



## **Auchinleck Primary, Early Childhood Centre & Early Education Centre**

Dalsalloch Road, Auchinleck, KA18 2BU

Acting Head Teacher: Miss S Cleland

Direct Dial: 01290 420504/421260

e-mail: [sarah.cleland@eastayrshire.org.uk](mailto:sarah.cleland@eastayrshire.org.uk)

Website: <https://blogs.glowscotland.org.uk/ea/auchinleckprimaryschoolandecc/>

Auchinleck Primary School and Early Childhood Centre is situated within the village of Auchinleck, the Gaelic translation of which means 'field of flat stones'. As a traditionally hardworking, mining community, we aim to build on our firm foundation through working with families, developing skills for work and life and fostering an ethos of mutual respect.

Auchinleck Primary School and Early Childhood Centre is a non-denominational establishment which provides education for children from age 2 to 5 in the ECC and from Primary 1 to 7 in school. The school was built in 2000 and is open plan across 3 bases with separate gym and dinner hall. There are currently 9 classes and a nurture group. The ECC has 2 large playrooms and extensive outdoor environments.

The current roll is 180 children in the Primary School.



## Our Vision

Over the 2019-20 session we undertook a review of our school's vision, values and aims. Our self-evaluation of QI 1.3 Leadership of Change had highlighted that although we had a vision and a set of values and aims, our community didn't own them, they didn't permeate our everyday practice and we sought to change this.

Research was undertaken by the SLT in order to establish the most effective way to design and create a school vision, value set and aims that were concise enough to be embedded with impact across the school but that held our school community's views at heart.

We invited parents to join us in school to discuss what they wanted from the school for their children and what they valued as most important. They also voted online for the values they considered the most relevant.

We hosted group sessions for all of our staff across the ECC and school where we explored our own values, our common values and ultimately what we collectively wanted to aspire to promote within our school community.

We then split our children into their house groups where they were joined by staff assigned to each house and asked them to discuss and debate their common values and expectations of school life.

From these activities we found commonalities and designed our new vision, values and aims which we plan to unpick further and embed in our practice in 2021-22.



We celebrate success across the school year during assemblies and share with parents through Glow blogs and social media.

At Auchinleck Primary we ensure our young people learn and grow in the best possible environment through promotion of positive behaviour and by developing positive relationships through a restorative approach. We make use of our community to support children's learning both inside and out of school, including visits to local woodland, working with local businesses and participating in community events.

The children are involved in decision making within the school through Committees such as:

**The Pupil Council** which has representatives from each class. Our pupil council will meet on a 6 weekly basis or more regularly if required. Through this council members will have the opportunity to bring forward ideas and issues from their class. It is our intention this year to consult them on school development and performance.

Our house captains will meet on a regular basis to discuss issues as detailed above but also to ruminate school development and priorities.

As assemblies will not be taking place in light of the current circumstance surrounding the pandemic, we will seek to gain all children's perspectives through the class Pupil Council representatives and ask for consultation time to be factored into planning prior to pupil council meetings.

Regular classroom based learning conversations between class teachers and pupils

**Sports Scotland School Sport Award** – We have achieved our bronze and silver award and are working towards our gold award.

**Rights Respecting Schools** are working towards making sure that everyone's rights are recognised and respected.

**Dyslexia Friendly Schools Committee** have achieved their Silver Award and are working towards their Gold.

### **Parent Council and Parent/Carer Involvement**

The parent council regularly meet and advertise for new members. The council incorporates both the school and the ECC in order to create a whole school

camaraderie. The council are involved in issues such as fundraising however will be consulted in much the same way as we intend to consult our pupils using HGIOS 4. These meetings will take place online due to the current situation.

We will seek to increase the awareness amongst our parent group, of the purpose and benefits of the parent council in presenting and representing their thoughts, opinions and ideas.

We intend to increase our use of GLOW surveys this year as we find it to be an efficient and effective way to gather opinion.

