

Dear Parent/ Guardian,

If you ever have the opportunity to walk into St Luke's Primary School during teaching hours, you will experience the ethos, which is one of a calm atmosphere of children working in a happy and contented school. You will see staff and pupils moving about with purpose. The purpose is to teach and to learn and it should be the primary aim of every school.

In St Luke's thanks to the hard work and co-operation of the teaching staff, support staff, the children and their parents, teaching and learning is successful and the children are confident and happy learners.

As Chairman of the Board of Governors, I am happy to present this report. It has been a year of many changes for the school. In September 2008 Mrs Claire Robinson joined the staff as Vice-Principal, and in December 2008 Mr Michael Keenan the Principal left St Luke's to take up role of Principal of St Anne's Primary School and Mrs Yvonne Magee retired after 36 years as School Secretary. In June 2009 Miss Alice Doyle retired from her role as a dedicated teacher to the children of St Luke's parish for 32 years. We would like to thank each of these valued members of staff for their outstanding contribution to the school and wish them well in the future.

In January 2009 Mrs Claire Robinson took on the role of Acting Principal and Mrs Margaret Irwin became the new School Secretary. Mr Kevin Shannon took on the role of Acting Vice Principal. Ms. Colette McCaffrey has joined the school as a new teacher in P2, we wish them well in their new posts and hope their association with St Luke's is a long and happy one.

As Governors, we are committed to the Catholic Ethos, to striving to ensure that the school continues to maintain its high standards and to further improve in the years ahead.

This report reflects a school that performs well and we thank all those who have made it possible in partnership with one another.

Yours Sincerely,

Mrs Andrea Adams (Chairperson)

## **Board of Governors: Reconstituted in September 2009**

Chairman	Rev. Fr. John Murray
Vice Chairman (Trustee)	Mr Matthew Cassidy
Secretary (Acting Principal)	Mrs Claire Robinson
Teacher Representative	Mrs Mary Leonard
Parent Representative	Mrs Sinead McVarnock
SEELB Representative	Mrs Maureen McClory
DE Representative	Mr Billy Hitchen
Trustee	Mrs Andrea Adams
Trustee	Mr Eddie McKee
Trustee	Mr Jim Conlon

### **Governors' Responsibilities**

The Governors are responsible for the overall management of the school. They are required to meet a minimum of three times each year.

Their duties included:

1. Foster the Catholic Ethos and Mission statement of the school.
2. Oversight of the Northern Ireland Curriculum.
3. Control of the budget.
4. Provision of information to parents.
5. Selection and employment of staff.
6. Maintenance of premises (Shared responsibility with SEELB, to become ESA)
7. Admissions.
8. Fostering links with the community and pursuing the objectives of Mutual Understanding.
9. Providing P.R.S.D Assessors.
10. Keep under review the management structure of the school.
11. Ensure Child Protection Procedures and Health and Safety Guidelines are followed and up dated as required.

## **Meetings of the Board of Governors**

The Board of Governors had meetings on the following dates in 2008/09 School Year:

**The Management Structures and responsibilities within the school: Teaching and Non-Teaching Staff: For the academic year 2009/10**

Acting Principal Religion Coordinator Health and Safety Coordinator	Mrs Claire Robinson
Acting Vice Principal, P7 teacher, Head of Key Stage 2, Deputy Designated Teacher for Child Protection, PDMU Coordinator, Assessment Coordinator Deputy Health and Safety Coordinator.	Mr Kevin Shannon
Senior Teacher P3 teacher, Head of Key Stage 1 Designated Teacher for Child Protection Link teacher to IDF and Extended School's Programme Counsellors Attendance Coordinator World Around Us Coordinator	Mr Joe Reynolds
P1 teacher, Head of Foundation stage Indoor and Outdoor Play coordinator Parent Courses Coordinator Incredible Years Parenting facilitator	Mrs Mary Leonard
P2 teacher until December 2009 Nurture Group leader until June 2012. SENCO	Mrs Geraldine Fitzpatrick
P2 teacher PE coordinator	Ms. Colette McCaffrey
P4 teacher Literacy Coordinator	Mrs Mura McAteer
P5 teacher	Mr Gerry Newton

