James Hamilton Primary & Early Childhood Centre, Sgoil na Coille, Nuaidh and
Sgoil-araich na Coille Nuaidh

William McIlvanney Campus

Sutherland Drive

Kilmarnock

KA3 7DF

<table>
<thead>
<tr>
<th>Telephone No:</th>
<th>(Primary &amp; Gaelic): 01563 558505</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Early Years: 01563 558508</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:diane.wright@east-ayrshire.gov.uk">diane.wright@east-ayrshire.gov.uk</a></td>
</tr>
<tr>
<td>Twitter:</td>
<td></td>
</tr>
<tr>
<td>School App:</td>
<td>Available on appropriate mobile devices</td>
</tr>
<tr>
<td>Denominational Status (if any):</td>
<td>Non – denominational</td>
</tr>
<tr>
<td></td>
<td>Co - educational</td>
</tr>
<tr>
<td></td>
<td>The school caters for both girls and boys</td>
</tr>
<tr>
<td>School Roll:</td>
<td>Current Roll: 283 + 33 Gaelic &amp; 12 Early Childhood Centre</td>
</tr>
<tr>
<td></td>
<td>Planning Capacity: 459</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.east-ayrshire.gov.uk/schoolhandbooks">www.east-ayrshire.gov.uk/schoolhandbooks</a></td>
</tr>
</tbody>
</table>
Welcome to James Hamilton Primary,

Sgoil na Coille Nuaidh and
Sgoil-araich na Coille Nuaidh

We hope that you and your child will find a warm welcome at James Hamilton Primary, Sgoil na Coille, Nuaidh and Sgoil-araich na Coille Nuaidh. We look forward to meeting you and your child, and to providing a welcoming, safe and secure learning environment wherein your child may develop to his / her full potential through a well-balanced, structured curriculum and in an ethos of achievement.

At James Hamilton Primary, Sgoil na Coille, Nuaidh and Sgoil-araich na Coille Nuaidh we believe in nurturing a “can do” approach to learning.

Yours sincerely,

Diane Wright
Head Teacher

At James Hamilton Primary, Sgoil na Coille, Nuaidh and Sgoil-araich na Coille Nuaidh we aim to: -
Vision

To have a happy, nurturing and inclusive school community, where everyone is valued, shows respect and strives to be the best that they can be.

Values

Respected
Included     Achieving
Nurturing    Happy
School Ethos

At James Hamilton Primary, Sgoil na Coille, Nuaidh and Sgoil-araich na Coille Nuaidh there is a positive ethos which is built around the school’s vision, values, and aims. Every member of the school community brings their individual talents and expertise, which strengthens the team spirit. The children are polite and courteous, and a high standard of behaviour is expected from every child. Each child is treated fairly and the relationships between pupils and staff are built on mutual trust and respect. There is an effective Promoting Positive Behaviour Programme in place. Children also record and track their wider achievements, which are a valuable part of their learning and development. The school has close links with St Kentigern’s Church and Elim Hall. Parents can exercise their right to extract their child from any religious observance. This should be arranged by contacting the Head Teacher.
* Please note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which classes are organised.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Current Roll</th>
<th>Stage</th>
<th>Current Roll</th>
<th>Stage</th>
<th>Current Roll</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>57</td>
<td>P5</td>
<td>53</td>
<td>Gaelic ECC</td>
<td>10</td>
</tr>
<tr>
<td>P2</td>
<td>45</td>
<td>P6</td>
<td>53</td>
<td>Gaelic P1-3</td>
<td>15</td>
</tr>
<tr>
<td>P3</td>
<td>55</td>
<td>P7</td>
<td>64</td>
<td>Gaelic P4-7</td>
<td>18</td>
</tr>
<tr>
<td>P4</td>
<td>56</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Built and opened in April 2018, James Hamilton Primary and Early Childhood Centre is part of the William McIlvanney Campus. This 3-18 Campus serves the Dean and New Farm area of Kilmarnock as well as having children registered with us by placing requests. The present roll is 383 of which are 21 placing requests.

