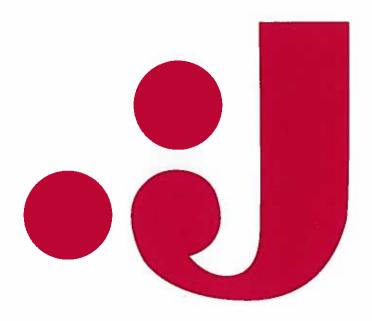
# **Jordanstown School**



Board of Governors'

**Annual Report** 

School Year 2015-16

# 1. INTRODUCTION

The Education (School Information and Prospectus) Regulations (NI) 2003 requires Boards of Governors to provide access for parents and others to information about the educational provision and opportunities offered by individual schools. This report gives an overview of the work of the school during the 2015/16 academic year in line with these regulations. It reflects the commitment and professionalism of all members of staff and the invaluable contributions of so many individuals and agencies.

#### 2. MEMBERSHIP OF BOARD OF GOVERNORS

Governor Nominating Authority

Mr G Adams Teachers
Mrs D P Byrne Board of Trustees

Mrs J Dickson Parent Co-opted by Board of Trustees

Father P Devlin Board of Trustees

Mrs B Gilliland Education Authority North Eastern Region

Rev J C Irvine - Chair Board of Trustees
Mr P Johnston Board of Trustees
Mr T Michael Board of Trustees

Mrs W Newbronner Parents

Ms P Wilson Education Authority North Eastern Region

The Principal is Secretary to and a non-voting member of the Board of Governors. Following Mrs A Magee's retirement on 31 March 2016, Mr A Smith took over this role as Principal and Secretary to the Board of Governors.

The Board of Governors takes a central role in decision-making on strategic matters relating to the future direction of the school, the curriculum, finance, the welfare and academic achievement of the pupils, teaching and learning, the staff, various policies and resources including the building and site. They are ultimately responsible for the management of the school and execute their duties with professionalism and enthusiasm.

During the school year 2015/16 the Governors ensured that the school was operating smoothly and providing a sound education service for all of the pupils and their parents/guardians. The full board met on 9 occasions in addition to sub-committee meetings in order to deal with teaching and non-teaching appointments. In between meetings they were regularly consulted by email or telephone calls.

# 3. STAFF INFORMATION

| Teachers                         | Full-time                | 10 + 1 funded by Trustees |
|----------------------------------|--------------------------|---------------------------|
|                                  | Part- time               | 1                         |
| Outreach Teachers                | Outreach Service for VI  | 2                         |
|                                  | Sensory Learning Support | 1.5                       |
| Classroom Assistants             | Full-time                | 6 + 1 funded by Trustees  |
|                                  | Part-time                | 1                         |
|                                  | 1-1                      | 3                         |
| General Assistant                | Full-time                | 1                         |
|                                  | 1-1 part-time            | 1                         |
| Sign Language Assistant          | •                        | 1 (funded by Trustees)    |
| Bursar                           |                          | 1                         |
| Clerical Staff                   |                          | 1                         |
| ICT/resource technician          |                          | 1                         |
| Lunchtime Supervisory Assistants |                          | 2                         |
| Building Supervisor              |                          | 1                         |
| Cleaning Staff                   | (40)                     | 6                         |

#### Retirement News:

Following almost 40 years of Jordanstown service, Mrs Anne Magee retired as the school Principal on 31 March 2016. She was replaced by the new Principal, Mr A Smith who took up his new position on 1 April 2016 after 12 years as Vice-Principal at Hill Croft School.

Ms Pauline Riddle also retired officially after almost 30 years on 30 April 2016 but returned to work part time during the Summer term.

Mrs Carole Magowan also retired officially as the school Bursar after almost 40 years at the end of August 2016 but agreed to return to act as clerical officer until the post was filled. We welcome Mrs Gillian Randall to her new post as Bursar at Jordanstown School.

Mrs Jackie McCann also retired after almost 40 years and was replaced by Frances Stroud who remained in the primary department with Mrs Sarah Adams agreeing to cover the 1 year with possible extension post in Jackie McCann's class.

