due to a shortage of priests. Cedar IPS, Killyleagh IPS and Glasswater PS had joined together last year, and this had worked very well.
- On 25.01.24, principals from St Mary's, St Joseph's, Holy Family and Cedar IPS met on Zoom to agree arrangements for Confirmation. HC forwarded the arrangements to Killyleagh IPS and Glasswater PS.

	Cedar IPS	Killyleagh IPS	Glasswater
First Confession/ Penance	7	1	1
First Communion	8	0	3
Confirmation	8	3	0

- Practice for First Confession held on 27.02.24 at 10.40am at Holy Family church, Teconnaught. Parents provided transport.
- Six P3 pupils made their First Confession on 05.03.24. We also facilitated a new family with a pupil in P7 at Cedar and his older sister who attends Year 8 in Blackwater IC. A special thank you to Mrs Magee and Mrs McGreevy for preparing the pupils so well.

NICIE Training

- Mr D Watson completed NICIE's three-day Anti-Bias in Education residential programme which took place from Wednesday 17th January to Friday 19th January 2024 at Corrymeela Community in Ballycastle. IEF and the NIO, funded all accommodation and food costs and provided up to £500 per participant towards sub cover costs.
- HC attended Governance Seminar on 20.03.24.
- Mr Watson (Head of KS1) represented Cedar at NICIE VP Forum at Slemish Integrated College on 17.05.24.
- HC and RB met with Lynn Johnston and Tiarnán McMeekin (Development Officers) to plan Integration Training on 22.08.24.

Governors

- Registration for NICIE Annual Governance Seminar on Wednesday 20th March 2024 @ 5.30pm -7.00pm was emailed to BoG on 11.03.2024.
- Registration for NICIE's Roles and Responsibilities training for Governors in a Grant Maintained Integrated School on 25.03.24 was emailed to BoG on 14.03.24.

Integrated Education Fund (IEF)

- Odd Socks Day on 27.03.24 raised funds for IEF to a total of £1,070.40. Gift Aid forms were distributed to the eldest member of each family on 11.03.24.
- 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.

Association of Principals in Integrated Schools (APTIS)

- HC attended the APTIS Conference on 19.10.23 and 20.10.23, as well as other meetings on 17.01.24 and 08.03.24.

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 has applied for funding to teach Highland Dance.

Languages

- Sign Source took two Sign Language Workshops with P5-P7 pupils on 11.09.23 and 18.09.23.
- European Week of Languages was held on the week beginning 25.09.23. (P1= France, P2= Spain, P3= Argentina, P4= Portugal, P5= Ireland, P6= Italy and P7= Sweden.)
- Irish languages classes for P1-P7 commenced on 16.11.22 funded by the Teconnaught History Project organised by Joe Kearney. Gráinne Smyth is a retired teacher from Holy Family Primary School and came in each Tuesday from December 2023-June 2024 to take the sessions. The funding had been cut so the tuition was only for 2-hours per week and the younger classes were the priority (P1-P6).
- Four P4 pupils represented Cedar at an Irish Language Quiz on 8th March 2024. Three other local schools took part: Holy Family PS Teconnaught, St Joseph's PS, Crossgar and St Patrick's PS, Saul.

NICIE

- HC attended Lorna McAlpine's retirement function on 26.04.24. Lorna was a Senior Development Officer with NICIE and helped in our application for a new build. An application for Capital funding to replace this building and the Nursery mobile was turned down by DE, May 2018 and May 2020 although the school had passed the Gateway Stage.
- HC also attended Roisin Marshall's retirement celebration (CEO of NICIE) on 19.06.24.

Links with Integrated Primary Schools

- Cedar fielded teams for two Football Tournaments hosted by Killyleagh IPS on 13.10.24 and 17.06.24.
- Teams of P5 & P7 pupils took part in a Netball and Football Tournament with All Children's Integrated Primary School on 11.06.24.
- Pupils from Killyleagh IPS joined with cedar pupils for the sacrament of Penance and Confirmation.

Links with Integrated Post-Primary Schools

- P6 visited Blackwater IC on 25.04.24, 02.05.24 and 07.05.24 and completed languages, P.E. and H.E. sessions.
- P6 pupils visited Blackwater IC on 13.06.24 for a P6 Taster Day.
- Shimna IC did not hold their Learning Activity Day for P6 pupils this year.
- P7 pupils were invited to attend Taster Sessions at Blackwater IC on 14.11.24 and 16.11.24. Fifteen pupils attended.

Awards/ Grants

- IEF funded the creation of the Baroness May Blood Award for Community Activism. Cedar successfully applied to receive an award that we can then present within our school community annually.
- T Mailey successfully applied for an IEF grant as part of our application for Excellence in Integration Award for 2024-25 for £1,200.00. This covers the cost of the Assessors.
- An application for a Sign Language Programme was not successful.

Areas for Development

- NICIE Training on 22.08.24 - All teaching staff, classroom assistants, catering assistants, secretary and building supervisor, as well as BoG and members of Cedar's Integration Focus Group.
- Cultural Policy & Inclusion and Integration Policy combined. (Input BoG, staff and families).
- Classes updated integration links in new topics.
- Link world religions to specific times in the school calendar.

Resources

- Increase the range of books in the school library about 'Differences'.
- To provide new resources for the teaching of World Religions.

Integration Focus Group

- Established and met on 05.06.24.
- RB met with Mary Potter on 28.05.24 to discuss best practice hosting a Parental Forum.
- Most communication via email.

Integration - what does it mean to you?

- Each person able to be comfortable in their own identity.
- Everyone being respectful of each other's identities.
- Dealing with issues head on, not shying away from difficult conversations.
- Allowing everyone a safe space to be who they are.
- Developing children who ask questions and develop informed opinions.

Purpose of the group

- Parental involvement crucial in Integrated Education (Core Principles).
- Initially focusing on reapplying for Excellence in Integrated Education Award.
- Going forward, a crucial sounding board to gauge parent opinions of key issues, current affairs etc.
- Meeting should be positive and impactful - time given up attending and giving input is hugely appreciated!
- Limited in what we can change with regards to RE as we are curriculum led.

Integration Parents' Survey

- Data shared - overall a good spread of opinions, lots of valid points raised and issues that can be /have been addressed.
- Concern was raised about the level of GAA/Irish currently in school. RB explained that we are always trying to source clubs and activities from all parts of the community, but that lack of funding/access to coaches to come in etc were all significant barriers. Gaelic coaching, kits and transport are provided by Teconnaught GAA to the school, Irish lessons are funded through Teconnaught History Project.
- RB explained that there were transferable skills in sport that teachers developed in PE lessons across a range of sport and that research would suggest that learning a language also has transferable skills to aid the learning of other languages.
- The possibility of a universal language such as sign language. RB explained that Cedar had submitted a grant application to the IEF to introduce sign language across the school, but we were unsuccessful - again decisions need to be made within an extremely tight budget.
- Point raised that potentially we need to be making choices between providing opportunities for pupils (Gaelic football/Irish language in particular) or ensuring we have a good balance by not offering any - lots of further discussion required.

- Concern raised that influence of *GAA* could be putting bias on out pupils - RB explained that staff are training on a rolling basis in Anti-Bias Training, are always present during all lessons during the school day and will intervene if and when they feel there is a bias in any way.
- Discussion about World Religions and inclusion of those with no faith. RB explained current practice and again issues in getting visitors in/pupils out to locations - all are welcome, just not necessarily accessible to us at present.
- Suggestion of inviting in the Community Church, contacting local members of 'other faiths' such as Judaism /Islam.
- Suggestion of having a 'focus month' for all classes to learn about a specific religion/festival, to include whole school assembly, displays, visitors etc. This could run alongside regular RE lessons in class.
- Question about meeting the needs of those pupils with no faith. RB explained that Humanists had been in for assemblies in previous years and that all RE (curriculum led and visitors) is introduced by explaining that 'this is what some people believe and that is ok, but it is equally to believe something different' and that discussion and questions are welcomed in classes.

World Around Us (WAU)

- The Senior Leadership Team realised that staff needed guidance on how to begin the process of revamping our topic/World/Around Us/ Interconnected Learning planners. The SLT met with Cedar's District Inspector, Pamela McCrum on 16.06.22 and out of these discussions we identified areas of improvement:
- Ensure that the Statutory Requirements for each Key Stage were being addressed.
- Review of Topics - Pupil led, relevant, broad, based on key questions and local.
- Maximise coverage, reduce duplication, increase depth and skills based.
- Cross-curricular/Interconnected Learning - Plan smartly.
- New planning templates were customised to our school needs.
- 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 2024/25 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.

Resources

- Resources in FS for WAU need to be replaced.

Sport



The P7 P.E Team compared the cost, quality and different uses of goal post available. The Team along with Ms Bennett chose the 'Harrod Junior Freestanding Steel Posts' @4.5m, with a set of goal nets, 2 packs of net hooks and sandbags to hold in position. The goals with posts will allow soccer, rugby and Gaelic games to be played. The new junior posts were delivered by Podium4Sport at the end of the Autumn Term. Jake assembled the posts and they are in place on the football pitch in the school playground. Total cost of the posts was £1633.70 plus VAT.

Sponsorship

- Thank you letters were sent to Bells Crossgar Motors (Eamon Bell), who kindly sponsored a new football kit, Fortior Insight Ltd (Jonathan Walsh) who generously sponsored new Sub Jackets and Pronto Distribution (Paul Cullen) supported girls' sport by sponsoring a set of Skorts.

Staff Training

- Carol O'Sullivan (T) and Cara Ashe (C/A) completed Netball, Rugby and Hockey Training organised by Ulster Hockey on 24.08.23 at a cost of £30.00.
- Carol O'Sullivan completed Netball CPD Training by Netball NI on 11.04.24.