East Ayrshire Gaelic provision is also located within the William McIlvanney Campus. Sgoil na Colli Nuaidh have 33 pupils registered to attend and there are 10 children attending the Gaelic Early Childhood Centre, Sgoil – àraich na Coille Nuaidh.

The Gaelic Early Childhood Centre currently operates morning sessions only, extending hours by August 2020. Primary 1-3 pupils attending Sgoil na Coille Nuaidh experience full Gaelic language immersion throughout their learning. This changes across P4-7 where English is introduced through the medium of Gaelic.

The Primary and Early Childhood centre are located on the Ground and First Floor levels. The building is bright, modern and has excellent information technology throughout. As James Hamilton Primary School is part of a 3-18 Campus we share a number of facilities with Kilmarnock Academy: Gym Hall, Dance Studio, Atrium Hall, Dining Facilities and outside space. The outside space is still under development but we now have shared use of the astro-turf pitches.

**School Hours:**

09.00 – 10.30
10.25 – 10.40 P1-3 interval
10.45 – 11.00 P4-7 interval
12.15 – 13.00 Lunch break
13.00 – 15.00

**Early Childhood Centre:**

Sessions offered in our Early Childhood Centre are:-

8am-12:45pm 1:15pm-6pm
9am-12.30pm 9am-3pm
We are continuing to pilot the extended hours during session 2019/20 and these hours/sessions may be revised next session.

Should you wish to comment on or make a complaint about any aspect of provision made by the establishment, you should contact the establishment in the first instance. Our aim is to resolve as many complaints as possible at the first point of contact.

You have the right to contact the Care Inspectorate with any complaint that you have about an early childhood centre. Please see part 2 of the handbook for further information.

**School Enrolment:**

Enrolment takes place annually in January when details are given in the local press. Prospective parents are welcome to visit the school, prior to this. Children who reach the age of 5 years before 1st March of the following year are eligible for enrolment for the primary class beginning in August each year. Children who live in the catchment area of a particular school require to enrol at that school when they will be informed of their right to make a placing request to another school of their choice and will be informed of the conditions pertaining to this.

**Making Contact**

The school reception can be contacted by telephone between 8.30am and 4.00 pm each day. Out with these times and at busy periods the school has an answering machine. All messages will be actioned timeously. If a parent or carer has a matter they wish to discuss with the class teacher, they should contact the Head Teacher or Depute Head Teacher initially who will make the necessary arrangements. If a parent or carer has a complaint they should request a meeting with the Head Teacher or Depute Head Teacher in the first instance. If after this meeting the matter is unresolved, parents and carers are requested to complete a complaint form which will be forwarded to Head-quarters.

We hope that with open and honest communication any complaints can be resolved at school level.

**School Meals Service**

The Schools (Health Promotion and Nutrition) Act 2007 sets out in detail the National Nutritional Food Standards. School Meals in East Ayrshire offer nutritionally balanced well-presented food in an
environment that is sensitive to the needs of pupils. It offers a good lunchtime experience with an important break in the day away from the classroom, while still being in the safety of the school.

**Early Childhood Centre – Snack**

Children attending the Early Childhood Centre will be offered a healthy snack. The menu will be posted in the Early Childhood Centre and will cater for any dietary requirements.

**Breakfast Club**

There is a Breakfast Club which operates across the school session. There is also a tuck shop which operates daily at break time in the Dining Hall. This is operated by On-Site Services. We have a Breakfast Club which runs from 8.15 – 8.50 a.m. daily. The breakfast club is supervised and provides good value for money. (£0.90 per day).

Menu
- Choice of Cereal
- Fruit Juice
- Toast
- Yogurts
- Fruit

**Breakfast Club**

Children who are in receipt of free school meals also qualify for a free breakfast. The Breakfast Club is staffed by our Support Staff.

