**PUBLICATION OF ANNUAL PARENT REPORT**

**2016-17**

The Chairman and members of the Board of Governors are pleased to present all parents/guardians of pupils currently enrolled in the school and all members of staff with the Annual Parents’ Report for the academic year 2016-2017.

The purpose of the report is to provide staff, parents/guardians with details regarding the Board of Governors, the Principal, the Education Authority (NER) and the Department of Education and their functions in relation to the school. Throughout each year, the school regularly communicates news, successes and events in the following ways: Schoolcomms; letters to parents; parent information and consultation sessions; Twitter and the School Website ([www.cambridgehouse.org.uk](http://www.cambridgehouse.org.uk)).

**BOARD OF GOVERNORS**

|  |  |  |  |
| --- | --- | --- | --- |
| EA (NER) Representatives | DENI Representatives | Parents’ Representatives | Teacher Governors |
| Mr W Coulter (Chair Finance)  Dr H Craig (resigned)  Mrs A McCandless  Mr D McCready (Chair Estates)  Mrs G McLaughlin  Mr S Wilson | Mrs J Brown (resigned)  Ms R Gray  Mrs D Harshaw | Mr P Frew (Chair Salaries)  Mrs D Jones (resigned)  Mrs M Thompson | Mr M Finlay  Mr M Glass |

Chair: Mrs M Thompson

Vice-Chair: Mrs D Harshaw

Mrs D E Lutton (Principal): Secretary to the Board of Governors

**FMS FINANCIAL YEAR 2016 2017**

|  |  |  |
| --- | --- | --- |
| **Annual Budget** | **3,691,665** | |
| **Description** | **Projected Expenditure** | **Actual Expenditure** |
| Staff Pay - Teaching | 2,597,757 | 2,585,352 |
| Staff Pay - Non Teaching | 386,200 | 396,940 |
| Staff - Other Costs | 15,100 | 15,695 |
| Premises, Fixed Plant & Grounds | 173,700 | 161,496 |
| Operating Costs | 488,883 | 395,087 |
| Non Capital Purchases | 2,000 | 882 |
| Re-allocation of Costs | 240 | 202 |
| Capital Expenditure | 20,000 | 28,295 |
| Income | 0 | 10,066 |

**GIFTS AND BEQUESTS**

There are historic bursaries held by the EA(NER) which are used for Awards Day.

**SCHOOL FUND**

This is used for curricular and extra curricular support which includescontributions to pupils involved in Music and Drama activities in school, Scripture Union, Careers, Mathematics, Literacy and transport for sport. The School Fund also supported a wide range of school trips and Theatre Visits, along with a range of subject trips. Many sports benefited from the School Fund – Athletics, Hockey, Tennis, Cricket, Football, Rugby, Golf, Show Jumping, Netball, Basket Ball, Badminton and Cross Country. (See Appendix 1)

**SAFETY AND SECURITY OF STAFF AND PUPILS**

The Board of Governors considers the security of all who work in and visit the school to be of paramount importance. The following security arrangements are in operation:

* A senior member of staff is on the premises from 8.30 am until 4.45 pm. Pupils are not permitted into school before 8.15 am or after 4.45 pm (unless supervised for an extra-curricular activity/event).
* All visitors to the school must report to the School Office and receive a visitor’s pass to wear.
* Supervisory Assistants, Senior Staff, Teaching Staff and Prefects supervise at daily break and/or lunch-times.
* Pupils on the premises after school must be with a teacher at a recognised extra-curricular activity, or may work in the Library Homework Club until 4.30 pm.
* A timed security locking system is in operation on main external doors of the building.
* The building is constantly being adapted to meet security advice of the PSNI and EA (NER).
* **Parents must not bring cars into the school grounds between 8.15 am and 4.00 pm, unless prior agreement with the Principal has been made or for the collection of a sick pupil.**
* Pupils are reminded not to bring valuables to school. The school does not accept any responsibility for these items where a pupil does so.
* Bus queues are supervised in the school grounds.
* We make clear an awareness of safety issues among pupils and staff. We subscribe to EA(NER) and Governors’ Health and Safety Policies.
* A Fire Drill is held once per term.
* CCTV is in operation in the school.