Other appointments in 2015/16 were Gemma Beggs and Deborah Jackson (Temp 1 year), Kevin Stitt (1 year with possible extension – Technology), Linda Hamilton (1:1 Classroom Assistant – Brielle Toal), Lavinia Moore (Classroom Assistant) and Rachael Hunter (General Assistant (Temp)). Zoe Harbinson was appointed as Sign Language Assistant.

# 3a Continuing Professional Development

It is statutory for teachers to deliver the NI curriculum, consequently training is provided for all staff relevant to this. Throughout the year in-service training and courses provided by school staff, the North-Eastern Education and Library Board/ EA NER, Examination Awarding Bodies, C2k, Regional Training Unit, Universities and Signature were availed of to enhance skills and understanding. Many of the staff were also involved in a range of curriculum working groups.

| Mr Adams     | Feam TeachTutor Refresher training, Heartstart, first aid and manual ha            | andling |
|--------------|--|---------|
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rugby coaching level 2 and entry level training (ICT etc), Emergent Leader

'Senior Leadership Pathways' - Completed Nov 2015, Elklan

Mrs Boal GCSE maths and science, Elklan, NLC Numeracy group, Essential Skills

coordinator Entry Level Mathematics for Life and Science / Enthuse science, STEM, NLC Link officer, Examinations Officer training, ULN info, Coordination

of 16 plus programme and first aid refresher

Mr Doherty The certified C2k Technicians course

Mrs Lawther Global Learning Education, Erasmus, ELKLAN training, Heartstart and

computer based assessment.

Mrs McCann Elklan and Literacy/Numeracy project

Mrs McClelland Manual Handling, Elklan, Autism (challenging behaviour and independence)

and primary movement.

Mrs McNeill Children's Mental Health: Attachment Theory and Beyond- June 2016

Team Teach Trainer refresher

Using Mathematics Across the Curriculum: Teaching, Learning and Assessment Sessions sessions for Home Economics- CEA Sept 2015

Elklan Training-Nov 2015

Emergent Leader 'Senior Leadership Pathways' - Completed Nov 2015

First Aid at Work

Mrs McQuiggan Elklan Training and 2 Day Global Learning Programme

Mrs Magee Elklan training

Mrs Moore Literacy and Numeracy project, print workshops and Elklan training

Mr Murray Elklan, BSL level 2, performance skills (CCEA)

Miss Stroud Teacher of the Deaf (Year 1) and First Aid at work and Elklan training

Miss Sturgeon ASSVPS and first time V.P course (RTU) and Elklan training

Mr Stitt Elklan Training, Essential skills ICT training, Princes Trust Training, Fire Safety

Training

During the 10 staff development days all classroom based staff were involved training linked to the School Development Plan. This included Elklan, phonological awareness, touch screen T.V and iPad training. As a result of the ELKAN training all staff received a certificate.

#### 4. PUPIL INFORMATION

#### 4a Enrolment

School opened in September 2015 with an enrolment of 74 pupils, four Year 1 pupils were admitted to the primary department and two to the secondary, one was Year 8 and the other Year 13. After another pupil joined the school in April 2016 there were 33 pupils were in the primary department and 42 in the secondary department; 32 were pupils with an auditory impairment, 40 were pupils with visual impairments and 3 with a dual impairment.

#### 4b School Leavers Destinations

At the end of June 2016 five pupils completed their education at Jordanstown School. Of these young people, one is undertaking a course at a Belfast Metropolitan College of Further Education, while the other 4 have taken up courses at Northern Regional College.

#### 4c Attendance

Good attendance at school is actively encouraged. The percentage attendance rate in 2015/16 ran at an overall satisfactory level of 90.8% which would indicate that the learning and teaching environment created by staff is one that the pupils enjoy.

# **5.CURRICULUM**

The aim of the curriculum is to inspire and challenge our pupils, value them as individuals and help them prepare for the future. A broad and balanced curriculum, within a caring, secure environment in accordance with the statutory requirements of the Northern Ireland Curriculum is delivered in all classes; further information can be obtained from www.nicuriculum.org.uk. As necessary the curriculum provision is differentiated to meet the special needs of the pupils. Whole class and group teaching methods are used as well as the provision of individual help when necessary.

The KS4 and 5 curriculum provision is enhanced through our continued involvement with Newtownabbey Learning Community although this year none of the pupils chose to study subjects in other schools.