Netball

- Cedar is affiliated with NetballNI @ a cost of £75.00.
- Cedar registered to play in a Netball Blitz in Lisburn on 22.02.24 and another blitz in Downpatrick on 11.03.24 at a cost of £54.00 for the two events.
- Cedar's Netball team competed in a Netball Blitz in Lisburn on 22.02.24. The team had very good start to playing in tournaments with 2 wins, 1 draw and 2 matches lost.
- Cedar's Netball teams competed in a couple of Netball Blitz's in Downpatrick. Our youngest team of P5 pupils put in a tremendous effort and their endeavours ended in a super win on 08.03.24. The older team of P6 pupils won two matches, lost two and drew one on 11.03.24. Thank you to Mrs O'Sullivan and Claire Ferguson (parent) for the netball training they have taken as an after-school activity.
- Our P5 and P6 Netball Team entered a tournament hosted by Down Netball on 19.04.24. One of our pupils was named Player of the Tournament (Ivy).
- A team of P6 & P7 pupils took part in a fun Netball Tournament with St Joseph's PS on 22.05.24.
- Teams of P5 & P7 pupils took part in a Netball Tournament with All Children's Integrated Primary School on 11.06.24 and came third.
- Cedar IPS and NU hosted a Netball Tournament on 14.06.24 with teams from St Mary's Killyleagh, St Nicholas Ardglass, St Colmcille's Downpatrick and Holy Family Teconnaught. The Cedar team won in the final.

Sport Changes Lives

- Sport Changes Lives completed sessions with P7 pupils for 8 weeks beginning on 03.10.23 from 1:15pm-2:45pm.

Football

- Cedar entered one team made up of P6 and P7 pupils in a Football Festival held at Killyleagh FC on 13.10.23. The pupils were a credit to the school and reached the final and missed by one goal in extra time.

- Some P4-P7 pupils took part in a fun Football Festival at Assumption Grammar School on 17.05.24.
- A team of P7 pupils took part in a fun Football Tournament with St Joseph's PS on 22.05.24.
- A team of P5 & P7 pupils took part in a Football Tournament at All Children's Integrated Primary School on 11.06.24 and were delighted to win and lift the trophy.
- Cedar fielded two teams for a Football Tournament hosted by Killyleagh IPS on 17.06.24. Both teams played exceptionally well and one of our pupils was named Player of the Match (George). Our other team went through to the final and lost 1:0.

Cross Country

- Cross Country at Cedar resumed for the first time since before the pandemic. Miss Maloney (Classroom Assistant) ran a Cross Country after school club for P7 pupils and trials were also held during school time. Cedar pupils joined 96 other primary schools across the district at Dunleath Park on 17.10.23 to participate in the NMD annual cross-country race. On 23.10.23, P7 pupils also travelled to Londonderry Park, Newtownards to participate in the first heat of the Flahavan's Primary Schools Cross Country League for Co. Down. The pupils ran very well in both events, in what were their first experiences of mass-participation races. We were grateful to the families who helped with transport to the pupils to the races.
- The cross-country team participated in the Flahavan's race in Newcastle (04.12.23).
- Hailey (P5), Viktor (P5) and Noah (P6) represented Cedar IPS at Swim Ulster Primary Schools Cup and Championships Gala/Competition Aurora Aquatic on the 09.12.23. Hailey and Viktor made it to the finals in both their chosen events, with Viktor achieving 2 gold medals. Hailey and Viktor have also both qualified for the 2024 Irish Minor Schools Championships in Dublin and represented Cedar IPS.

Gaelic

- Gaelic: Tony Davis provided Gaelic coaching on a Monday between 10:50-12:15 for the coming two terms. Spring Term: P4 & P5 and Summer Term P6 & P7.
- A team of P4-P5 pupils took part in a fun Gaelic Football Festival with St Joseph's PS on 20.05.24.
- Cedar entered 2 girls' teams and 2 boys' teams into the Teconnaught Gaelic Tournament on 30.05.24 The boys were beaten in the final and the girls won the cup.

Ice-Skating

- One of our P4 pupils has won a block of ice-skating training sessions in Russia, where she trained with Olympic skaters in February 2024.

Dance- Hip Hop

- Congratulations to our Hip-Hop KS2 dancers who got first place in the NICMAC Dance competition on 08.03.24.
- Sarah (P7) was first in the Hip-Hop Solo category. Thank you to Naomi Braniff who prepared them so well. Naomi runs an after-school Hip Hop Class each week at Cedar.

Swimming Lessons

- P6 completed their 6-week block of swimming lessons on 11.12.23.
- P7 completed their 6-week block of swimming lessons on 11.03.24.
- P5 started a 5-week block of swimming lessons on 25.03.24.
- P4 started a 5-week block of swimming lessons on 20.05.24

Cricket

- P3 and P4 started Cricket coaching with Harry Lockart from NCU (Northern Cricket Union) on 09.04.24 for the Summer Term.

Hurling

- P1, P2, P5 and P6 started an 8-week course of Hurling on 10.04.24 with Anthony Laverty from Laitroim Fontenoys and St. Kevin's Drumaness.

Sports Day:

Sports Day was cancelled on 4th June 2024 due to a forecast of bad weather. Sports Day was rearranged for 19th June 2024.

- FS (P1 & 2): 9:30-10:30am
- KS1 (P3 & 4): 11:00-12 noon
- KS2 (P5-7): 1:30- 3:00pm
- Nursery Sports Day was held on 07.06.24.

Areas for Development

Year 1

- Have a review of coverage of PE taught across all classes- through an audit. Create a year overview of PE for each class.
- Continue to develop community links through local competitions and friendly matches in a range of sports.
- Tony Davis is hopefully secured for another year of Gaelic coaching funded by Teconnaught GAC.

Year 2-3

- Audit will highlight areas of further training or support required.

Music

- Music tuition was facilitated this year through the Gillian Hanna School of Music in Downpatrick. In total 25 pupils received lessons during the school day in ukulele, guitar, singing, violin and piano.
- Unfortunately, there was no funding available to schools this year from the Ulster Scots Agency.
- Mrs Glover taught Primary 6 'Bells' during Autumn One. This was a focus on technique, reading music and early music theory.
- The school choir met during Autumn Two. 43 pupils from P5-P7 sang at the Community Christmas Tree Festival in Saint John's Killyleagh on the 1st December 2023.
- Cedar choir sang at the Brian Steenson Charity Group's Christmas Bazaar in the War Memorial Hall on 10th December 2023.
- The Whole Primary 6 class attended an Ulster Orchestra Primary Schools concern on 27th October 2023.

Areas for Development

- We have submitted an initial interest for Ulster Scots Agency funding for the year 2024-2025 to have 25 weeks of Scottish Group Dancing in the school.
- 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.
- Cedar has made an initial registration for the Peace Proms on 09.03.2025 in SSC, Belfast.

Resources

- Charanga music programme - (Free Trial)

Outdoor Learning

- Staff took part in training with St Colmcille's PS (Downpatrick) and St Nicholas PS (Ardglass) with Claire Devlin on 05.09.24 and 10.10.24.
- List taken of items of loose parts required.
- Donations of loose parts were asked for by school.
- Forest area used for Christmas activities.
- The outdoor learning resources are stored in the in the storage area adjacent to the Outdoor Classroom.
- Each class was timetabled for an outdoor session in the Forest each week, which staff stuck to unless the weather was really inclement.

Areas for Development

- Loose parts collected and boutique to be made.
- Teachers to continue lessons in forest at least once a week.
- Utilise outdoor classroom - lights and generator requested by children in P.6.
- Examples of children's work put on the walls.

Resources

- Training £300.00 with Clare Devlin
- Outdoor generator for the Outdoor Classroom = £481.67 +VAT
- Develop lessons and resources such as tools for building.

RSE

- SCARF Training for Teachers completed on 23.08.23.
- Staff have modified the RSE content to be age appropriate at Cedar.
- The NSPCC PANTS programme is embedded in P1-P4 RSE curriculum.
- Information letters were sent to parents/carers informing them of the content of the RSE lessons. RSE lessons began during the summer term.

Areas for Development

- Develop LGBT+ policies that are age appropriate at Cedar.

Resources

- Purchase of SCARF programme annually at a cost of £438.00.

Nursery

DE Funding	
Getting Ready to Learn	£445.00

- Nursery Visits were carried out over 4 days in August: Linda McGrath attended the first day of visits and then Joanna Haugh carried out the rest by herself. It was a good opportunity to meet the children in their own homes.
- Seesaw was used throughout the year to keep parents up to date with information/photos/videos of children. Parents have commented on how important that line of communication is.
- Children enjoyed many woodland walks where they learnt more about nature and their local surroundings.
- Music and movement were used a lot throughout the year in Nursery.
- Parent/teacher meetings took place the week beginning 13.11.23.
- Nursery Families enjoyed Big Bedtime Read 24.11.23 - children came in their pyjamas; pupils and families enjoyed seaside themed activities and read 'The Big Big Sea'. Adults and children had tea/milk and toast to finish.

- Families were invited for a Christmas Singalong 19.12.23 - the children sang in the school assembly hall, with refreshments available after.
- Nursery had a number of visitors throughout the year; The Gathering Drum, Mr Hullabaloo, Wee Critters, Little Ariettas and Kidz Farm. All of these activities, except for Kidz Farm, were enabled by Snack money. Kidz Farm was kindly gifted by one of the nursery parents.
- Children raised money for the NI Children to Lapland Trust on Christmas Jumper Day to support a current pupil.
- Getting Ready to Learn: Joanna Haugh gave a talk to parents in the after schools building, where parents were able to enjoy refreshments and then read 'We are going on an egg hunt'. This was followed by an Easter Egg Hunt with families and children in the main woodland.
- Parent/teacher meetings took place the week beginning 29.04.24.
- Nursery celebrated Green Day this year; children came in green, ate green snack and planted flowers/plants around the nursery grounds. This was a great opportunity to enjoy the outside space with the class and learn more about plants/seeds etc.
- Nursery children enjoyed a mini sports day and picnic down on the grounds of the big school 07.06.24.
- Let's Expand Communication came in to assess children. Parents split the cost between them, with the remainder being supplemented by school.
- Incoming pupils (September 24) visited Nursery for induction sessions on 10.06.24 and 11.06.24 with new Nursery teacher Mrs Alice Woods.
- Nursery pupils enjoyed a lovely fundraising day 'Fairytale Friday', where money was raised for Nursery. The children came dressed up and the Nursery was full of lots of magical activities!
- Graduation and Fun Day 25.06.24 - 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.

Stay and Play

- 'Stay and Play' was introduced in Nursery in November, following requests from parents for a 'wrap around' scheme. Stay and Play ran from 11:45am-1:45pm each day, costing £6.00 per session. Parents were able to book in on a weekly basis. Nursery pupils brought a packed lunch with them and were supervised by Classroom Assistants. Stay and Play has proved popular, with a total of 23 pupils out of 26 attending at least one Stay and Play session, and 17 of those families booking on a weekly basis.