Some useful information for parents/carers to find out more on education:

Parentzone - <https://education.gov.scot/parentzone>

## **Transitions**

To allow for a successful transition from Early Childhood Centre to Primary 1, and from Primary 7 to Secondary School, we have a number of planned arrangements.

Children from the ECC visit Base 1 for stay and play sessions, along with ELCPs, across their pre school year. More formal visits are arranged in term 4 and parents/carers are invited to attend a short information session, as well as having lunch with their child. Due to COVID-19 this was restricted to letter exchanges on the blog and a Transition Tea Party in the Primary 1 playground.

Our Primary 7 children will receive a number of experiences from Robert Burns Academy staff throughout the year. There are 3 transition days, where children visit the school and meet with staff. An enhanced transition is provided for children with SEBD. Due to COVID-19 this was restricted to a 2hr visit to the Campus and online presentations and discussions.

## **Contact Details**

### **Auchinleck Early Childhood Centre**

Dalsalloch Road  
Auchinleck  
East Ayrshire  
KA18 2BU  
Tel: 01290 421260

### **Robert Burns Academy**

Barony Campus  
Auchinleck Road  
Cumnock  
East Ayrshire  
KA18 1FQ  
Tel: 01290 427280

## **Support for children/young people and parents/carers**

### **Staffing**

Acting Head of Establishment Sarah Cleland  
Depute Head (substantive) Sarah Cleland

### **Our Teaching Staff are:**

L Douglas Primary 1  
E Ross  
E Hamilton Primary 2  
A Carmichael  
P Gill Primary 3  
S Geddes Primary 4  
N Hume Primary 5  
A Ferguson  
L Montgomery Primary 6  
H Roddy Primary 7  
E Thomson Base 3 Support Teacher  
P Robertson Pupil Support

### **Early Childhood Centre & Early Years Centre Staff are:**

S Strachan Deputy Manager  
K Mitchell Deputy Manager  
L Cowan Senior ELCP  
TBC Senior ELCP  
TBC EEL  
S Blackwood ELCP  
C Broughton ELCP  
A Dunsmore ELCP  
K Howe ELCP  
A Kettlewell ELCP  
C Lopez ELCP  
G McLean ELCP  
K McMillan ELCP  
K Montgomery ELCP  
C Morgan ELCP  
H Morrison ELCP  
C Swanson ELCP  
A Thomson ELCP

### **Classroom Assistants**

R Allan, M Bradford, C Brown,  
L Scott, K Wilson

### **Clerical Staff**

#### **Janitor**

T Bohan

#### **EAST Teacher**

T Shepherd and L Bain

#### **Educational Psychologist**

J McNelis

#### **Parent Council Chairperson**

H Gray

The School and Early Childhood Centre have a Facebook page which is updated regularly. If you are unsure about any events/information please contact the school office.

We encourage an open door policy where Parents/Carers are welcome to ask to speak to staff. If you require to speak to the Head of Establishment, please contact the school office on 01290 420504.

### **Additional Support for Learning**

Occasionally, a child may face difficulties preventing them from effective learning. We identify them as having additional support needs, which may be short term, or for their whole school journey.

Our Early Childhood Centres have a variety of procedures to assist in the early identification of children with additional support needs and planning will take place at the earliest possible stage.

Children and young people who have been identified as having additional support needs will be supported through a Child's Plan, Individual Learning Plan (ILP) or in some cases a Coordinated Support Plan (CSP).

You and your child will be fully involved in developing these plans at all stages.

Additional and more specific information on Additional Support Needs can be found at:

[www.east-ayrshire.gov.uk/EducationAndLearning/SupportForPupils/AdditionalSupportforLearning.aspx](http://www.east-ayrshire.gov.uk/EducationAndLearning/SupportForPupils/AdditionalSupportforLearning.aspx)

If you have any concerns regarding ASN provision for your child please speak to our ASN Co-ordinator, Sarah Cleland.