Religious Education continues to be a compulsory subject under the Northern Ireland Curriculum and is timetabled for all classes apart from those in the post-16 class. One pupil is withdrawn from RE classes at the request of parents. Each pupil attended collective worship which included input from visiting Chaplains for the Deaf and other guest speakers. As requested by parents, individual pupils were prepared for the sacraments of First Confession and Confirmation.

Speech and language therapy, physiotherapy and occupational therapy advice was provided as necessary. Individual sessions of orientation and mobility education was provided through BCUK could not be provided and development of these skills were encouraged by all classroom based staff.

Pupils from Primary Classes 3 and 4 and Secondary Forms 4C and 6B took part in horse riding lessons at Laurelview Equestrian Centre organised through the Riding for the Disabled Association. Pupils in Classes 1 and 2 continued to avail of donkey therapy organised through the Elizabeth Svendsen Trust in Templepatrick.

The school has policy documents in place for areas of the curriculum. Teachers' schemes of work, key stage planning and classroom planning are constantly being revised and updated. Assessment is closely linked to the curriculum and to ensure that teachers and parents have a clearer idea of attainment pupils are assessed both informally and formally throughout the year.

## 5a Subject areas at KS 1 & 2

In the primary department the pupils enjoy a curriculum which comprises six areas of learning - Language and Literacy, Mathematics and Numeracy, the Arts including Music and Drama, the World Around Us (Geography, History and Science and Technology), Personal Development & Mutual Understanding (including emotional development, social skills, learning to learn, health, relationships and sexuality education and mutual understanding) and Physical Development.

## 5b Subjects followed at KS 3

Art, Citizenship, Employability, English, French, Geography, History, Home Economics, ICT, Keyboarding Skills, Mathematics, Music, Personal Development, Physical Education, Religious Education, Science and Technology & Design.

## 5c Subjects followed at KS 4

## Subjects offered at external examination level

Art & Design; Business Enterprise; Creative Crafts; English; Geography; History; Home Economics, ICT; Mathematics; Religious Studies; Science (single award); Towards Independence.

# Non-examination subjects

Careers Education; Learning for Life and Work; Physical Education

## Examination courses offered through Newtownabbey Learning Community

Creative Crafts, ICT; Performing Arts; Occupational Studies in Business Services, Construction, and Design & Creativity.

#### 5d Careers Education and Guidance

The Governors recognise the importance of ensuring that a high quality careers provision exists for all pupils. Careers education and guidance is a cross-curricular theme, all subjects have the potential to make valuable contributions to each pupil's general vocational development and emerging occupational interests.

Careers education lessons aim to develop in each pupil knowledge, skills and attitudes which are relevant to adult working life. A structured and coherent programme has been developed to ensure that careers education is linked to the curriculum and meets the needs of all pupils. Provision includes personal career planning, progress files, work experience, individual personal advice and interviews on careers pathways, as well as a variety of talks and visits. A Careers Adviser from the Department for Employment and Learning visits the school on a regular basis and participates in the delivery of the careers education programme. In the Summer term the BDA also came in to school to do a careers workshop. Thomas Quigley also went to speak to some of the visually impaired pupils.

Pupils in Years 8 and 9 have employability timetabled as part of their LLW program while Year 10 pupils in addition have one period per week of Careers Education timetabled. Pupils in KS4 have either one or two periods of careers education timetabled as well as Learning for Life and Work.

Work experience is a vital element in the school's careers programme, with pupils in Year 12 and above given the opportunity to participate in at least one suitable placement. Our appreciation is extended to all those employers who have provided such worthwhile experiences for our pupils. This year however, it wasn't offered as those who were leaving had already done work experience in the past.

## 5e Sport

Jordanstown School recognises the significant role that sport has to play in the development of all pupils. The school's PE curriculum aims to encourage a positive attitude to physical activity and sport by offering a wide range of sporting activities through the four strands of PE – dance, gymnastics, games and athletics. The provision is enhanced through the use of the school's fitness suite and excellent outdoor facilities. The provision of a swimming programme has been enriched through the use of the school's hydrotherapy pool. In partnership with external sporting agencies the pupils were provided with opportunities to develop their skills in athletics and football. Both primary and secondary pupils were involved in inter-school sporting competitions throughout the year and many pupils got the chance to experience Goal Ball for the first time. Primary pupils competed in the primary schools athletics at the Mary Peters track.