Numeracy and Mathematics Coordinator	
P6 teacher The Arts Coordinator Library Coordinator Extended School's Art Club and Tin Whistle Club leader	Mrs Margaret Reynolds
P5/6 teacher ICT coordinator	Mr John Hogg
Special Needs teacher (Part Time)	Mrs Colette Walsh
Classroom assistant P1 Incredible Years Parenting Course facilitator IDF After School's Club Facilitator P1-3	Mrs Jackie Neeson
Classroom assistant P2	Mrs Paula Armstrong
Classroom assistant P2 Extended Schools' Breakfast Club Facilitator IDF After School's Club Facilitator P1-7	Mrs Karen McQuillan
Classroom assistant P3 IDF After School's Club Facilitator P1-3	Miss Sara McDaid
Classroom assistant P4 Special Needs support Extended Schools' Breakfast Club Facilitator IDF After School's Club Facilitator P4-7	Mrs Brid Denny
Classroom assistant P5/6 Special Needs	Miss Cathy Gray

support IDF After School's Club Facilitator P4-7	
Classroom assistant P7 Special Needs support	Miss Patrice Smith
Creche Leader IDF After School's Club Facilitator P1-7	Mrs Maureen McClory
Secretary	Mrs Margaret Irwin
Building Supervisor	Mr Brendan McDermott
Dinner Supervisor Auxiliary Cleaning staff Creche Facilitator	Mrs Bernie Smith
Dinner Supervisor Auxiliary Cleaning staff Creche Facilitator	Mrs Annie Savage
Auxiliary Cleaning staff	Mrs Carol Brown
Dinner Supervisor (in charge)	Mrs Ann Mitchell
Dinner Supervisor	Mrs Alice Hall

## Pupil Information: (General)

Enrolment 2009/10	178
Attendance percentage 2008/09	91.9%
Free School Meals %	78%
Special Needs	20% of school enrolment
Child Protection cases	Yes: information held in a secure location
Children who avail of Breakfast Club	90 per week (Approx.)
Children who avail of After Schools provision	80 per day, Monday- Wednesday
External agencies currently involved in school (these are the main ones involved this academic year)	Health Trust Speech Therapists through IDF fund Barnardos Counsellors through IDF Fund Cloona Contact Centre Counsellor through Extended Schools Fund SEELB Educational Psychologist FIT NI Courses Social Services in connection with Child Protection CNP Empowerment Programme in support of the Nurture Group to be opened in 2010 due to Big Lottery Funding until 2012 Colin Youth Development supports After Schools clubs and P7 outdoor pursuits activities in preparation for residential to Ardnabannon in January 2010.
Transfer to Post Primary 2009	31 pupils transferred to Post Primary  1 - Malone College 3- St Genvieves High School 2- St Louises College 1- St Roses High School 24- St Colm's High School

## **Review of 2008/09**

The school year 2008/09 has been another busy and successful one with progress being made in many aspects of school life. The Governors are conscious that the large number of new initiatives has greatly increased the pressure on staff and wish at this point to recognise the existence of this pressure and to acknowledge the work that has been done to ensure the smooth implementation of these changes. The Governors will continue to support staff in meeting change.

Our teachers continue to place the development of a caring relationship with the pupils high on their list of priorities. These good relationships have been greatly evident on the occasions the Governors have been in the school and during Religious Events throughout the school calendar.

The past year has seen a decrease in enrolment to 178 pupils, due to a large P7 year group leaving and a small intake of 12 coming into P1, due to the parish Nursery having to give over a high percentage of places to underage pupils in 2008/9.

We are confident that the enrolment will rise again this year looking at the quota of full age children in the nursery and a drive to raise the school's profile in the community this year.

We fully appreciate the continued support of parents who have devoted much time and energy into the development of their children and who have generously supported the school, not only financially but also socially and physically as well. We pay tribute to the activities of the PTFA who have raised greatly appreciated funds to help the school purchase valuable resources for the children.