### **Behaviour and Anti-bullying**



In Auchinleck Primary School, we work hard to develop an ethos of mutual respect for ourselves and each other. To support this approach, staff are trained in facilitating restorative conversations and we have a group of children who are part of the "Restorasquad". This group are on hand during playtime and lunchtime to support children in the playground. We ask that Parents and Carers support us in this approach.

We want every child in East Ayrshire to grow up free from bullying behaviour and we're fully committed to making sure children and young people become confident individuals and responsible citizens.

We take bullying very seriously and work to prevent it.

Should an incidence of bullying occur, we will respond quickly and effectively. You can find more information on our Respectful Relationships Policy at:

<https://www.east-ayrshire.gov.uk/EducationAndLearning/SupportForPupils/Anti-Bullying.aspx>

### **The School Day and Year**

School starts 9.00am

Interval 10.45 – 11.00



Lunch 12.30 – 1.15pm

School finishes 3.00pm

### **CHANGES DUE TO COVID-19 GUIDELINES**

P1 & 2 pupils should be dropped off as near to 8.50am at their Base Gates. P2 should be picked up at 2.50pm on Dalsalloch Road with parents waiting on the roadside pavement and children on the inside pavement. P1 should be picked up from Base 1 playground.

All other classes should arrive as close to 9am as possible and will be dismissed at 3pm with P3, 4 & 5 leaving from the main gate and P6 & 7 from the nursery gate.

If your child is late they should still enter through the playground gates as staff will be watching out for them. There will be no entry to school through the main door.

Interval and lunch time are currently staggered to allow each base access to outside areas whilst remaining in their bubbles.

Parents/Carers are asked to follow the social distancing guidelines of staying 2m apart when dropping off/picking up children.

Term	Break	Detail / Attendance	Date
First	Mid Term	In-Service In-Service Pupils return Local Holiday Local Holiday Pupils return Close In-Service Pupils return Close 2.30pm	Tuesday 17 August 2021 Wednesday 18 August 2021 Thursday 19 August 2021 Friday 17 September 2021 Monday 20 September 2021 Tuesday 21 September 2021 Friday 8 October 2021 Monday 18 October 2021 Tuesday 19 October 2021 Wednesday 22 December 2021
Second	Mid Term	Re-open Close Local Holiday Local Holiday In-Service Pupils return Close 2.30pm	Thursday 6 January 2021 Thursday 10 February 2022 Friday 11 February 2022 Monday 14 February 2022 Tuesday 15 February 2022 Wednesday 16 February 2022 Friday 1 April 2022
Third		Re-open Local Holiday In-Service Local Holiday Pupils return Close 1.00pm	Tuesday 19 April 2022 Monday 2 May 2022 Thursday 5 May 2022 Monday 30 May 2022 Tuesday 31 May 2022 Wednesday 29 June 2022

## Attendance and Timekeeping



In Auchinleck Primary, we note attendance twice a day - morning and afternoon and texts are sent to parents/carers if their child is absent from school.

If your child is not going to be attending, please let us know by 9.15 am on the first day of absence, explaining the reason. When your child returns, please send them with a note, confirming the reason for absence.

Please ensure your child is in the school playground before 9.00am. Children will be marked late if they arrive after 9.00am and should enter through the main office door where they will be directed to class. Due to COVID-19 Restrictions children will be directed to their base gate where a member of staff will meet them and walk them to their classroom.



## Emergency Procedures/Medical Matters



If your child requires medicine to be administered during the school day, parents/carers must contact the school office where the necessary paperwork can be completed.

If your child feels unwell during class they should tell the class teacher/practitioner and, where necessary, a first aider will be called to attend. If we do need to send your child home, we will contact you to make arrangements.

Your child should not go home without permission and pupils who are being sent home due to illness must be picked up by a parent, or other responsible adult (eg. a relative). In the event of an accident or illness which requires referral to the local Medical Practice and/or to the Accident and Emergency Services, parents or the designated emergency contact will be informed.