Areas for Development

- Mrs Linda McGrath has now retired at the end of the academic year. Mrs Suzanne Chaddock will take on the role as Nursery Assistant in August 2024.
- Mrs Marner has extended her secondment with EA. Mrs Joanna Haugh was unable to continue as Nursery teacher in the next academic year due to childcare costs. Mrs Alice Woods has been appointed temporary teacher for the coming academic year.
- Staff in Nursery will have a period of transition as they develop their Nursery routines and review planning.
- The Nursery Newsletter should highlight the experiences of Mr Hullabaloo and other integrated links.

Resources

- A new set of monkey bars were installed for children to build up their gross motor skills.

- Getting Ready to Learn award was used to purchase new picture books and books on diversity.
- As new staff plan for the coming year, they may identify resources that are required.

Community

Autism Training by Middletown Centre at Cedar.

- Families and other teaching professionals in the local area were invited to attend Autism Training by Middletown Centre at Cedar.
- 25.09.23: Autism, Learning Style and Visual Teaching Methods (10 parents and 35 professionals).
- 16.10.23: Autism and Communication (16 parents and 41 professionals).

E-Safety Workshop

- A Digital Resilience Workshop for parents took place on 28.05.24. Parents from 3 other local primary schools were also invited to attend.

SENSED

- Special, Education, Need Support East Down (SENSED) Group Meeting held on 14.09.23, 26.10.23, 16.11.23, 18.01.24, 22.02.24, 11.04.24, 25.06.24 and 20.06.24 for families with children with SEN e.g. Autism, ADHD and Dyslexia.

Organ Donation NI

- The launch of new organ donation education resources for Primary KS1 and KS2 took place at Cedar on 18.10.23. Pupils from P4, along with Daniel Watson and Kathryn Glover joined visitors from Organ Donation NI and PHA to participate in a photo shoot to promote the launch of the new school resource packs. P4 have been learning about organ donation as part of their Mighty Me topic.

Badminton

- Crossgar Badminton at Cedar for Seniors restarted on 11.09.23 but only for the first term.

School Crossing Patrol

- Ms Thompson, the school Crossing Patrol, retired in December 2023. The Principal of St Joseph's Primary School asked if we would request a replacement for January 2024. This was completed on 07.12.23.
- Both schools advertised the post.

Crossgar Youth League

- The 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.
- Crossgar Youth League donated a set of nets to Cedar for accommodating the parking on site.

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.

Community Events

- All Cedar pupils created individual Christmas decorations which were used to decorate a tree at Killyleagh Christmas Tree Festival on 01.12.23. Cedar's choir along with St Mary's PS and Killyleagh IPS choirs sang a number of carols.

- Cedar choir sang at the Brian Steenson Charity Group's Christmas Bazaar in the War Memorial Hall on 10.12.23. Thank you to Mrs Glover for preparing the choir and a special thank you to Anne Jackson (C/A) and Libby Maloney (C/A) for managing the pupils on the day.

Leaflets placed on Cedar's Facebook Page or emailed to families advertising:

- Sir Hans Sloan Centre Science Fortnight in Killyleagh (28.02.24)
- An appeal for the local community to revive Crossgar Community Association (29.02.24)

Shared Education

- After many years of trying to access the Shared Education Programme, the Education Authority linked Cedar with St Colmcille's PS in Downpatrick as partner schools.
- HC met with Steven Austin (Principal) on 21.11.22.
- Mr Daniel Watson agreed to take on the led role for Shared Education.
- Staff from Cedar IPS and St Colmcille's PS in Downpatrick met on 11.01.23 to discuss our shared project. We agreed to focus on practical teaching - Activity Based Learning (KS1) and STEAM (KS2).
- Daniel Watson and Christine Rooney, lead Shared Education Co-ordinator in St Colmcille's, held a Zoom Meeting with members of the Shared Education Team on 08.02.23. No funding for new cohorts in 2023-24 has been approved by DE.
- Provisional dates for Play Based and Activity Based Learning Training had been secured: 05.09.23 and 10.11.23. St Colmcille's PS, Cedar IPS and St Nicholas PS (Ardglass) jointly funded the staff training.
- The Education Authority, in partnership with Leargas and the Early Years Organisation, have now received official confirmation, from the Special EU Programmes Body (SEUPB), that they have been successful in their strategic bid for Theme 3.1 Shared Learning Together.
- St Colmcille's Primary School and Cedar had been partnered as part of the Shared Education Project but planning had not progressed due to lack of funding. We hope that we can start planning links in the new academic year.
- Funding had been previously restricted to costs for Transport, Substitute Teachers and a Management Point.

Foundation Stage

Areas for Development

- Using Seesaw to record student skills in Play Based Learning (PBL).
 - Will have a complete overview of each student and act as a reminder of the skills we should be developing during PBL.
- To introduce large 'loose parts' to outdoor learning.
 - Continue to source loose parts reach out to our families to contribute and local businesses who may have plastic tubing, pallets and crates.
- Further develop links with Nursery - P1 pupils to act as buddies to help introduce new children to the woodland area.
- Last term, Nursery and P1 to have outdoor play sessions together in the school playground.

Resources

- Resources in FS for Outdoor Learning to be replaced.

Drama

- Two Nativity musicals were purchased for Foundation and Key Stage 2 at a cost of £57.85 and £84.46.
- Due to high demand Christmas Productions ran over two performances:
- P1/P2 performed "Hooray in a Manger" (06.12.24 and 07.12.23).
- P3/P4 performed "Big Little Nativity" (06.12.24 and 07.12.23).
- P5-P7 performed "A Hint of Snow White" (11.12.23 and 12.12.23), with a third scheduled for 14.12.23 for the P1-P4 and any family members not able to attend the evening performances.
- The P7 Leavers' Play "Goodbye My Friend" was performed to a packed house on 13.06.24. The performance was exceptional and brought the house down. Shemaine Kerr, Rachel Bennett and Lyndsey Karim 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 four very successful enterprise projects selling: croc charms, stickers, mystery bags, mochi, customised slap bracelets and pencil cases as well as hair clips and bows and raised £650.00. 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 (13-17th November 2023)
 - NSPCC Number Day (2nd February 2024)
 - E-Safety Day (6th February 2024)
 - Integration Month: Theme Bias Buster (March 2024)
 - NSPCC Pants Fortnight (6th-17th May 2024).

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

- Participated in Microsoft DreamSpace programme and achieved a Silver Award.
- Delivered coding lessons to P5-P7.
- Attended training and awards ceremony at W5.
- Participated in a Cyber Security Escape room at Custom House Square, Belfast (April 24).
- Set up Assembly each week.
- Supported classes with technical issues.

PE Team

- Planned and delivered lessons to peers in a variety of sports.
- Researched and ordered new goalposts for Gaelic and football.
- Maintained equipment and tidied store.

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.

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.

ETI

- Pamela McCrum (our District Inspector) met with the Principal on 08.12.24. to discuss our priorities for the coming year.
- Our District Inspector met with local principals on 20.05.24, to give an overview of the new inspection process.

Self-Evaluation

- R Bennett: Completed a self-evaluation report on "The impact of improved mental health of our P7 Cohort (Year Entry 2016) on academic achievement." This report will be published in the newest compendium from Shaped Professional Learning DCU Research Network Report.
- Audrey Boyd (EA) met with HC on 30.05.23 to discuss School Improvement in light of ongoing Industrial Action.

Training

School Development Days - August 2023		
22.08.23	8:30-9:00am	SLT Meeting
	9:00am-3:00pm	<p>All staff and Governors NICIE Training: To develop Cedar's Integrated Ethos Trainers: Mary Potter and Tiernan McKeevin Purpose:</p> <ul style="list-style-type: none"> ▪ To reflect together, as a whole school team of staff and governors, on what it means to be an Integrated school, and how we can continue to develop this ethos/practice, going forward; <p>Outcomes:</p> <ul style="list-style-type: none"> ▪ To continue to develop a shared understanding and vision of what it means for us to be an Integrated school; ▪ Using the EIEA audit tool as a framework, to reflect on what we are already doing effectively, and on where there are potential areas for development and growth; ▪ To continue the embedding of Anti-Bias approaches within our Integrated ethos and practice. <p>Morning session: All staff together Afternoon Session: Spilt C/A and Governors: Introduction to ABC Training Teachers: Audit Tool</p>
23.08.23	9:15am-10:30am	<p>All staff Emotional Regulation and Eating Disorders Trainer: David Coyle</p>
	11:15am-lunch	<p>Teachers SCARF Training by Zoom in P6 room</p>
	11:15am-lunch	<p>Classroom Assistants Staff Meeting Child Protection Training: HC</p>
	1:00-3:00pm	<p>Teachers Staff Meeting Child Protection Training: HC Class preparation HC & RB meeting with each teacher</p>
	1:00-3:00pm	<p>Classroom Assistants Class preparation</p>
24.08.24	9:15-11:15am	<p>All Classroom Assistants Teachers Nursery - P4 Speech and Language Training Trainer: Let's Expand Communication</p>
	9:15-11:15am	<p>Teachers P5-7 KS2 Meeting</p>
	11:30-3:00pm	<p>All staff Class preparation HC & RB meeting with each teacher</p>
		<p>CO'S and CA - Hockey Training with Ulster Hockey</p>

School Development Days	
	<ul style="list-style-type: none"> ▪ School Development Day 2nd October 2023 in lieu of satellite training on 5th September and 10th October 2023- Active Learning Outdoors by Clare Devlin in St Colmcille's PS Downpatrick- Staff from St Nicholas in Ardglass in attendance as well. (3:30-6:00pm) ▪ School Development Day 6th November 2023 in lieu of satellite training on 25th September 2023- Autism, Learning Style and Visual Teaching Methods and 16th October 2023 - Autism and Communication Training with Middletown. ▪ School Development Day 5th January 2024 in lieu of satellite training on 13th November 2023- Autism and Sensory Processing and 20th November 2023 for Autism and Understanding Anxiety Training with Middletown. ▪ School Development Day 18th March 2024 in lieu of satellite training on 4th December 2023 for Autism and Reframing Behaviour Training with Middletown and Welcome Meetings.
	<p>School Development Day 8th April 2024</p> <ul style="list-style-type: none"> ▪ Mop Up Training <ul style="list-style-type: none"> ▪ Basic Fire Safety ▪ Cyber security ▪ Diabetes Awareness ▪ Basic Health and Safety ▪ Data Protection New Training <ul style="list-style-type: none"> ▪ Anti-Bullying Training Level 1 ▪ Tiny Life
	<p>School Development Day 24th May 2024</p> <ul style="list-style-type: none"> ▪ Data Analysis ▪ Report Writing