## **Staff Development 2008/09**

- PRSD for all teaching staff
- The Revised Curriculum Training P3,4 and 7.
- Use of the Interactive Whiteboard.
- Development of planners.
- Review of Marking Policy.
- INCAS for P5 and 6.
- Review of the School Development Plan 2006-2009: completion of staff questionnaires.

The teachers have been heavily involved in in-service training courses throughout the year and the benefits of these are being seen in the extent and quality of classroom practice. As Governors we are keen to maintain high standards of performance and behaviour.

## **The Curriculum:**

Continuing educational change brings an increased responsibility for the Governors in relation to the curriculum. The Governors through meetings keep up to date with change and new initiatives.

The day-to-day organisation of the curriculum remains the Principal's responsibility. Mrs Robinson reports back to the Governors at all meetings on the progress in school each term.

She along with the Senior Management Team and the subject Coordinators ensure that all the children are experiencing a Broad and balanced learning experience. Children's work and teachers planning and policies are monitored, evaluated and up dated regularly in line with the Department of Education's requirements.

Assessment of pupils is statutory at P4 and P7. The outcomes of these assessments were sent to parents in June.

The Governors are pleased to report that P5 and P6 children completed the Interactive Computerised Assessment System (INCAS) diagnostic tests during the Autumn term of 2008. Standardised Tests were also carried out in English and Mathematics for P3-7 children. Government targets recommend that the majority of children in P4 will reach Level 2 and the majority of children in P7 will reach Level 4. Level 5 is the highest attainment at Key Stage 2 and Level 3 at key Stage 1.

St Luke's we attain 100% of pupils achieving level 2 and above in English and 100% of pupils achieving level 2 and above in Mathematics in P4 and we attain 83.88% of pupils achieving level 4 and above in English and attain 80.63% of pupils achieving level 4 and above in Mathematics in P7. These results are a credit to the hard work of our teachers, support staff, the children and parents of St Luke's.

The teachers and Assessment Coordinator use these results to set targets for the next year and to look at developing aspects of the teaching and learning for each class in the school.

## **Pastoral Care:**

The children in St. Luke's benefit from the atmosphere of caring, happiness and security that exists within our school. Within this ethos, our children can learn, developing not just intellectually, but also spiritually and on a personal level.

Pastoral Care is evident in every element of school life. Each teacher is responsible for the well being of the children in their class. In addition to this, the Acting Principal and Acting Vice-Principal support the class teachers by liaising with children, parents and when necessary, with outside Agencies.

Each Teacher has responsibility for discipline in their class and throughout the school. Working in consultation with the Principal, the whole staff of the school aims to help children behave in a positive spirit of co-operation in keeping with the Catholic Ethos of our school, showing respect for others and themselves.

## **Child Protection:**

To protect children in our care and to comply with guidelines from the Department of Education, the school will not hesitate in referring concerns about any child to Social Services at the Gateway Team.

Mr Joe Reynolds is the Designated Teacher for Child Protection and Mr Kevin Shannon is the Deputy Designated Teacher, both have attended SEELB training courses. All staff received training in August 2008 and are made aware of any changes to the guidelines as laid out in the School Child protection Policy.

All members of staff undergo the Access NI criminal background checks before they can work with the children of St Luke's, this includes any parent who wishes to help on school trips or give their time voluntarily to school. All external coaches, peripatetic staff, counsellors etc.. will have undergone the same background checks.

## **Special Educational Needs**

In St Lukes' there is a collective responsibility towards supporting children with Special needs.

As teachers, we seek to provide a learning environment specific to all our children's needs. Class teachers plan to meet the variety of needs in their class. For children with specific special Education Needs, we aim to provide a caring, happy learning environment specific to their particular needs. The class teacher liaises with the Special Educational Needs Co-ordinator who may then liaise with the principal, parents and where relevant, outside agencies, to ensure that the identified needs of each child are met.

Special Needs provision may take a variety of forms from in class support to group or individual withdrawal. SEN Policy and procedures are regularly reviewed to take account of the Department of Education circulars and the Code of Practice

Individual Education Plans are formulated in consultation with the SENCO, the parents and the children and are reviewed each term. Throughout the year the programme for children receiving extra help is closely monitored and changes are made as required.