## School uniform



### *Auchinleck Early Childhood Centre*

Children have the best fun when they are doing creative and activity-based work. We always try to make sure they wear aprons but it can be messy fun, so please dress your child in suitable clothing.

Please also make sure that your child has suitable outdoor clothing as outdoor learning takes place on a regular basis.

### *Auchinleck Primary School*

Uniform for the Primary School is black trousers/skirt, white shirt & tie or yellow/white polo shirt, black cardigan/sweatshirt. Our uniform is an important part of the school. It makes everyone the same and it is fantastic when the children are out in the wider community to show where they come from.

The ties, polo shirts, cardigans and sweatshirts are all available to purchase in a few local shops including Just Jeans - Auchinleck, Donsport - Cumnock and R&R Sports - Mauchline although the uniform is not exclusive to any of the retailers.

There are forms of dress and footwear which are unacceptable in school/centre such as clothes which:

- might encourage rivalry/offence (such as football colours, photos, wording)
- could cause health and safety difficulties (loose-fitting, dangling earrings)
- are made of flammable material (such as shell suits)
- might cause damage to flooring (high heels)
- carry advertising, particularly for alcohol, tobacco or drugs
- could be used to inflict damage on other pupils, or be used by others to do so

In addition, earrings or other body piercing jewellery should not be worn for any PE-related activity. However, your child will never be deprived of any educational benefit as a result of not conforming to the dress code.

### **Security and Visitors**



When visiting the school, Parents/Carers are asked to enter only through the main entrance, where a member of staff will meet you. You will be required to sign in to our visitor book and wear a visitor badge. This ensures the safeguarding of our pupils and staff. COVID-19 restrictions are currently in place regarding visitors.

### **Homework and Study**



Homework is currently provided using a digital platform, i.e. educationcity.com, sumdog.com, activelearnprimary.co.uk. Children are provided with a username and password for each of these resources. Activities are chosen by the teacher to further develop and consolidate learning taking place in class. The completion and correction of tasks is recorded online. On occasion, children may be asked to complete additional tasks or projects associated with their class learning. We encourage Parents/Carers to take an active approach to ensuring homework is completed.

### **Canteen Facilities**



The school canteen provides a tuck shop and selection of healthy lunches each day. Children can choose between a hot meal or sandwiches. Breakfast Club for the Primary School is 8am until 8.45 am with breakfast being served from 8.15 until 8.45am. This costs 90p per child and if you have more than one child it is 70p each. If your child receives Free School Meals the Breakfast Club will also be free. Breakfast Club is not available at present due to COVID-19 guidelines.

Primary 1 to 3 receive Free School Meals under the Scottish Government Initiative (this does not include Breakfast Club).

Auchinleck Primary uses ParentPay (new to the School in February 2017). You can pay for School Meals/Breakfast Club/Snack and Class Trips through this system. You can pay for items online or through Paypoint. If paying through Paypoint you must request a card to be ordered at the School Office. A temporary letter will be issued to assist.

## Complaints



If you have experienced a problem with a service or have a complaint to make, the quickest way to get it resolved is to talk to the school or head teacher. Our aim is to provide high quality services to the people we serve, but sometimes things can go wrong. If this happens, please tell us, so that we can put things right. Please contact the school office on 01290 420504.

- **Stage 1:** If the head teacher is unable to provide a satisfactory resolution to your enquiry or complaint, you can raise a formal complaint via the Council's Complaints Procedure. Your complaint will be reviewed by a manager within education and a response provided within five working days.
- **Stage 2:** If you are not satisfied with the response received, you can ask for a further review of your complaint by senior management and we will aim to respond within 20 working days.