Training		
Date	Course	Staff In Attendance
22.08.23	▪ Ambassador Seesaw Refresher Course	Kathryn Glover
24.08.23	▪ Ulster Hockey	Carol O'Sullivan Cara Ashe
30.08.23	▪ Training Whole School approach to emotional Health and Wellbeing: Being Well Doing Well	Hilary Crichton
08.09.23	▪ Meeting of GMI Principals- School Finances	Rachel Bennett
21.09.23 22.09.23	▪ Paediatric Diabetes Nurse ▪	Valerie McMahon Lilia Mason Carol O'Sullivan
14.09.23	▪ Level 1 Food Safety	Libby Maloney
14.09.23	▪ Serving the Allergic and Food Intolerant Customer	Libby Maloney
18.09.23	▪ Level 1 Food Safety	Anne Jackson
20.09.23	▪ APTIS	Hilary Crichton

20.09.23	<ul style="list-style-type: none"> RE and the Integrated Ethos working Group 	Hilary Crichton
21.09.23	<ul style="list-style-type: none"> Serving the Allergic and Food Intolerant Customer 	Anne Jackson
21.09.23	<ul style="list-style-type: none"> Level 1 Food Safety 	Bronagh McGrattan
21.09.23 22.09.23	<ul style="list-style-type: none"> Paediatric Diabetes 	Valerie McMahon Suzie McCully Carol O'Sullivan
22.09.23	<ul style="list-style-type: none"> Paddy Shevlin- Self-Evaluation DCU Publication 	Hilary Crichton
25.09.23	<ul style="list-style-type: none"> Autism, Learning Style and Visual Teaching Methods by Middletown Centre 11:00am -1:00pm (Parents) 3:00pm- 5:00pm (Teachers/CAs) 	All teaching staff and classroom assistants Parents
26.09.23	<ul style="list-style-type: none"> The Safeguarding Role of the Chair and Designated Governor 2023/24 	Sonya Carter
29.09.23	<ul style="list-style-type: none"> Managing Safeguarding and Child Protection Training for Principals Session 1 and 2 	Hilary Crichton
02.10.23	<ul style="list-style-type: none"> Managing Safeguarding and Child Protection Training for Principals Session 3 	Hilary Crichton
02.10.23	<ul style="list-style-type: none"> Serving the Allergic and Food Intolerant Customer 	Bronagh McGrattan
05.10.23	<ul style="list-style-type: none"> First Time Principal Child Protection and Safeguarding 	Rachel Bennett
11.10.23 & 12.10.23	<ul style="list-style-type: none"> Safeguarding & Child Protection Training for Newly Appointed Designated Teachers and Deputy Designated Teachers 2023-24. Operation Encompass- Key Adult Briefing 	Daniel Watson
12.10.23	<ul style="list-style-type: none"> Forest School Practitioner Training 	Joanna Haugh
17.10.23	<ul style="list-style-type: none"> Delivering the NI Curriculum with Apple: Desirable Features Series 	Rachel Bennett
17.10.23	<ul style="list-style-type: none"> Just 2 Easy 	Kathryn Glover
16.10.23	<ul style="list-style-type: none"> Autism and Communication by Middletown Autism Centre 11:00am-1:00pm (parents) 3:00pm-5:00pm (Teachers/CAs) 	All teaching staff and classroom assistants Parents
18.10.23 & 19.10.23	<ul style="list-style-type: none"> Safeguarding & Child Protection Training for Newly Appointed Designated Teachers and Deputy Designated Teachers 2023-24. 	Joanna Haugh
19.10.23 & 20.10.23	<ul style="list-style-type: none"> APTIS Conference 	Hilary Crichton
23.10.23	<ul style="list-style-type: none"> EA One New Timekeeper Course - How to Input for Permanent Teachers 	Hilary Crichton Karen Chambers
23.10.23 24.10.23 & 25.10.23	<ul style="list-style-type: none"> First Aid at Work Course 	Zenas Amparado
25.10.23	<ul style="list-style-type: none"> East Down Principals Group 	Hilary Crichton
09.11.23	<ul style="list-style-type: none"> School Digital Marketing 	Daniel Watson
13.11.23	<ul style="list-style-type: none"> Developing a Calm Plan 	Daniel Watson

13.11.23	<ul style="list-style-type: none"> ▪ Autism and Sensory Processing by Middletown Autism Centre ▪ 11:00am-1:00pm (parents) ▪ 3:00pm-5:00pm (Teachers/CAs) 	All teaching staff and classroom assistants Parents
15.11.23	<ul style="list-style-type: none"> ▪ Level 1 Food Safety 	Ashlene Thompson
15.11.23	<ul style="list-style-type: none"> ▪ Serving the Allergic and Food Intolerant Customer 	Ashlene Thompson
20.11.23	<ul style="list-style-type: none"> ▪ Autism and Understanding Anxiety by Middletown Autism Centre ▪ 11:00am-1:00pm (parents) ▪ 3:00pm-5:00pm (Teachers/CAs) 	All teaching staff and classroom assistants Parents
21.11.23	<ul style="list-style-type: none"> ▪ A1 Education in NI Conference 	Rachel Bennett
23.11.23	<ul style="list-style-type: none"> ▪ RE and the Integrated Ethos Working Group 	Hilary Crichton
29.11.23	<ul style="list-style-type: none"> ▪ Data Protection Training 	Non-Teaching Staff
04.12.23	<ul style="list-style-type: none"> ▪ Autism and Reframing Behaviour by Middletown Autism Centre ▪ 11:00am-1:00pm (parents) ▪ 3:00pm-5:00pm (Teachers/CAs) 	All teaching staff and classroom assistants Parents
During Autumn term	<ul style="list-style-type: none"> ▪ Basic Fire Safety ▪ Cyber Security ▪ Diabetes Awareness ▪ Basic Health & Safety ▪ Data Protection 	All staff
06.12.24	<ul style="list-style-type: none"> ▪ APTIS Meeting 	Rachel Bennett
10.01.24	<ul style="list-style-type: none"> ▪ Operation Encompass Key Adult Briefing 	Tricia Mailey
	<ul style="list-style-type: none"> ▪ Safeguarding and child protection training 	Jake Fitzpatrick Dawn Nixon Abigail Lennon
17.01.24	<ul style="list-style-type: none"> ▪ APTIS Meeting 	Hilary Crichton
17.01.24	<ul style="list-style-type: none"> ▪ Lecale Trinity Grammar Admission Criteria 	Hilary Crichton
17.01.24-19.01.24	<ul style="list-style-type: none"> ▪ Anti-Bias Training 	Daniel Watson
18.01.24	<ul style="list-style-type: none"> ▪ Mop Up Training for all Non-teaching Staff: <ul style="list-style-type: none"> ▪ Basic Fire Safety ▪ Cyber security ▪ Diabetes Awareness ▪ Basic Health and Safety ▪ Data Protection ▪ New Training <ul style="list-style-type: none"> ▪ Anti-Bullying Training Level 1 ▪ Tiny Life 	All Non-Teaching Staff
29.01.24	<ul style="list-style-type: none"> ▪ Trans and Non-binary Inclusion ▪ Webinar by Inclusive Sport 	Hilary Crichton
06.02.24	<ul style="list-style-type: none"> ▪ Google Apps for Primary 	Kathryn Glover
13.02.24	<ul style="list-style-type: none"> ▪ An Introduction to recruitment and Selection Training of B.o.G 	Hilary Crichton
19.02.24	<ul style="list-style-type: none"> ▪ Early Years Conference: NAHT 	Danielle McGreevy Joanna Haugh
27.02.24	<ul style="list-style-type: none"> ▪ NICIE/IEF/APTIS - R.E. Working Group 	Hilary Crichton
01.03.24	<ul style="list-style-type: none"> ▪ EdIS Roadshow 	Hilary Crichton

05.03.24	▪ Employee Benefits Scheme - Vivup (on behalf of NICIE and EA)	Karen Chambers
07.03.24 14.03.24	▪ Taking the Curriculum Outdoors	Daniel Watson
08.03.24	▪ APTIS Annual One Day Conference and AGM	Hilary Crichton
12.03.24	▪ Northern Ireland Curriculum Refresh Awareness Raising Primary Principal Event	Hilary Crichton
20.03.24	▪ Governance Seminar (NICIE)	Hilary Crichton
21.03.24- 22.03.24	▪ East Down Principal's Group Conference	Hilary Crichton
21.03.24	▪ Education Sector Training Equality Commission -Recruitment Training	Hilary Crichton
11.04.24	▪ Netball Coaching	Carol O'Sullivan
19.04.24	▪ Fussy Eaters: Parentline NI	Kathryn Glover
22.04.24	▪ PANS (Paediatric Acute-onset Neuropsychiatric Syndrome)	Rachel Bennett
23.04.24	▪ Principal Workshop on RE and Related Practice in Integrated Primary Schools.	Hilary Crichton
01.05.24	▪ School Improvement with Paddy Shevlin (Former ETI Inspector)	Hilary Crichton
07.05.24	▪ PANS (Paediatric Acute-onset Neuropsychiatric Syndrome)	Kathryn Glover Danielle McGreevy
08.05.24	▪ Ulster Teachers Union (UTU) Representation Training	Daniel Watson
09.05.24	▪ Raising the profile of reading for pleasure across the primary school.	Carol O'Sullivan
16.05.24	▪ The social, emotional and cognitive benefits of reading for pleasure.	Carol O'Sullivan
22.05.24	▪ Planning for Improvement (EA)	Hilary Crichton
23.05.24	▪ Unlocking the Joy of Reading: Strategies to Promote Reading for Pleasure in your Classroom.	Carol O'Sullivan
31.05.24	▪ Union Training	Bronagh McGrattan Lilia Mason
12.06.24	▪ Collaborative Network School Self-Evaluation by Paddy Shelvin	Hilary Crichton