Pupils can also purchase individual items.
The protection of all children within the Primary School and Early Childhood Centre is of paramount importance. All visitors must sign in at the Main Reception where they will be issued with a Visitor’s Badge. Visitors will be escorted in the premises. Linking doors are alarmed to ensure the school site is secure. The gym hall also benefits from a controlled entry for the safety of pupils and staff. All children are supervised in the playground area by Classroom Assistants and Janitors. The main playground area is enclosed with a fence.

If a child has an appointment during the school day, they must be collected from the school office by an adult. Under no circumstances will they be released from school unaccompanied.

If your child is absent from school parents and carers are requested to telephone the school on 01563-558505 before 9:00a.m. If your child is absent from school with no notification, you will receive a text message asking you to contact the school as soon as possible.
<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers (In Service)</td>
<td>Friday</td>
<td>16 August 2019</td>
</tr>
<tr>
<td>Pupils return</td>
<td>Monday</td>
<td>19 August 2019</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Friday</td>
<td>20 September 2019</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Monday</td>
<td>23 September 2019</td>
</tr>
<tr>
<td>Close</td>
<td>Friday</td>
<td>11 October 2019</td>
</tr>
<tr>
<td>Pupils return</td>
<td>Monday</td>
<td>21 October 2019</td>
</tr>
<tr>
<td>Close</td>
<td>Friday</td>
<td>20 December 2019</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday</td>
<td>6 January 2020</td>
</tr>
<tr>
<td>Close</td>
<td>Thursday</td>
<td>6 February 2020</td>
</tr>
<tr>
<td>Teacher (In Service)</td>
<td>Tuesday</td>
<td>11 February 2020</td>
</tr>
<tr>
<td>Teacher (In Service)</td>
<td>Wednesday</td>
<td>12 February 2020</td>
</tr>
<tr>
<td>Pupils return</td>
<td>Thursday</td>
<td>13 February 2020</td>
</tr>
<tr>
<td>Close</td>
<td>Friday</td>
<td>3 April 2020</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday</td>
<td>20 April 2020</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Monday</td>
<td>4 May 2020</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Monday</td>
<td>25 May 2020</td>
</tr>
<tr>
<td>Teacher (In Service)</td>
<td>Tuesday</td>
<td>26 May 2020</td>
</tr>
<tr>
<td>Pupil Return</td>
<td>Wednesday</td>
<td>27 May 2020</td>
</tr>
<tr>
<td>Close</td>
<td>Friday</td>
<td>26 June 2020</td>
</tr>
</tbody>
</table>
Head Teacher  Mrs D Wright
Depute Head Teachers  Mrs L Abercrombie  
                        Mrs L Stewart
Principal Teachers  Mrs J Baldie 
                        Mrs J Fulton 
                        Mrs Z MacLeod (Acting) 
                        Mr J McCracken 
                        Mrs L Paul (Acting)