**SPECIAL EDUCATIONAL NEEDS**

The school has a Special Education Needs Policy which seeks to provide an education appropriate to the needs of all its pupils. Close co-operation with the EA personnel ensures that the special requirements of particular pupils are addressed.

The school has a designated SENCo (Special Educational Needs Co-ordinator). We currently support five pupils with a statement of special needs.

Ramps are provided at main entrances and there is a lift available in school.

**LINKS WITH THE COMMUNITY**

The following list of activities offers a brief overview of the numerous links the school has developed with the community:

* Consultation evenings with parents/guardians of each pupil are held on a year group basis. The average attendance was around 80%;
* Transfer Procedure Open Day in January was extremely well attended;
* School Carol Service in First Ballymena Presbyterian Church was open to the general public;
* School Musical was open to the general public;
* Local Primary Schools were invited to special Matinee performances of the School Musical;
* The School Choirs performed on numerous occasions including at St Ann’s Cathedral. They also participated in a range of competitions;
* Health and Social Care and Child Development students have established links within a range of care settings;
* The guest Speaker at Awards Day 2016 was Professor Mark Price, Pro- Vice Chancellor (School of Engineering ) Queens University Belfast;
* Young Enterprise Centre of Excellence for Entrepreneurship. Cambridge House has won many awards and accolade, including being North East Regional Winners and Northern Ireland Finalists in the Young Enterprise Programme;
* Cambridge House Grammar School is represented in the Castle and Towers Board of Young Enterprise Business Education Partnership;
* Civic Service;
* Business, Careers and Curricular links with NE Institute of Further Education;
* Rotary Club Young Leaders Competition;
* Ballymena Learning Together Partnership with curricular and community relations links within the Post Primary sector and local/national business organisations;
* Army Cadets (BLT schools included);
* Wreath laying at Ballymena Remembrance Service – Cambridge House Grammar School Army Cadets;
* CIS visits;
* Primary School links include Year 6 Taster days (June) and Sports Activities (July/August);
* Writers’ visits;
* Readathon;
* Theatre visits;
* School visits to Europe;
* Ballymena Council Youth Day;
* Year 11 Health and Wellbeing Fair;
* Ballymena Area Careers Fair;
* Close working partnerships with external statutory bodies;
* Rugby Development Group (Parents);
* Year 13 Work Experience;
* Belfast School of Performing Arts (weekly plus performances);

**CHARITY FUNDRAISING**

An amount in excess of £10,000 was raised for various charities some of which are listed below:

* British Legion;
* Friends for Romania;
* McMillan Cancer Support;
* Nepal;
* Samaritan Purse – Operation Christmas Child;
* Open Doors;
* Sports Relief;
* Children in Need
* Stop the Traffic.

**This report will be sent to parents:**

via Schoolcomms

Copies will be available for inspection or collection from school

***APPENDIX 1***

* Affiliation and entry fees for Swimming, Hockey, Athletics etc;
* Affiliation to the Institute of Physics;
* Band Music and Rehearsal Fees;
* BLT Buses (for pupils travelling to other sites to study GCSE/GCE subjects);
* Ballymena Music Festival entries (Singing and Speech);
* Hospitality – Awards Day, Honours Celebrations, Parents’ Consultation evenings;
* Love for Life (Personal Development – external speakers/internal events);
* Extra-curricular activities (fees for external coaching );
* Open Day expenses;
* Fitness Suite;
* Storytelling/Visiting Authors (Fees);
* Study Support (Amazing Brains workshops for Years 8);
* Stress Clinics (Exam Classes);
* External events e.g. Theatre Visits, Young Enterprise Competitions (Business), Science and Technology Competitions;
* Environmental Projects;
* Trophies, Medals, Gift Tokens for Awards Day, Honours Day, Sports Day;
* Prefect (Year 12 and 14) badges;
* School Council and House Captain badges;
* First Aid Training;
* P6 Taster Day expenses;
* Printing provision (Positive Behaviour Cards; Certificates);
* Art Materials – Play Resource Centre (extra provision for pupils);
* Duke of Edinburgh Award;
* Fieldwork for GCSE and GCE classes e.g. English, Geography, History, Media, Home Economics, Biology, Health and Social Care, RE;
* Extra Science consumables (practice sessions);
* Drama and Music events;
* UCAS Advisor Track (Sixth Form university information).