Safeguarding and Child Protection

- Safeguarding Team: T Mailey (Designated Teacher), D Watson (Deputy Designated Teacher PS), J Haugh (Deputy Designated Teacher NU), H Crichton (Principal), R Bennett (Acting Principal VP, UICT Co-ordinator and C2K Manager), K Glover (Nurture), and O McCormick (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: Safeguarding & Child Protection Training for Newly Appointed Designated Teachers and Deputy Designated Teachers 17.10.22 and 18.10.22. Refresher Training required October 2025
- **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.
- **Deputy Designated Teacher (Nursery- JH):** JH completed: Safeguarding & Child Protection Training for Newly Appointed Designated Teachers and Deputy Designated Teachers 2023-24 and Operation Encompass- Key Adult Briefing on 18.10.23 & 19.10.23.
- **Designated Governor for Child Protection- OM'C:** Training Completed 17.05.22 Refresher Training required May 2026.
- **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.
- **Whole School Training:**
 - School based Child Protection Training: 23.08.23.
 - Whole staff training on Emotional Regulation and Eating Disorders on 23.08.23 by David Coyle.
 - Teachers training on SCARF resources on 23.08.23.
 - Staff who missed school-based training have completed EA Child Protection Training online.
 - 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.
 - Child Protection Policy was ratified on 19.09.23 and distributed to all families on the week beginning 25.09.23.
 - New Posters were displayed to make pupils aware of Designated and Deputy Designated staff.
 - Child Protection Leaflet with photographs of Designated and Deputy Designated staff, details of how to raise a concern and important safeguarding telephone numbers were distributed to all families in September 2023.
 - Code of Conduct for Staff and Volunteers was ratified in June 2022.
 - Pupil Attendance Policy ratified March 2022.
 - Positive Behaviour Policy ratified March 2022.
 - Pastoral Care Policy ratified January 2022.
 - Anti- Bullying Policy ratified November 2021.
- Cedar's Safeguarding and Child Protection Annual Audit 23/24 was not completed due to Industrial Action.

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.
- We are embedding a whole school programme for our RSE curriculum. This resource is called SCARF and each class has lessons suited to their age group. These include lessons on Staying Healthy, Keeping Safe and Growing and Changing. The background to this resource is strongly rooted in safeguarding. Parents were informed of the lessons in advance.

- Our RSE Policy has been updated in light of this resource.
- 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 and D Watson created new NOC templates and gave training to whole school staff on when and how to use them. Templates are available all around the school.
- P6 and P7 watched In The Net which explores the themes of Online Safety, Cyber-bullying, and how a child could seek support.
- There is an E Safety section on our website and all staff, governors and parents are signed up to Safer Schools App.
 - We 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.
 - 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.
 - Thrive Academy held a workshop for KS2 on Digital Resilience and a parental workshop on 28.05.24.

Nursery

Mrs Marner started a secondment to EA in November 2022 and this was extended in March 2023. Mrs Alice Woods has been appointed as temporary Nursery Teacher for the following academic year and will take on the role of Deputy Designated Teacher in Nursery.

Action:

- Alice Woods to complete Child Protection Training in Autumn 2024.
- New posters of Designated staff produced for display in the Nursery.

Primary:

- Mrs Crichton is taking a Temporary Variation in her contract in 2024-25. Miss Bennett will be Acting Principal in her absence.
- Mrs Ciara Gribben has been appointed as a temporary teacher in P2 for 2024/25.
- SCARF: Safety, Caring, Achievement, Resilience, Friendship by CORAM Education plans to develop new resources to address the issues identified in ETI Report.

Action:

- Safeguarding and Child Protection Training for all staff in August 2024 - led by T Mailey and Daniel Watson.

- New Governors will need to complete Safeguarding and Child Protection Training.
- The new Deputy Designated Teacher in Nursery is registered for training with EA in the new academic year.
- Work has started on consultation to develop a Period Dignity Policy.
- Review our current practice around different genders which is age appropriate in a primary school setting.

Pupil Attendance Rates for Cedar IPS: Target above 96%

- 2017/18: the actual pupil attendance rate was **96.1%**
- 2018/19: the actual pupil attendance rate was **96%**
- 2019/20: Impact of significant illness and Covid-19 **95.8%**
- 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%**

Pupil Attendance: 2023-24 %

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Primary	95.9	95.2	93.9	95.9	91.4	94.9	94.4	93.3	95.4	94.1	93.1
Nursery	-	96.7	91.5	96.0	93.0	90.5	94.1	94.9	92.3	91.0	89.6

- The Educational Welfare Officer, Patricia Deegan visited school on 04.10.23 and she and the Principal signed the Education Welfare Service Partnership Agreement for 2023-24.
- The Education Welfare Officer met with the Principal each term to review pupil attendance in the primary school.
- Term 1: The Education Welfare Officer met with HC on 21.12.23 to discuss pupils' attendance below 85%. 10 pupils were discussed. Action: Three letters were sent to families making them aware of their child's attendance. One phone call to support one family and a change of coding for another pupil.
- Term 2: The Education Welfare Officer (EWO) visited Cedar on 13.03.24. After her previous visit, three letters were sent to families informing them of the percentage of their child's attendance. In all cases there had been an increase in attendance. Seven children's attendance were discussed and the EWO was content that no other letters needed to be issued at this stage.

Exceptional School Closures

- Teachers' Strike- Half Day: 29.11.23
- Teachers' Strike- Full Day: 18.01.24

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 2024

- Families received an email informing them which secondary school that they had been accepted into on 18.05.24.

- Our P7 pupils will be transferring to ten different schools. Most pupils received their first preference choice of school, one child was offered their second preference and another pupil received their third preference school.

School	Number of Pupils
Blackwater IC	1
Campbell College	1
Down High	7
Lagan College	8
Lecale Trinity Grammar School	1
Methodist College (Belfast)	1
Saintfield High School	1
St Colman's High School and Sixth Form College	1
St Colmcille's High School	9
The High School, Ballynahinch	1
Total	31

We said farewell to our Primary 7 children on Friday 21st June with our Leavers' Assembly.

Parental Questionnaire

- Parental questionnaire on Microsoft Forms emailed to families on 18.09.24.
- We received 92 responses.
- Feedback shared with BoG on 27.10.23.
- What school was doing well was displayed as a wordle for families to read around the school.
- Feedback, addressing issues raised and useful resources shared by email with families on 25.01.24.

Parental Involvement

- Nursery Induction Days for pupils starting Nursery in September 2023 were held on 12.06.23 and 13.06.23.
- Welcome Meetings in the primary school took place:
 - Primary 1: Thursday 14th September @ 6:00pm (All P1 pupils have started)
 - Primary 2: Thursday 7th September @ 6:00pm.
 - Primary 3: Wednesday 6th September @ 6:00pm
 - Primary 4: Wednesday 6th September @ 6:45pm
 - Primary 5: Monday 4th September @ 6:00pm
 - Primary 6: Monday 4th September @ 6:45pm
 - Primary 7: Thursday 7th September @ 6:45pm
- Parent/Teacher interviews were completed for P3-7 families on the week beginning 22.10.23. These interviews took place in person, or if families preferred by telephone. All pupils on IEP's were contacted by class teachers.
- Parent/Teacher meetings took place for Nursery children the week beginning 13.11.23.
- Nursery Big Time Read was held on 24.11.23 and a Christmas Sing Along was held on 19.12.24.
- Teachers (P1-4 and P6) held Parent/Teacher Meetings the week beginning 12.02.24. 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 22.01.24 for pupils who did not take part in GL Transfer examination.
- Transfer (P7) Parent/Teacher Meetings commenced the week beginning 29.01.24 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 29.04.24.
- P6 families were invited to Transfer Meeting on 27.02.24.
- Sports Day took place with families in attendance cheering on the pupils on 19.06.24.
- Nursery Graduation and Fun Day was held on 25.06.24 with families in attendance followed by refreshments.

Parent/Volunteers

- 'Time to Read' Programme was reintroduced in 2022-23 with Mrs Joan Fegan working with two P6 pupils and Ms Emma-Jane Nutt working with two P4 pupils. Mrs Fegan continued working with P6 pupils in 2023-24.
- A number of pupils benefitted from Pets as Therapy with a parent (Sophie Rea) and her dog Hamish.
- Three parents volunteered to manage the School Library: Amy Collins, Lois Patton and Andrea King. Amy Collins has attended EA Library Service Training (Jenny Burke) for Librarians. The volunteers met on 17.11.23 to see what was working well and what needed changing. The team are considering setting up a Dewey Decimal System, but EA were unable to support a small primary school. The next step is to set up Cedar's own system.
- A number of parents volunteered to help out on Educational Trips/Sports Tournaments.

Open Day/Evening

- Our Open Evening on 14.12.23 and Open Day on 15.12.23 were not well attended.
- Prospective families were given a guided tour by our Primary 7 pupils.
- Cedar's online virtual tour was created when families could not visit the school during COVID. The virtual tour has reached a wide audience and possible new families still click on the video to get a sense of our integrated school. To date 10,238 accounts have watched the virtual tour and the content was viewed on screen as posts, stories, reels and video 16,722 times.

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 2023-2024.

Activity Club (Monday-Tuesday)

The Activity Club was extended to include Monday and Tuesday afternoons 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)

Following consultation with parents, Cedar trialled a 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 14.12.23.
- P1 Health Checks by the School Nursing Team were completed on 09.04.24 and 11.04.24.

Charities

- NI Children to Lapland= £392.50
- NSPCC Number Day- (Dress up as a digit) = £152.00
- IEF Odd Socks Day =£1,070.40

Freedom of Information Requests

- Cedar received a Freedom of Information Request from Parents for Inclusive Education NI on 09.11.23. To help them understand the current state of inclusivity at schools in Northern Ireland, they are conducting a nationwide survey of Religious Education and Collective Worship practice in the NI state school system.
- Cedar received a Freedom of Information Request from Niamh Webb on 21.12.23 to request information regarding the school's policy on the use of mobile phones by students on school premises.
- Schools in NI received a Freedom of Information request about Allergies in Schools in Northern Ireland by Helen Blythe on behalf of Benedict Blythe Foundation on 09.04.24.