Teaching Staff

<table>
<thead>
<tr>
<th></th>
<th>Class</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Primary 1a</td>
<td>Miss Paul</td>
</tr>
<tr>
<td>2</td>
<td>Primary 1b</td>
<td>Miss Walker</td>
</tr>
<tr>
<td>3</td>
<td>Primary 1/2</td>
<td>Mrs Mair/Mrs Nimbley</td>
</tr>
<tr>
<td>4</td>
<td>Primary 2</td>
<td>Ms Maciver</td>
</tr>
<tr>
<td>5</td>
<td>Primary 3a</td>
<td>Miss Baldie</td>
</tr>
<tr>
<td>6</td>
<td>Primary 3b</td>
<td>NQT Miss Porter</td>
</tr>
<tr>
<td>7</td>
<td>Primary 4a</td>
<td>Mrs Allan</td>
</tr>
<tr>
<td>8</td>
<td>Primary 4b</td>
<td>Mrs Killoch</td>
</tr>
<tr>
<td>9</td>
<td>Primary 4/5</td>
<td>Miss Gorry</td>
</tr>
<tr>
<td>10</td>
<td>Primary 5a</td>
<td>Ms Hodgson</td>
</tr>
<tr>
<td>11</td>
<td>Primary 5b</td>
<td>Mr McCracken</td>
</tr>
<tr>
<td>12</td>
<td>Primary 5c</td>
<td>Mrs Fulton</td>
</tr>
<tr>
<td>13</td>
<td>Primary 6a</td>
<td>Mrs Wilson / Mrs Espie</td>
</tr>
<tr>
<td>14</td>
<td>Primary 6b</td>
<td>Miss Leslie</td>
</tr>
<tr>
<td>15</td>
<td>Primary 7a</td>
<td>Mrs Kelly</td>
</tr>
<tr>
<td>16</td>
<td>Primary 7b</td>
<td>Mrs MacDonald</td>
</tr>
<tr>
<td>17</td>
<td>Primary 1-3</td>
<td>Miss Easton</td>
</tr>
<tr>
<td>18</td>
<td>Primary 4-7</td>
<td>Miss McLean</td>
</tr>
</tbody>
</table>
Sgoil-araich na Coille Nuaidh  Mrs Z MacLeod/Mrs M Farren  ECC

Clerical  Post to be filled  (Senior Clerical Assistant)
          Mrs F Barnie  (Clerical Assistant)

Classroom Assistants  Mrs F Barnie
                      Mrs F Brown
                      Mrs A Bryson
                      Mrs F Fitzgerald
                      Mrs S Fulton
                      Mrs I Kirkland
                      Mrs R Sockell

Breakfast Club Staff  Mrs S Fulton
                      Mrs R Sockell

James Hamilton ECC

Miss Julie Clelland – Head of Centre
Miss Lynn Kerr - Early Learning and Childcare Graduate
Miss Emma Murdoch - Senior Early Learning & Childcare Practitioner
Miss Julie Clelland - Senior Early Learning & Childcare Practitioner
(Currently Seconded to Netherthird ECC as Acting Depute Manager)
Miss Haley Owens - Acting Senior Early Learning & Childcare Practitioner
Miss Veronica Reilly - Clerical Assistant
Mrs Tracy Murray - Early Learning & Childcare Practitioner
Mrs Louise Murphy - Early Learning & Childcare Practitioner
Mrs Krysty Handy - Early Learning & Childcare Practitioner
Miss Anne Dempster - Early Learning & Childcare Practitioner
Ms Christine Basnett - Early Learning & Childcare Practitioner
Miss Gemma Richmond - Early Learning & Childcare Practitioner
Miss Stefanie Wilson - Early Learning & Childcare Practitioner
Mrs Ashley Smith - Early Learning & Childcare Practitioner
Miss Aimee Anderson - Early Learning & Childcare Practitioner
Miss Natalie Dinning - Early Learning & Childcare Practitioner
Miss Rebecca Fanning - Early Learning & Childcare Practitioner
Miss Leonna King - Early Learning & Childcare Practitioner
Miss Lauren Russell - Early Learning & Childcare Practitioner
Miss Taylor Knox - Early Learning & Childcare Practitioner

Janitors  Mrs D McAughtrie (Senior Janitor)

Cleaning Supervisor  Mrs Elaine Rae

Senior Catering Manager  Ms Gillian Neil
Improvement Plan Priorities 2019-20

Our main priorities this session are:

1. **LITERACY: - To improve outcomes in literacy for all pupils**
   - Literacy working group to attend substantial training in active literacy approaches (Year 1)
   - Coaching, modelling, mentoring and co-op teaching to support implementation and raise attainment in literacy
   - Family Literacies programme – to work with 10 families
   - Dyslexia Friendly Schools - progress towards next award
   - Tapestry Training – focus on methodology and good practice