## **5f Celebrating Success**

We believe in recognising each pupil's personal best and regularly recognise pupils' achievements, talents and commitment to improvement. To this end we celebrate and reward achievement and success in a range of ways and at a variety of events during the school year.

Mr Smith has also introduced a praise and achievement assembly which takes place every Wednesday. We continue to enter a variety of external competitions and have been delighted to discover the winners coming from our Jordanstown entries:

Karl Lipton was a regional finalist in the Rotary Young Chef Competition whilst Darragh Dickey was nominated for the Rotary club's Exemplary Conduct and Unselfish Service Award. We also had winners from our entry into art competitions such as the Texaco School's Art Competition. Well done to everyone who has entered!

Kevin Curran's work has been requested by CCEA as an exemplary unit of work to be used as a top candidate example at Teachers' Agreement Trials.

#### NDCS YOUNG AUTHORS AND ARTISTS

We had a high number of prize winners across all categories but most notably Alanis Millar who won the Bob McCullough cup as the overall prize winner, this was a huge accolade. Also Olivia Bamber took top prize as deaf Author and Artist with additional disabilities.

Pupils work was presented in a public exhibition in the ADF (Arts and Disability Forum) Gallery in Royal Avenue Belfast during the summer.

## Music Celebrating Success 2015 - 2016

#### Peripatetic Instrumental Tuition

Introduction of weekly String lessons by Mr C Lowry, a tutor from the Board Centre. We have three violin students and one Cello student learning this new skill. All the students performed at our APM Spring Concert. Woodwind lessons continued this year with three students learning the Clarinet, working towards external Music Exams with Trinity College London.

# UTV appearance

Our school was selected to appear on a UTV news report surrounding the Rugby World Cup. Our Singing and Signing Choir performed the World Cup theme song 'World in Union'. Teirnan Devine sang the solo verses with the whole choir joining at different sections. Some pupils were interviewed for the programme.

# **FISCA**

This year we paired up with St Patricks College to form a joint choir to rehearse and perform at the annual FISCA competition. This was a great opportunity for the students to make new friends and visit each others school for rehearsals. We also did an online rehearsal which incorporated the use of online ICT. We received a prize of £250 which can be used to further resource the teaching of Music in Jordanstown School.

#### Jordanstown School Carol Service

This year we had our Carol Service in School and were joined by Action on Hearing Loss. The whole school took part with a special highlight from the Primary Department in the form of the Nativity.

## St Dominics Spring Concert

Once again, St Dominics Grammar School invited us to take part in their school concert at St Anne's Catherdral. This is a special occasion and is an honour to be invited to take part. We sang and signed alongside the Girls' choir a rendition of 'Climb Every Mountain'.

# Mossgrove Music Festival

This year we entered the Mossgrove Music festival for the first time in a number of years. This was held in Ballyearl Arts Centre and the full school choir took part. We won first place at this competition.

## BBC Radio Ulster Broadcast

The 'John Toal' show came to Jordanstown school to record a programme for a Saturday Morning broadcast. As part of the show, the school musical ensembles performed. This included the Choir and Drumming group. We had a great day recording.

# Spring Concert at Mossley Mill Theatre

We had an extra special concert to celebrate the Pupils Musical skills and also to say goodbye to Mrs Magee. We named the 'All Performance Musical' and every student was involved in some way. We had past pupils involved in the show, who joined with the current pupils to perform alongside one another. We also set up a staff choir, which will certainly feature in the future!

## Extended Schools

Through extended schools we acquired some African drums and a Cajon. We made great use of this in setting up a 'World Percussion' Club which incorporated the use of the Samba drums. We featured throughout the year including Prize day, Spring Concert and John Toal broadcast.

## 6. EXTERNAL ASSESSMENT AND EXAMINATION OUTCOMES

Pupils in both primary and secondary departments were entered for and experienced success in a varied range of external examinations and assessments. Results for the 2015/16 school year are shown below and reflect the good work that takes place in school every day. In line with statutory requirements teachers' formally assessed the cross-curricular skills of Communication and Using Mathematics, reporting outcomes in the annual report.