Assemblies

Term 1		
25 th August 2023	The New School Year: The Same but Different	Hilary Crichton
1 st September 2023	Designated Teachers for Child Protection and Safeguarding	Tricia Mailey Daniel Watson
8 th September 2023	Fable: The Lion and the Mouse	Rachel Bennett
15 th September 2023	Positivity	Hilary Crichton
22 nd September 2023	Celebrating 29 years of the "Friends" TV Series Scarf Assembly F is for Friendships	Tricia Mailey
29 th September 2023	European Languages	Hilary Crichton
6 th October 2023	Comparing Cultures	Primary 5 Families
13 th October 2023	Mighty Me	Primary 4 No Families
20 th October 2023	Harvest- Songs	Hilary Crichton

10 th November 2023	Remembrance Day	Hilary Crichton
17 th November 2023	Anti-Bullying Week	Anti-Bullying Ambassadors P7
24 th November 2023	Diwali and Hannukah	Primary 3 No Families
1 st December 2023	Kindness	Primary 7 No Families
8 th December 2023	Christmas Carols	Kathryn Glover
15 th December 2023	Christmas Carols	Kathryn Glover

Term 2		
12 th January 2024	Online Safety= "Stop, Close, Tell" "Tell a Grown Up" (TAG)	Rachel Bennett
19 th January 2024	Holocaust Memorial Day	Hilary Crichton
26 th January 2024	NSPCC Number Day "Dress Up for Digits" Suggested £1 donation for NSPCC	Daniel Watson
2 nd February 2024	Safer Internet Day	Digital Leaders P7
9 th February 2024	P6 Fashion Show with Recycled materials.	Rachel Bennett
23 rd February 2024	What makes Cedar great: friendship, kindness, equality, peace, trust sportsmanship and integration.	Primary 7 Families
1 st March 2024	Visitor: First Presbyterian Church	Robert O'Connell (FPC Kids)
7 th March 2024	World Book Day	Carol O'Sullivan
15 th March 2024	Spring and St Patrick	Primary 1 No Families
22 nd March 2024	Friendship	Primary 2 No Families

Term 3		
12 th April 2024	Speaking Out	Primary 6 No Families
19 th April 2024	Sportsmanship and Respect in Sport	Rachel Bennett
26 th April 2024	Responsibility	Tricia Mailey
3 rd May 2024	People who change the world	Primary 6 Families
10 th May 2024	Love Around the World (based on book by Alli Brydon)	Primary 3 Families
17 th May 2024	Pirates	Primary 2

		Families
31 st May 2024	A journey through our P4 year	Primary 4 Families
7 th June 2024	Summer and how to stay safe during the holidays.	Primary 1 Families
14 th June 2024	What makes me,me.	Primary 5 No Families
21 st June 2024	P7 Leavers' Assembly	Primary 7 Families
28 th June 2024	Final Assembly	Hilary Crichton

School Management

Management Structure

- S Carter - Chair of the Board of Governors
- H Bready - 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/LSCc 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 - WAU and Eco-Warriors Co-ordinator
- J Haugh - Deputy Designated Teacher (Nursery).

Staff Management

- Whole staff Teacher meetings were re-introduced at the beginning of the academic year. Due to Industrial Action, meetings were limited to once a month and then once a term.
- 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 have their planners on the Cedar Team One Note to amend and evaluate online allowing Co-ordinators to monitor teaching planners. Due to Industrial Action Teachers stopped uploading planners onto One Note.
- As part of Industrial action, teachers at the top of their scale did not take part in PRSD.

Policy Reviews and Updates

September 2023	Safeguarding and Child Protection Policy
September 2023	Salary Policy
October 2023	E-Safety, Acceptable Use of ICT and Digital Media Policy
December 2023	School Appropriate Policy
December 2023	Personal Data Breach Management Procedure for Schools
March 2024	Accessibility Policy

March 2024	CCTV Policy
May 2024	Freedom of Information Policy and Publication scheme
May 2024	Anaphylaxis Policy

Staff Attendance: 2023-2024%

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Teachers	100	97.80	98.30	99.99	91.67	85.38	97.92	98.83	100	97.0	100
Non-Teaching	97.50	91.51	89.20	92.82	91.75	94.45	92.56	86.0	96.83	94.03	95.00

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.
- Site visits on 15.03.24 and 26.04.24.

EA/ DE Works

Ash Dieback

- EA Ground Maintenance were on site for over a week at the end of July and the beginning of August 2023 and removed overhanging branches, a number of trees with Ash Dieback and others that were top heavy with ivy. They also cut back the hedging along the pavement on the Kilmore Road. The cost of de-branching trees along the driveway, cutting up blown trees, hedge maintenance and boundary maintenance in August by EA maintenance Team was £595.77.
- **Grounds Maintenance Service Provision**
- EA Grounds Maintenance Service Provision 2023-24 - revised monthly cost is now £211.68 effective from November 2023.

BJ Biodisc Sewage Treatment Plant

- Kee Services had quoted for the cost for the supply and installation of a replacement of motor gearbox and loss of rotation sensors for the sewage treatment plant on 26.05.23.
- John Johnston (CPD- DE) and a contractor visited the sewage treatment plant on 28.06.23. They recommended that the works were "repaired" rather than replacing the supports. A price would be sought from another company. They hoped that works would be completed over the summer months.
- No work was completed on our BJ Biodisc Sewage Treatment Plant before the start of the new academic year.
- Confirmation that the Treatment Plant had stopped working- 06.09.23.
- HC contacted DE. DE had not sourced a second quotation- which was a requirement before it could go out to tender.
- School covered the cost of an electrical inspection and the cost of emptying the Treatment Plant on two occasions. The cost of emptying the Treatment Plant until repairs works was then covered by the contractor/ DE.

- Kee Services confirmed with DE on 19.09.23 that the Treatment Plant had stopped working due to the issues identified in August 2022.
- Kee Services quoted £11,969.89 +VAT to supply, install a replacement motor gearbox, drive arrangements, shaft bearings, loss of rotational sensors and greasematics on 23.10.23.
- The repair works were completed over two days on 19.12.23 and 20.12.23 and the school did not need to close. There was limited access on site, and we operated staggered drop off and pick-ups.
- The Department of Finance charged Cedar £859.72 for CPD Professional Fees for 2023/2024 relating to the works on the Treatment Plant. These costs have now been reimbursed.

Reinforced Autoclaved Aerated Concrete (RAAC)

- The Department commissioned the Education Authority (EA) to carry out structural surveys to ascertain the extent to which Reinforced Autoclaved Concrete, or RAAC, was present in schools across Northern Ireland.
- The first 122 visual surveys of schools found no RAAC had been identified as being present. As a follow-up, and to provide complete assurance, further investigations of areas with more restricted access were scheduled at the majority of sites.
- Site visit to Cedar took place on 12.1.24 and found no RAAC present.

School Repairs

- School Kitchen: leak in the roof due to original flashing was too short. This was replaced at a cost of £1,200.00.
- Leak in roof going up to FS /KS1: The lead had deteriorated in the roof join and with heavy rain caused a leak. This was repaired at a cost of £1,350.00.
- James Gibb (R M McCormick) was in school on 12.02.24 to replace and install new mixing valves for the underfloor heating circuit. He wired in new actuator and stroke valve to correct ports and tested the operation of new valve at a school cost of £408.19 + VAT.
- Six Door Finger Guards were ordered to replace Broken Finger Guards at a cost of £83.25 +VAT.
- DK Electrics replaced light switch in the corridor going up to FS/KS1 and the hot water geyser in the school kitchen at a cost of £132.80.
- On 29.05.24 a child climbed on a cistern in P3/P4 toilets during the lunchtime break and the cistern fell off wall. G Sweeney came immediately to school and turned the water off in the primary school. Gerry replaced the necessary part, and the water was turned back on. The school was without water for just over an hour. The cistern had been attached to a stud wall. On inspection, the other toilets in the Foundation/KS1 building were similarly attached. These cisterns were then secured to the walls. New overflow systems were replaced.
- There were 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.

Fire Safety

- Beacon Fire & Security carried out their bi-annual maintenance check of the Fire Alarm System on 07.09.23.
- Fire Drill completed each term.
- Fire Drill completed Term 2- 12.01.24.
- Serviced the school alarm after a number of false activations on 19.10.23. Water had got into the sensor at the P4 classroom.

- Beacon completed their annual maintenance of fire extinguishers on 15.04.24. at a cost of £176 +VAT.

Nursery

- The Nursery landline phone had not been transferred to our new provider. A mobile phone was sourced for Nursery with basic talk/text contract.
- WIFI cabling to the Nursery was replaced after the initial cabling was accidentally cut at a cost of £290+VAT.

Door Entry System

- A couple of the panels in our Door Entry System were having irregular faults.
- KCC Group who installed the system for EA, completed a service of all the panels on our Door Entry System on 23.10.23 at a cost of £375.00 +VAT.

Playground

- JF will attend training on inspecting playground equipment when the next slot becomes available.
- Two pupils slipped on the horizontal bars in the climbing frame on 09.10.23. Jake inspected the frame and power hosed the horizontal sections.

PAT Testing

- EA's contractor Irwins, sub-contracted McKeowns carried out PAT Testing on 19.09.23.

Central Inventory Record

- Inventory Record updated on 02.10.23, 13.02.24 and 17.06.24. Dated, signed by HC and JF.
- New IWB P6: Security marked and added to the Asset Register.
- New fridge purchased for KS1 at a cost of £240.00 and was included in the school's Asset Register.

POWERNI

- Cedar's solar panels generated £2,029.96 of renewable electricity back into the grid.

Pest Management

- No rodent activity detected during site service on 10.10.23, 10.11.23, 01.02.24, 09.05.24, 01.07.24.

Traffic on Site

- Traffic on site continues to be a concern. The situation is made worse when parents/carers park on kerbs and double yellow lines/no parking zones, therefore obstructing the line of vision of both pupils and drivers.
- Our P7 Junior Road Safety Officers have reminded parents/carers not to park in these areas as we strive to keep everyone safe on site.
- P5 -7 pupils who do not have younger siblings are now walked down to Kilmore Pitches by staff and Kilmore Pitches is their pickup point. Those pupils who have younger siblings are collected at the Key Stage 2 collection points as usual.
- This has reduced traffic in the school grounds at busy times.

Generator for Outdoor Classroom

- Jake has sourced a lightweight generator that one person can carry to be used in the Outdoor Classroom. This will allow greater use of the Outdoor Classroom during the whole year. Cost of £578.00

Defibrillator

- The defibrillator was accessed and used on Friday 24th November 2023. New parts replaced.

Insurance

- Renewal notice received on 03.01.24 for a cost of £10,949.60.

WIFI

- Wireless Survey completed by EA on 25.01.24. New system installed in all classrooms in August 2024.