2. **NUMERACY: - To improve outcomes in numeracy for all pupils**
   - Numeracy Working Group attend substantial training in active numeracy approaches (Year 2)
   - Coaching, modelling, mentoring and co-op teaching to support implementation and raise attainment in numeracy
   - Number Talks – Hold parental information session have opportunity to see Number Talks in action
   - Tapestry Training – focus on methodology and good practice

2. **HEALTH & WELLBEING:**
   - Rights Respecting Schools – progress towards next award
   - Full implementation of EA Progression Framework for HWB
   - Awareness raising around “Improve gender Balance Equalities” (IGBE)
   - Respect Me anti bullying project – joint project across Kilmarnock Education Group

A report on the school’s performance is available in the annual Standards and Quality Report/Improvement Report which is posted on the school website.

https://blogs.glowscotland.org.uk/ea/newfarmprimayschool/

The school continually strives to improve the pupil’s attainment in Health and Wellbeing, Numeracy and Literacy.

Parents are consulted through the Parent Council when setting the Improvement Priorities for the School and Early Childhood Centre.
- Hillbank Early Childhood Centre
  North West Kilmarnock Area Centre
  Western Road
  Kilmarnock
  KA3 1NQ

  01563 521064

- Flowerbank Early Childhood Centre
  30 North Hamilton Street
  Kilmarnock
  KA1 2QJ

  01563 522722
At the Primary School and Early Childhood Centre our curriculum structure has been agreed in consultation with all stakeholders. Every child has access to a broad balanced general education from Primary 1 – Primary 7. This includes Literacy, Numeracy, Health & Wellbeing, Social Subjects, Technologies, Religious Education and Expressive Arts. These can be taught in discreet subjects or are more commonly taught as part of inter-disciplinary studies. There is no set pattern to the school year in terms of subjects taught, but the balance across the curriculum is monitored closely by the Senior Management Team. In Primary 7 all pupils are offered the opportunity to participate in a Residential Visit. In 2019 this was at Inverclyde Outdoor Centre. All pupils are encouraged to develop key skills for learning life and work. This is encouraged through enterprising activities. In Primary 7, pupils have the opportunity to participate in a Careers Event where local employees and business in partnership with the college present information and workshops related to their workplace or learning institution. All pupils are given the opportunity to take their learning and development into the community. This includes visits and performances. Pupils are encouraged to choose aspects of what they learn through re-topic assessments and the setting of individual targets. Pupils work with their peers and class teacher to plan interdisciplinary learning topics using an initial key questions approach. This is consistent throughout the school. Parents are issued with term outlines to signpost the main aspect of their child’s learning each term. This is included in the school website alongside a pupil gallery for each stage. The school is fully committed to implementing A Curriculum for Excellence. All curricular areas are taught in each stage and staff have a full understanding of the underpinning policies and practices. The attainment of each child is measured using clear assessment procedures and is built on the professional judgement of staff.

Parents are informed when any sensitive aspects of learning such as sexual health and relationships and parenthood are being discussed with their child’s class. If a parent wishes to withdraw their child from any religious observance activity, this can be accommodated by contacting the Head Teacher where alternative provision will be made.
Outdoor Learning

All children and young people will have regular opportunity to learn outdoors both in the school grounds and in the local community. Parents will consent to this regular localised outdoor learning once at the beginning of session, with medical and emergency contacts being requested. Thereafter parents will be notified of the venues and dates of off site visits, in order that pupils come adequately prepared. However it is the parents’ responsibility to inform the school if emergency contacts or medical conditions change or they don’t wish their child to participate in a visit.

At the Primary School every child is offered a broad, balanced progressive curriculum in all curricular areas. There is depth to the learning while incorporating personalisation and choice.