If you have completed the Council's complaints process and you are still unhappy, you can ask the Scottish Public Services Ombudsman to look at your complaint. Further information is provided in the leaflet a **guide to making comments, suggestions and complaints** or on the Council website [www.east-ayrshire.gov.uk/complaints](http://www.east-ayrshire.gov.uk/complaints)

## Complaints about care

You have the right to contact the Care Inspectorate with any complaint that you have about an Early Childhood Centre and you can make a complaint:

- online at [www.careinspectorate.com](http://www.careinspectorate.com)
- by email [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)
- by phone on 0845 600 9527
- by letter, or by visiting any of their offices – a list is here: [www.careinspectorate.com/index.php/our-offices](http://www.careinspectorate.com/index.php/our-offices)

## Data Protection



East Ayrshire Council creates, collects and processes personal information about children and we are bound by the terms of the Data Protection Act 1998.

We collect information from children, their parents and guardians and we may also receive information from other sources, such as previous schools.

All information is stored securely and we do not share it apart from the circumstances described below, or where the law requires us to do so.

Under the Act, we are known as the *Data Controller* and the information we collect is needed for a number of reasons which include, but is not limited to:

- Monitoring and reporting on absence.
- Supporting teaching and learning.
- Monitoring and reporting on your child's progress.
- Providing appropriate care.
- Assessing how well your child's school/centre is doing.

The information we collect will also include details such as contact address or phone numbers and data such as ethnic group, additional support needs and any relevant medical information. Occasionally, we may make information available to other organisations, for example:

- To other schools/centres if you move away.

- To the Scottish Qualifications Authority for examination entries.
- To the Scottish Government and its agencies.

You can see the personal information we hold about you by making a Subject Access Request. A parent or guardian may make a request on behalf of children under 12.

To do this, please contact the Council's Freedom of Information Officer on 01563 576094, or email: [FreedomOfInformation@east-ayrshire.gov.uk](mailto:FreedomOfInformation@east-ayrshire.gov.uk)

A fee may be charged for this service.

## **The Curriculum**

Curriculum for Excellence is the name of the curriculum in Scotland for all children aged 3-18. It is a curriculum which is coherent and robust. It provides young people with the knowledge, skills and attributes needed for life, learning and work, both now and in the future. This broad, general education will enable our children to become successful learners, confident individuals, responsible citizens and effective contributors. There are 5 levels of learning within Curriculum for Excellence:

<b>Level</b>	<b>Stage</b>
Early	The pre-school years and Primary 1 or later for some.
First	To the end of Primary 4, but earlier or later for some.
Second	To the end of Primary 7, but earlier or later for some.
Third/Fourth	To the end of S3, but earlier or later for some.
Senior Phase	To the end of S6, but earlier or later for some.

To ensure Curriculum for Excellence is fully embedded, and our children have the best possible education, our staff plan learning and experiences which support the development of their skills across all 8 curricular areas. These are:

- Expressive arts
- Languages and literacy
- Health and wellbeing
- Mathematics and numeracy
- Religious and moral education
- Science
- Social studies
- Technologies

The core curriculum consists of Literacy, Numeracy and Health and Wellbeing. These permeate and underpin learning in all other curricular areas. Attainment and achievement in these areas are regularly assessed and reviewed by the school to ensure standards are maintained or improved. Our learning and teaching is planned using the experiences and outcomes of each curricular area, which describe the knowledge and skills our children are expected to develop. Learning often spans a number of curricular areas, particularly in the form of projects or topics. This interdisciplinary approach allows children to apply their learning in interesting and real-life contexts, both in and out of the classroom.

At Auchinleck, children are encouraged to be actively involved in their learning, making choices and decisions about what they learn and how they learn. To ensure learning is personalised to their needs, staff know children well and recognise and value all learning. Children are encouraged to share prior knowledge and current interests with staff and are consulted in a variety of ways, including discussions, observations and completion of tasks.

Learning is shared with Parents/Carers through social media and individual class blogs on Glow. Parents/Carers are informed of sensitive aspects of learning by letter, prior to lessons being delivered. Should you wish to discuss these matters, please contact the school office.

We work in collaboration with the other schools in the education group: Catrine, Drongan, Muirkirk, Mauchline, Ochiltree and Sorn.