Gates: Flight Risk

- The previous gates around the playground were not high enough to prevent a child scaling them. Three quotes were obtained for the supply and installation of the gates. Gates were installed at a cost of £4,880 +VAT. New locks for all the gates on site were fitted - cost £70.00.

Servicing

- James Gibb (R M McCormick) was in school on 13.03.24 to service all the boilers.
- RJ Alarms completed their annual maintenance check on 14.05.24. They are trying to resolve ongoing issues with CCTV cameras near the Nursery.

Electricity

Nursery and Mobiles

- 17.10.23- 11.01.24= £720.45
- 12.01.24- 17.04.24 =£942.78
- 18.04.24-8.7.24 = £536.82

Main building

- 20.04.23-16.10.23= £679.49
- 17.10.23-11.01.24= £2,122.49
- 12.01.24-17.04.24 = £2,367.85
- In previous bills after payment, there was an adjustment and we received credit notes.

NI Water

- Half yearly water and sewage charge (20.10.23- 04.04.24)- £274.23.

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.

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 is that extensive it cannot be patched. The mobile contains the Music Room and Art Room/Learning Support Room. 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 long term. 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.

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.
- The Sites, Premises and Safety Sub-Committee met on 26.04.24, following an accident in the Sensory Room on 12.04.24. A child got the beaded fringe caught round their neck and which subsequently left a mark on the child's neck. The beaded fringe was removed the same day, the blinds will now always remain up and a review has been carried out of the number of adults/pupils allowed into the Sensory Room. Advice was sought from EA's Safety Team with recommendations on a Risk Assessment for the Sensory Room that have been implemented in all updated School Risk Assessments.
- Staff had raised concern at the height of gates around the main building. They could be easily scaled by a Flight Risk child. New gates at 180cm were installed.

Administration

School Money

- The online payment system for school dinners, educational outings etc. ensured reduced handling of cash by office staff.
- We have signed a 3-year contract with School Money (our online payment system), from 20.08.22-19.08.25 at a cost of £999.00 +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 2025.

Text System

- IRIS Text system annual subscription for March 2024-25= £923.00 +VAT. EA may have a free system coming online. A decision to renew should be made in January 2025.

Uniform

- Cedar IPS and NU now has two suppliers of uniform - Signature Works EthicalSchoolwear.co.uk.

Visitors

12.09.23	Sign Source - Anthony Sinclair - BSL workshop	KS2
13.09.23	Uberheroes	P7
05.10.23	Mandatory Fire Safety Talk by Jake Fitzpatrick	P5
05.10.23	Heartley's Heroes Workshop by Chest, Heart and Stroke Association	P4
05.10.23	Anna Killen - NI Water	P3
09.10.23	Callum Bowsie - Talk	P7

23.10.23	Historical Tour of Crossgar	
12.10.23	Newry Mourne and Down- Reduce Re-use Recycle	P3
18.10.23	Launch of Organ Donation Education Month - Organ Donation NI and PHA	P4
15.11.23	Declan Carville -local author	P3 & P4
16.11.23	Uberheroes	P7
20.11.23	AmmA- Digital media	P7
10.01.24	People in our neighbourhood: Fire Fighter (Jake Fitzpatrick-Building Supervisor and Firefighter)	P1
12.01.24	Young Enterprise	P6
17.01.24	People in our neighbourhood: Dentist (Orla McCormick BoG)	P1
23.01.24	People in our neighbourhood: Teacher - Makaton (Christine McCann Parent)	P1
24.01.24	People in our neighbourhood: Bells Car Sales (Eamon bell Parent)	P1
30.01.24	Gathering Drums	Nursery
30.01.24	People in our neighbourhood: Nurse (Connie Kailanathan Parent)	P1
31.01.24	People in our neighbourhood: PSNI (Constable Moorehead Community Police)	P1
31.01.24	People in our neighbourhood: Teacher- Doctor (Sarah Stewart Parent)	P1
31.01.24	Sean McNichol - Holding History Workshop	P7
31.01.24	RISE NI - Dot.Breathe programme	P6
08.02.24	Mr Hullabaloo	Nursery
09.02.24	People in our neighbourhood: Therapist (John Maguire Parent)	P1
20.02.24	Lyric theatre- travelling show- 'Waste busters'	P3, P4 & P5
21.02.24	Susie Hamilton (Rockhouse Farm NI)	P3
01.03.24	Wee Critters	Nursery
20.03.24	Amazon Jungle Show	P4
18.03.24	Uberheroes	P7
18.03.24	Waste and Promotion Officer Arc 21- Noel Lyons Recycling and Easter Crafts	P1-P5
20.03.24	Amazon Jungle Show	P4
11.04.24 18.04.24 25.4.24	Young Enterprise	P3
29.04.24	Farm Safety Workshop	P3-P6
30.04.24	Little Ariettas	Nursery
07.05.24	Little Ariettas Workshop 2	Nursery
13.05.24	Dairy Council	P5 & P6
14.05.24	Smokebusters Workshop by Zoom	P6 & P7
05.06.24	Young Enterprise	P5

11.06.24	Mind Mental Health Workshop	P5
28.05.24	Thrive: Digital Resilience Workshop	P5-P7
13.06.24	Hans Sloane Chocolate Workshop	P4
25.06.24	Kidz Farm	Nursery

Educational Visits

27.11.23	Waterfront Hall to listen to the Ulster Orchestra.	P6
05.12.23	An activity day organised by Sport Changes Lives at Saintfield Community Centre.	P7
15.12.23	Toy Workshop in Downpatrick Museum*	P4
19.12.23	Hillsborough Castle	P6
*Newry, Mourne and Down District Council offered free transport to their museums and forest parks. For the P4 trip we paid for the bus and then reclaimed the cost of the bus. The pupils paid £1 for entry into the museum.		
30.01.24	Carrickfergus Castle	P4
13.03.24	Ulster Museum	P5
21.03.24	Little Wing Pizzeria - Food Production	P1
26.03.24	Cyber Escape Experience	P7 (4 pupils)
23.04.24- 26.04.24	Residential in Delamont Education Centre	P7
25.04.24 02.05.24 07.05.24	Blackwater IC- Workshops	P6
15.05.25	Giant's Causeway	P5
22.05.24	Ark Open Farm	P3
30.05.24	Titanic Belfast	P7
June 2024	Community visits- Small groups visiting: 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.	P5
11.06.24	Funtastic	P6
13.06.24	Blackwater Integrated College Taster Day	P6
18.06.24	Airtastic	P7
20.06.24	Community visit - whole class to Tobar Mhuire	P6
24.06.24	Castlewellan Forest Park	P1 & P2

After-School Clubs

Autumn 1 Term 2023

Monday and Tuesday September-October 2023	Activity Club: P1 & P2 2-3pm	Bronagh McGrattan Libby Maloney
Monday September - October 2023	Gaelic Football 3-4pm - P4-P7	Tony Davis

Tuesday October 2023	Cross Country 3.00-3.45pm - P7	Libby Maloney
Wednesday September - October 2023	Forest After School 2-3pm - P2/P3 3-5pm pm- P4/P5	David Mallon Erin Hill
Wednesday September - October 2023	Football 2-3pm - P2/P3 3-4pm- P6/P7	Paul Moore - Coach
Thursday September - October 2023	Hip Hop 2-3pm - P2/P3 3-4pm- P4-P7	Naomi Braniff- Coach
Thursday September - October 2023	Miniversity 2-3 pm - P2/P3 3-4 pm- P4-P6	Jonathan Harkness

Autumn 2 Term 2023

Monday and Tuesday November-December 2023	Activity Club: P1& P2 2-3pm	Bronagh McGrattan Libby Maloney
Monday November-December 2023	Gaelic Football 3-4pm - P5-P7	Tony Davis
Tuesday November-December 2023	Cross Country 3.00-3.45pm - P7	Libby Maloney
Wednesday November-Dec 2023	Forest After School 2-3pm - P2/P3 3-5pm - P4/P5	David Mallon Erin Hill
Wednesday November - December 2023	Football 2-3pm - P2/P3 3-4pm- P6/P7	Paul Moore - Coach
Thursday November-December 2023	Hip Hop 2-3pm - P2/P3 3-4pm- P4-P7	Naomi Braniff- Coach
Thursday November-December 2023	Miniversity 2-3pm - P2/P3 3-4pm - P4/P5	Jonathan Harkness
Friday November-December 2023	'Taster' Gaelic Football 3-4pm P4-P7	Carol O'Sullivan

Spring Term 2024

Monday and Tuesday January- March 2024	Activity Club: P1& P2 2-3pm	Bronagh McGrattan Libby Maloney
Tuesday January-March 2024	Netball 3-4pm - P5-P7	Claire Ferguson Carol O'Sullivan
Wednesday January-March 2024	Forest After School 2-3pm - P2/P3 3-5pm - P5-P7	David Mallon Erin Hill
Wednesday January-March 2024	Football 2-3pm - P2/P3 3-4pm - P4/P5	Paul Moore
Thursday January-March 2024	Miniversity 2-3 pm - P2/P3	Jonathan Harkness

	3-4 pm - P4-P6	
Thursday January-March 2024	Hip Hop 2-3pm - P1-P3 3-4pm - P4-P7 4-5pm NICMAC (P4-P7)	Naomi Braniff

Summer 1 Term 2024

Monday and Tuesday April-May 2024	Activity Club: P1& P2 2-3pm	Bronagh McGrattan Libby Maloney
Tuesday April-May 2024	Gaelic 3-4pm - P5-P7	Carol O'Sullivan
Wednesday April-May 2024	Forest After School 2-3 pm - P2 3-5 pm - P4-P7	David Mallon Erin Hill
Wednesday April-May 2024	Football 2-3pm - P1/P2 3-4 pm - P4-P5	Paul Moore
Thursday April-May 2024	Miniversity 2-3 pm - P2/P3 3-4 pm - P4-P6	Jonathan Harkness
Thursday April-May 2024	Hip Hop 2-3pm - P1-P3 3-4pm - P4-P7	Naomi Braniff

Summer 2 Term 2024

Monday and Tuesday May-June 2024	Activity Club: P1& P2 2-3pm	Bronagh McGrattan Libby Maloney
Wednesday May-June 2024	Forest After School 2-3 pm - P1/P2 3-5 pm - P6/P7	David Mallon Erin Hill
Wednesday May-June 2024	Football 2-3pm - P1/P2 3-4 pm - P4-P6	Paul Moore
Thursday May-June 2024	Miniversity 2-3 pm - P2/P3 3-4 pm - P4-P6	Jonathan Harkness
Thursday May-June 2024	Hip Hop 2-3pm - P1-P3 3-4pm - P4-P7	Naomi Braniff

After School Clubs Update for 2023-2024

Cedar Integrated Primary School was able to offer a number of after school clubs again in 2023-2024. After school clubs continued to be popular, with numbers participating remaining steady.