# **6a Primary Department**

Primary pupils in Years 4 to 7 were involved in the Computer Based Assessments for English and Mathematics – NILA and NINA, the outcomes of which were verbally reported to parents. Once again our involvement highlighted the difficulties pupils with sensory needs face with such timed and interactive computer-based assessments.

Four Year 4 visually impaired pupils and six Year 7 pupils, three who are Deaf and three who have visual impairments completed end of KS 1 and 2 assessments in English and Mathematics with the following outcomes:

| Number of pupils at each level |                         |         |         |         |         |         |
|--------------------------------|-------------------------|---------|---------|---------|---------|---------|
|                                | Working towards Level 1 | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
| English                        |                         |         |         |         |         | ,       |
| End of KS1 – year 4            |                         |         | 4       |         |         |         |
| End of KS2 - Year 7            | 1                       |         | 3       | 2       |         |         |
| Mathematics                    |                         |         |         |         |         |         |
| End of KS1 – year 4            | h the                   |         | 4       |         |         | :       |
| End of KS2 - Year 7            | 1                       |         | 1       | 4       |         |         |

# **6b Secondary Department**

# Key Stage 3

At the end of Key Stage 3, teachers assess and report with reference to the Levels of Progression for Using Mathematics using teacher based assessment. Numerical outcomes are reported to parents during annual review meetings and in the end of year report.

In June 2016 there were three pupils in Year 10 all who are deaf, assessed at the end of KS 3 with the following outcomes:

|                   | 1                             | Number of | pupils at ea | ich level |         |         |
|-------------------|-------------------------------|-----------|--------------|-----------|---------|---------|
|                   | Working<br>towards<br>Level 1 | Level 1   | Level 2      | Level 3   | Level 4 | Level 5 |
| Communication     |                               |           | 1            | 2         |         |         |
| Using Mathematics |                               |           |              | 2         | 1       |         |
| I.C.T             |                               |           |              |           | 1       | 2       |

## Key Stage 4 and beyond

Five subjects were offered at GCSE level both in school and through the Learning Community - Art and Design, Mathematics, Geography, History and Science (SA). Five pupils sat a combination of these subjects and gained a total of 1 'B' grade, 7 'D' grades, 5 'E' grades, 1 'F' grade and 1 'G' grade.

10 pupils were entered for a range of subjects at Entry Level - Home Economics, Art and Mathematics for Life. Results were 9 Level '3', 1 Level '2' and 1 Level '1' Certificates.

Essential Skills accreditation in Communication and Application of Number was offered to pupils in Year 14 at levels 1 and 2. Results for these are still pending post moderation.

Eighteen pupils completed QCF Creative crafts. Sixteen pupils achieved the QCF level 1 and two Level 2 awards in Creative Crafts.

Progress files are then presented to the pupils at prize day.

#### 7. CURRICULUM ENHANCEMENT ACTIVITIES

The pupils continue to be given opportunities to participate in many activities off site to develop their academic, personal and social development. This includes regular visits for different classes to:

- Tescos
- Donkey Sactuary
- Horse Riding
- Ulster Folk and Transport Museum

We also continue to welcome different people in to our school and this year has been no exception with the Chaplins Father Devlin and Rev Jordan being involved in different occasions during the year, BDA groups and Low Vision Clinic staff being in school at different times. We of course welcomed our University of Pittsburgh partners to school in May and we look forward to strengthening this link further in future years.

We enjoyed our Health4Life Days in June and with a focus on e-safety had an internet safety Day that month also. Parents were given information sheets at sports day to raise their awareness of how to keep their children safe on-line.

Prize days took place of course for the primary and secondary pupils to celebrate their achievements during the year.

We have developed a special link with St Dominic's Grammar School for Girls and were invited to their special Spring concert in St Anne's Cathedral. The Principal of the school was our special guest at the Primary Prize Day.

#### 7a School council

The Pupil council met throughout the year organising a range of fund raising activities and coffee mornings. It continues to give pupils a voice and develop their skills. This year the pupil council will be led by Mrs McNeill.

#### 7b Extended schools

The extended schools programme co-ordinated by Mrs Moore provided a range of activities for our pupils this year:

<u>Healthy Lives</u> –This continues to be successful in encouraging pupils to be aware of healthy lifestyle choices. Our pupils are empowered to make informed choices both inside and outside school. Awareness of being part of a community working together improve our lives locally and globally.