### **Achievement and Improvement**

Auchinleck Primary pupils and staff are proud of all our achievements over the last session. We have been severely limited by COVID-19 restrictions this year but have managed to complete the following:

- Primary 7 completed a 4 week taster session of non-contact rugby delivered by Cumnock Rugby Club Development Coaches
- P6 & 7 completed leadership training sessions delivered by Active Schools Coaches
- P6 have completed their John Muir Award having participated in more than 25 hrs of outdoor learning
- P5, 6 & 7 took part in Strings lessons delivered by Heidi van der Swaagh, Youth Music Initiative
- P5 completed a 4 week taster session of football delivered by KFC Community Coaches
- Primary 3, 4 & 5 took part in several litter pick-ups as part of our community involvement

- P2 & 3 pupils took part in the Scottish Maritime Museum 'Ship to Shore' online learning programme
- 2 pupils from P7 took part in online meetings as members of the Children & Young Peoples Cabinet
- P7 girls led our Active Girls Day sports celebration for all girls in school

Copies of the School Improvement Plan and Standards and Quality Report can be obtained from the school office. These documents are also available on our school website.

### **Our Primary Priorities for 2021/2022 are.....**

#### **Health & Wellbeing**

- For ALL children to have improved outcomes in HWB using the EA HWB framework and tracking and monitoring tool to improve learning, teaching and assessment.
- For every child across the whole school to understand and use the language of our Vision, Values and Aims in every-day activities.
- For ALL children to recognise their own achievements and feel valued as a member of the school community.

#### **Raising Attainment for All**

- To ensure consistency of high quality learning and teaching in literacy and numeracy across all levels with a focus on pace, challenge and differentiation.
- To increase pupil engagement and motivation in literacy and numeracy across all levels.
- To meet the NIF stretch aims in reading, writing and numeracy in P1, 4 & 7
- All children (100%) who are off track or at risk of going off track in their learning will have appropriately differentiated work and/or additional support within the class setting to ensure they are making progress.

#### **Assessment**

- To ensure our assessment processes are robust, involve children and provide them with clear next steps.
- To ensure children receive high quality feedback

#### **Developing the Young Workforce**

- Increased opportunities to link learning to the world of work and skills for life.

### **Our ECC Priorities for 2021/2022 are.....**

## **Health & Wellbeing**

- As we return to the Centre during the pandemic we will prioritise the emotional, mental and physical wellbeing of children, practitioners and parents.

## **Literacy**

- To deliver a consistent, high level approach to literacy experiences.
- Children's speech, language and communication skills will be enhanced and developed through high quality learning experiences and target support by Communication Champions.

## **Numeracy**

- To provide a numeracy rich environment to ensure challenge for all learners.

## **Reporting**

A report card is issued once each year, which outlines progress across the curriculum. Following this, the school will offer you an appointment time so that you can visit in person to discuss your child's learning and progress and to discuss next steps with the class teacher.

Base 1 soft finish time also allows for Parents/Carers to talk to staff and for information to be shared.

Should you wish to speak to any of our staff about a particular issue, please contact the school office for an appointment.

## **Further Information**

Should you require any further information, please contact:

Auchinleck Primary and Early Childhood Centre  
Dalsalloch Road,  
Auchinleck,  
KA18 2BU  
(01290) 420504  
e-mail: [jacqueline.hanlon@east-ayrshire.gov.uk](mailto:jacqueline.hanlon@east-ayrshire.gov.uk)

## **Useful websites:**

<https://blogs.glowscotland.org.uk/ea/auchinleckprimaryschoolandecc/>

<https://www.east-ayrshire.gov.uk/Resources/PDF/E/Education-Service-Improvement-Plan.pdf>

<https://education.gov.scot/>

<https://education.gov.scot/parentzone>

<https://www.east-ayrshire.gov.uk/EducationAndLearning/EducationAndLearning.aspx>

<http://www.careinspectorate.com/>