A group of 15 pupils taking part in after school Hip Hop (P4 - P7) participated in the NICMAC dance competition held in Lagan Valley Leisureplex on Friday 8th March 2024, and were very successful winning the Primary Plus group in the Hip Hop section, with a P7 pupil also winning the solo.

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 trialled from after October half term 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 Classroom Assistants in the Nursery playground or in one of the after-school rooms. Booking forms were sent out to parents each week, and the scheme proved popular with both parents/carers and Nursery pupils.

A total of 22 out of the 26 parents/carers used the Nursery Stay and Play at least once, with 17 families regularly booking into the sessions each term.

Cost of clubs ranged from:

- £5.00 per session (P1-P3) Forest School) *
- £8.00 per session (P4-P7) Forest School) *
- £7.00 per session (Miniversity)
- £5.50 per session (Hip Hop)
- £3.00-£3.57 per session (Football)
- £1.00 per session (Cross Country)
- £1.00-£3.00 per session (Gaelic)
- £2.50 per session (Netball)
- £2.50 per session (Activity Club - siblings)
- £6.00 per session (Nursery Stay and Play)

Participation

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

- Nursery 22/26 = 85% (Stay and Play)
- P1 - 26/31 = 84%
- P2 - 28/29 = 97%
- P3 - 26/30 = 87%
- P4 - 21/28 = 75%
- P5 - 30/32 = 94%
- P6 - 16/24 = 67%
- P7 - 27/31 = 87%

After School Club availability by class

- **Nursery**
 - Stay and Play (Autumn 2, Spring, Summer)

- **P1**
 - Activity Club - Siblings (Autumn 1 & 2, Spring 1 & 2, Summer 1 & 2)
 - Forest School (Summer 2)
 - Football (Summer)
 - Hip Hop (Spring & Summer).

- **P2**
 - Activity Club - Siblings (Autumn 1 & 2, Spring 1 & 2, Summer 1 & 2)
 - Forest School (Autumn 1 & 2, Spring, Summer 1 & 2)
 - Football (Autumn 1 & 2, Spring, Summer)
 - Miniversity (Autumn, Spring, Summer)
 - Hip Hop (Autumn, Spring, Summer).

- **P3**
 - Activity Club - Siblings (Autumn 1)

- Forest School (Autumn 1 & 2, Spring)
 - Football (Autumn 1 & 2, Spring)
 - Miniversity (Autumn, Spring, Summer)
 - Hip Hop (Autumn, Spring, Summer).
- **P4**
 - Gaelic (Autumn 1)/Gaelic 'Taster' (Autumn 2)
 - Forest School (Spring, Summer 1 & 2)
 - Football (Spring, Summer 1 & 2)
 - Miniversity (Autumn, Spring, Summer)
 - Hip Hop (Autumn, Spring, Summer)
- **P5**
 - Gaelic (Autumn 1/Autumn 2/Summer 1)/Gaelic 'Taster' (Autumn 2)
 - Netball (Spring 1 & 2)
 - Football (Spring, Summer 1 & 2)
 - Forest School (Autumn 1 & 2, Spring, Summer 1 & 2)
 - Hip Hop (Autumn 1 & 2, Spring, Summer)
 - Miniversity (Autumn, Spring, Summer)
- **P6**
 -
 - Gaelic (Autumn 1 & 2/Summer 1)/Gaelic 'Taster' (Autumn 2)
 - Netball (Spring 1 & 2)
 - Football (Autumn 1 & 2, Summer 2)
 - Forest School (Spring, Summer 1 & 2)
 - Miniversity (Autumn Spring, Summer)
 - Hip Hop (Autumn, Spring, Summer)
- **P7**
 - Gaelic (Autumn 1 & 2/Summer 1)/Gaelic 'Taster' (Autumn 2)
 - Cross Country (Autumn 1 & 2)
 - Netball (Spring 1 & 2)
 - Football (Autumn 1 & 2)
 - Forest School (Autumn 1 & 2, Summer 1 & 2)
 - Hip Hop (Autumn, Spring, Summer)

Parents' Council

- **Chair:** Clare Osborne
 - **Treasurer:** Gavin McGrattan and Eimhear O'Prey
 - **Secretary:** Tim Jackson
 - **Committee:** Donna Bates, Rebecca Walsh, Ciara Pickering, Sim Jones, Christina Quinn, plus our band of helpers.
 - **A special thank you to Laura Bayley for the use of Fodder on two super nights.**
 - **Parents' Council AGM-** 26.09.23.
 - **Flamingo Bingo:** 29.10.23 Raised = £1,658.00
 - **Pre-loved Halloween Costume Exchange-** October 2023.
 - **Parents' Council Meeting-** 03.10.23
 - **Pumpkin Carving Competition-** Judged 26.10.23.
 - **School Disco** on 27.10.23: P1-4 from 1:00-2:00pm and P5-7 from 2:00-3:00pm. Fancy Dress was optional.
 - **Spooky Halloween Walk-** on the evening of 27.10.23. Raised a total of £525.00.
 - **Parents' Council Meeting-** 13.11.23
 - **Pre-loved Christmas Jumper Exchange-** November 2023.
 - **Elf on the Shelf Competition** ran during December 2023.
 - **Christmas Jumper day and Daily Mile Santa Run** on 06.12.23 raised £392.50 for NI Children to Lapland.
 - **Christmas Disco:**22.12.23
 - **Santa's Grotto-** on 08.12.23. 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.
 - **School Community Events: Christmas Plays and Raffle** raised £2442.00.
 - **Parents' Council Meeting-** 24.01.24
 - **Mid-term Disco:** 09.02.24
 - **Movie Night at Fodder** on 11.02.24 raised £562.50.
 - **Odd Socks Day on 27.03.24** raised £1,020.40 for Integrated Education Fund.
 - **Easter Disco:**27.03.24
 - **Funky Wigwam Night for adults-** 27.04.24 Profit= £889.46
 - **Classic Car Event:** 11.05.24 - Raised a total of £1919.17.
 - **The Staff Night at the Races** in the Corner Inn was a great success on 07.06.24. £822.00 was raised.
 - **Summer Disco** was held on 14.06.24 in the evening and raised £697.00 (after expenses) for school funds.
 - **Parents' Council AGM-** 17.09.24.
 - **Family donations:** Families kindly donated a total of £2226.00.
 - **Second hand uniform sales:** £54.00
 - **Passport applications forms:** £70.00
 - **Recycling:** Again, we continued to make use of the onsite-recycling bin, which added to a total of £716.00 to our fundraising total from July 2023-July 2024.
 - **easyfundraising.com** Allows families to shop online and support Cedar financially. In 2023-2024, we have received cheques and direct payments totalling £374.06 (Aug '23-July'24).
- As a result of the fundraising outlined above Parents' Council enabled:**
- School Money - online payment system
 - Two new sports posts to allow soccer, rugby, hockey and Gaelic games to be played= £1,633.70
 - Interactive Whiteboard for Primary Six September 2023.

- Staff training on Speech and Language - August 2023
- Staff training on Outdoor Learning - September/October 2023
- Creative Storytelling Workshop by Declan Carville
- Entry into NICMAC Dance competition
- Transport for choir and football team
- Sports coaching - Anthony Laverty

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

Plans for 2024-25

- Introduction of **French** P1-7.
- **Interactive whiteboards** for P3 etc.

Cedar Integrated Primary School

Balance Sheet

As at: 31 March 2024

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Fixed Assets:	20,979	22,616
<u>CURRENT ASSETS</u>		
Cash At Bank:	82,964	69,600
<u>Current Liabilities:</u>		
Accruals	<u>0</u>	<u>0</u>
NET ASSETS	<u>103,943</u>	<u>92,216</u>
<u>CAPITAL & RESERVES</u>		
Accumulated Fund	<u>103,943</u>	<u>92,216</u>

INCOME AND EXPENDITURE ACCOUNT

Year Ended: 31 March 2024

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
<u>Income:</u>		
Fundraising	12,123	6,506
Other Income	3,640	3,780
Miscellaneous Income	<u>124</u>	<u>730</u>
	15,887	11,016
<u>Expenditure:</u>		
School Expenses	2,548	6,937
Building Expenses	0	0
Repairs	0	0
Office & Secretarial Costs	26	13
Post, Stat & Telephone	0	0
Donations	0	0
Fundraising Expenses	35	752
Bank Charges	80	64
Depreciation	<u>1,637</u>	<u>1,901</u>
TOTAL EXPENSES	<u>4,327</u>	<u>9,667</u>
PROFIT BI&T	11,560	1,349
Interest Received	<u>167</u>	<u>5</u>
NET SURPLUS	<u>11,727</u>	<u>1,354</u>

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2024**

INCOME

	£	
DE Delegated Grants	1,171,448	
Other sources	<u>100,995</u>	
Total		<u>£1,272,443</u>

EXPENDITURE

Teaching Staff Costs	530,770	
Non-Teaching Staff Costs	<u>452,057</u>	
Total		£982,827

Operating Costs

Rates	25,994	
Insurance	9,976	
Heat, light and power	8,400	
Laundry and cleaning	20,150	
Maintenance of equipment	3,645	
Maintenance of building and grounds	51,152	
Printing and stationery (office costs)	8,154	
Telephone and postage	1,825	
Advertising	150	
Stationery, books and materials	4,279	
Bank charges	146	
School Trips	8,514	
Photographs, badges and sweatshirts	1,314	
Accountancy and audit	1,600	
Water Rates	987	
Miscellaneous/Nursery	9,867	
Equipment	6,883	
Hire and contracted services	25,703	
Sports and games	2,861	
Vat on expenses claimed	16,833	
School Meals account	71,055	
Total		£279,488

Total Staff Costs and Other Operating Costs **£1,262,315**

Net incoming/(outgoing) resources: **£10,128**

Total Funds Brought Forward @ 1 April 2023 **£95,612**

Total Funds Carried Forward @ 31 March 2024 **£105,740**