<u>Film Club</u> through which we have links with Cinemagic and Love film. This club remains very popular and the leader Mrs Boal continues to offer two film club days to cater for different age groups. Film choices are linked to current learning topics as appropriate. The film club and jordanstown Together have also worked together to provide some entertainment in the form of family film nights to enable parents to attend Jordanstown Together and for siblings to join in an activity in school making positive family connections

<u>World Percussion Club</u> This was a new activity. A variety of Africa drums and other percussion instruments were purchased. The Club was organised and delivered by Mr Murray. Drumming is an excellent activity to enhance pupils listening and concentration skills and also to encourage them to work together in a group. Activities were designed to develop social skills and confidence. The activities eventually led to a performance at the Summer Celebration Concert.

#### 8. COMMUNITY AND INTERNATIONAL LINKS

It is the policy of the school to foster strong links with the wider community on a local, national and international basis. Jordanstown School puts great emphasis on good interpersonal relationships and we are proud of the positive relationships we have built up between staff, pupils and parents. Throughout the year the school has successfully supported a number of students completing childcare courses at Belfast Metropolitan College and Northern Regional College in addition to trainee teachers and PGCE students from local Universities. Teachers also agreed to enable pupils from mainstream secondary schools to undertake work experience placements in their classrooms.

## 8a Newtownabbey Learning Community

Jordanstown School is a full and active member of the Newtownabbey Learning Community. Although this year the pupils of Jordanstown didn't attend any course in other schools, creative crafts was offered from Jordanstown School and 2 Year 11 pupils from Rosstulla School completed their QCF Creative Crafts course in the school.

The NLC includes regular meetings of the Principals of member schools and sub-committees. Mrs Moore attended Literacy group meetings and Mrs Boal Numeracy meetings.

## 8b Mutual Understanding

The pupils are encouraged to play and work amicably together, to show respect for other people's feelings, opinions and beliefs, to show understanding, courtesy and tolerance for all members of the wider community. Throughout the year the singing/signing choir had the opportunity to perform at different times with pupils from St Vincent de Paul PS and St Dominic's Grammar School. In the summer term Class 4 took part in a CRED project with pupils from Whiteabbey Primary School,

#### 8c Erasmus

The school is now into the second and final year of the Erasmus+ project "Educare". The focus of this project is sharing good practice and expertise in the area of challenging behaviour and visual impairment. We had successful project visits to the Netherlands and Hungary. Two more visits are planned for the coming year to Italy and Slovenia.

# **8d Charity Support**

At Jordanstown School the pupils are encouraged to show concern for others and through their various fund raising activities they have continued to think of those less fortunate than themselves—coffee mornings, non-uniform days and weekly small change collection. During the year they contributed to Newtownabbey Racers Special Olympics Athletics Club, Children in Need, The Poppy Appeal and school funds.

#### **8e Parental Involvement**

In October all parents were invited to a formal parent/teacher consultation meeting. The teachers set out the content for the year ahead and provided a flavour of the activities that the children would experience. They also took the opportunity to explain some of the teaching methods and strategies that would be used throughout the year.

Annual review meetings were organised in December for Year 7 pupils, at the beginning of April for school leavers and in May/June for the remainder of the pupils. All of these meetings were well attended by both parents and other invited professionals. A written annual report for each pupil was completed and posted home at the end of June

#### 8f Parents and Friends' Association

The school/home association 'Jordanstown Together' which involves interested parents and teachers continued to meet on a regular basis. Officer bearers were re-elected and a number of meetings took place. The group planned a schedule of activities including Movie Nights and a very successful fundraising evening in conjunction with The Bureau. These provided opportunities for pupils, parents and friends of the school to come together and strengthen the school community. Additional funds were raised by selling school Christmas cards and other fundraising activities have been discussed for the coming year. The waste ground at the rear of the school was transformed when the first phase of the nature reserve was completed. The nature reserve was used as a valuable teaching and learning resource during Health4Life days and the Living Skills Summer Scheme. Planning for phase 2 is now underway. The group are currently waiting on their application for charity status to be approved.