## **Extra Curricular Provision:**

### **Educational Trips:**

P1 visited the Smyth's Toy store and The farm in 2008/09

P2 visited the International Airport and the Zoo.

P3 went to W5.

P4-7 had a fun day in Lisburn Omniplex.

P7 had numerous outdoor pursuits sessions in preparation to their annual 4 day trip to Ardnabannon Outdoor Centre.

We would like to thank our staff for taking the time to organise and lead these trips, in particular staff who went on the residential trips giving up their own time, this is greatly appreciated by the Governors.

### **Swimming:**

During 2008/09 the school has maintained its swimming programme for P5-7 classes.

### **Breakfast Club:**

We run a highly successful Breakfast Club which runs each morning Monday – Friday, from 8.15am until 8.45am. In keeping with our healthy eating policy children can have cereals, toast, milk and juice. Cost to children is 50p per session. This receives funding from the Extended Schools Programme, which helps with the staff costs.

### **After Schools Clubs/ Extra Curricular Provision:**

An After School Club runs on Monday, Tuesday and Wednesday. This is available to P1 – P3 children from 1.50pm – 2.50pm and for P4 – P7 from 2.50pm until 4.30pm. This is financially supported through both the IDF and Extended Schools Programmes. Action Plans were submitted and passed for 2009/10 to run a wide range of activities, such as Tin Whistle, Art Club, Monkeynastix, Hip Pop dance, Cookery and Soccer coaching.

We also converted a disused classroom into a Games Room with snooker tables, table tennis, reading corner, art area and a area for games consoles.

### **Summer Scheme:**

We ran a highly successful scheme in July 2009, which had a good attendance. Children took part in sport, Drama, Art, cookery and a fabulous project sponsored by Bombardier. This was supported by the Extended Schools Programme and was facilitated by our own staff.

### **Links to the Community:**

In the school year 2008/9 we ran a highly successful Incredible years Parenting Course for 12 weeks, which was facilitated by two of our staff who had undergone intensive training with Peter Loft a leading authority in Parenting Skills. This will run again this year with a new group of parents and is supported by the IDF Fund. This year we will be offering in partnership with FIT NI, Beginners in ICT, Essential skills in English and Maths courses and a variety of other activities. Along with our own staff who through The Extended Schools Programme, will be released from class to take Cookery and sessions in supporting the parents with their children's learning in the home. We are also running a Craft Course one night a week which parents and staff are going to attend. We strive to develop this fantastic resource for both our own parents and the wider Twinbrook community. Helping us to develop further the good partnership between parents and staff, which is a great tradition of St Luke's.

### **P.T.F.A:**

The P.T.F.A. ran a variety of events throughout the year to raise funds and support the children and staff of the school. The funds raised help develop the learning environments for all children in the school, which due to budget constraints the school could not afford to fund.

### **Charities:**

The Governors would like to extend thanks to all parents and children for their generous support throughout the year. The following charities were supported in 2008/09:

- Macmillan Cancer Fund £1100
- NSPCC £1100
- Trocaire £1200

### **Premises:**

The improving of accommodation is high on the Governors priorities. The external of the building has extensive work carried out this year, namely it has been newly painted, fascias and guttering replaced, and a new roof on the whole building.

Through Extended Schools the children and staff have redeveloped the front garden into a beautiful learning space for the school community.

A counselling Suite has been redecorated and furnished through the IDF fund and the P4-7 children have a new games Room for the After Schools Facility, funded by Extended Schools and the School Fund.

The Playground has now been further enhanced by the addition of colourful murals, at a school cost. There have been new blinds added to the P1 classrooms and the Crèche.

### **School Account:**

#### **Summary of Account**

**1<sup>st</sup> September 2008-31<sup>st</sup> August 2009**

- Opening Balance 01/09/08 £
- Income 01/09/08 – 30/06/09 £5000
- Expenditure: 01/09/08 – 31/08/09 £
- Opening balance 01/09/09 £