## 9. SAFEGUARDING PUPILS

We have a primary responsibility for the care, welfare and safety of the children in our charge and we carry out the responsibility through the Pastoral Care and Child Protection Policy which aims to provide a caring, supportive and safe environment to enable each child to reach their full potential. Child protection procedures continue to be fully implemented and appropriate background checks through AccessNI are carried out on all members of staff, Boards of Trustees and Governors and volunteers. Procedures have been set up to protect our children by ensuring that everyone who works in the school are aware of the reporting and recording procedures in place.

Mrs Magee was the designated teacher for Child Protection and Mrs McClelland, following attendance at the relevant training became the nominated deputy designated teacher. Mr P Johnston was nominated as the designated governor for safeguarding pupils. Specific training on safeguarding issues is delivered to all teaching and non-teaching staff every two years and the new training took place in August 2016. Following the appointment of Mr Smith, a pastoral care/safeguarding team was established with Mrs Jill McClelland becoming the Designated Teacher and Mrs Joan McNeill becoming Deputy Designated Teacher. A comprehensive review of the pastoral policies and procedures is due to take place in 2016/17.

The school has a confidential recording system for information about suspicion of abuse, disclosure of abuse and complaints against members of staff.

An information evening for parents covering Internet Safety and Relationships and Sexuality Education also took place this year.

#### 10. PREMISES

The Principal and Governors oversee the upkeep of the school buildings, with maintenance works carried out under the auspices of the Education Authority's Property Services.

## 10a Health and Safety

The health and safety of all pupils and members of staff is paramount and procedures are continually reviewed. The school closely follows the guidelines of the Health and Safety Policies of the Education Authority North Eastern Region. All portable electrical appliances are regularly checked to ensure they comply with regulations and are safe to use. Maintenance is kept up-to-date and safety continuously monitored; fire drill procedures are regularly reviewed and there are written procedures in place with allocated assembly points clearly signed. Evac chairs have been installed and training is due in September 2016. Four members of teaching staff are accredited first aiders, two are accredited through the HeartStart charity and three have attended fire safety training.

#### 10b Use of premises

The school premises were used by a variety of organisations associated with the visually impaired and deaf, including RNIB, Angel Eyes, NDCS and BATOD. Training events for Boards of Governors organised by the Education Authority were held during several evenings. The hydrotherapy pool was used by Roddensvale School and community physiotherapists from the Northern Health Trust. During the year the school became the venue for BSL level 1 and 2 classes for parents of deaf children.

## 11. SECURITY OF PUPILS AND STAFF

- The exterior of the school is monitored by an extensive range of CCTV cameras.
- Access through all exterior doors is controlled by means of an electronic security mechanism.
- All visitors are asked to report to the school reception where their visit is recorded by means
  of a recently installed Vis-Ed computer system, they will receive a visitor's badge which they
  are required to wear for the duration of their visit.
- Classroom based staff are on supervision duty in the dining room, corridors and playground during the morning break, lunchtime and end of the school day.
- The building supervisor is on duty around the school during the day and will escort contractors as necessary.
- The school premises are made secure by the building supervisor / principal / responsible person in the evening and/or weekends.

We had an internet safety day in June and parents were given information sheets on sports day on how to keep their children safe when on-line.

#### 12. FINANCE

Jordanstown School operates a partially delegated budget which is delegated by the Education Authority North Eastern Region using the formula applied to all other special schools. The Board of Governors are furnished with a detailed transaction report as available from the Education Authority.

Throughout the year the school is fortunate to be in receipt of a small number of donations from organisations and individuals. Donations such as these enable us to enhance the provision available for the pupils through the purchase of additional educational resources and extra-curricular activities.

The Board of Governors wishes to thank all the members of the school community who have contributed to the school over the past year:

- The teachers for their dedication and hard work and for the personal interest they take in each pupil.
- The auxiliary and ancillary staff who contributed so much to the smooth running and friendly atmosphere in the school.
- The members of Jordanstown Together for their interest, support and hard work.
- The parents for their cooperation help and friendliness on which the school can always depend.
- The pupils for their enthusiastic response and willingness to cooperate with all of the school staff.

We would also like to thank our Trustees for their continued support over the last academic year and look forward to working with them over the coming year.