In Literacy the school supports the teaching and learning through novel studies, Literacy World and Oxford Reading Tree. In Primary 4 and 5 the PIRLs materials are also incorporated. Every pupil is given the opportunity to expand and develop their skills in reading, writing talking and listening. The Writing Programme is based on the Big Writing approach where the children focus on vocabulary, connectives, openers and punctuation and they learn to improve their writing by up levelling. This is a consistent approach across the school.

In Numeracy the teaching and learning is supported through the use of Heinemann materials, Tee Jay Mathematics and EdPax interactive software. There has been a focus on Number Talks this session, which develops mental strategies.

The pupils are also learning through real life situations and challenges.

Inter-disciplinary learning is embedded at every stage across the school. There is an outline programme for Social Subjects which can be adapted to meet the needs of classes or individuals.

The school has a well developed Science programme and this is taught from Early Childhood Centre to Primary 7. The Primary School and Early Childhood Centre prides itself on the quality productions that
incorporate all expressive arts disciplines. To encourage the basic skills the teaching and learning is supported through the use of ABC Music, Borders PE Programme, Drama and Dance.

**Homework and its importance**

The school firmly believes in the importance of regular, effective homework. It is regarded as a normal, not extra, part of school work.

There are several reasons:

* to consolidate the skills learned in class and provide a basis for following lessons
* to extend classwork by applying skills learned in class to new situations
* to encourage pupils to foster independent learning habits
* to develop language and numeracy skills
* to influence attitudes to school work by including activities which are enjoyable
* to improve the liaison between home and school

**WHAT MAKES GOOD HOMEWORK?**

For pupils a good piece of homework is one which has been:

* given your full attention
* done to the best of your ability
* checked for careless errors
* redrafted if necessary
* well presented
* handed in on time
* illustrated where appropriate
* beneficial to you
* successful in making you think about your work
What is the teacher’s role in homework?

* to prepare homework that is appropriate to the pupils
* to ensure homework is worthwhile
* to assess and mark homework constructively
* to communicate with parents

What is the parent’s role in homework?

* to set aside a regular time and space
* to talk to your child about his/her home and school work
* encourage your child to use a variety of resources, including the local library
* contacting the school in the case of any concerns about your child’s progress

Physical Education

Physical education is a very important part of the curriculum. Every child is timetabled for at least two hours physical activity per week. The school gym hall is situated in a separate block to the rear of the school campus. All children should have a change of appropriate gym shoes, shorts and a t-shirt for P.E. lessons. Information relating to the timetabled sessions for each class is issued in August.

All jewellery must be removed for PE. If a child has their ears pierced during a school session for the first six weeks it is a parent’s responsibility to tape over the earrings. After the six weeks, all earrings must be removed. School staff will not remove jewellery or tape over it. They are available to assist the children.

Spiritual, Social, Moral and Cultural Values

At the Primary School we respect the development of a pupil’s spiritual, moral and cultural values. As part of the curriculum the children participate in religious education, which endeavours to provide them with information relating to Christianity and Other World Religions to allow the children to make informed choices. We enjoy visits by our School Chaplain and Elim Hall several times a session. At any time parents can exercise their right to withdraw their child from these activities. This can be arranged by contacting the Head Teacher.
Parents from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on not more than 3 occasions in any one school session and the pupil noted as an authorised absentee in the register.

Throughout the pupils’ career in school, teachers are continually assessing their understanding and performance. This monitoring is designed to indicate both the pupils’ progress and the effectiveness of the teaching methods. The teachers will use these assessments to modify their teaching for the benefit of the pupils and to allow a meaningful discussion with parents. Formative Assessment is carried out in many ways from P.1 to P.7. Teachers employ many skills in this area - observation, assessment through forward planning, record-keeping, simple marking strategies, individual work folders, and unit tests. Full use is made of assessment materials allied to language and mathematics programmes. All pupils are encouraged to assess their own work in all areas of the curriculum.

Teachers are constantly monitoring children’s progress as they go about their day to day work. There is now more emphasis on self assessment and peer assessment with pupils being encouraged to set targets for their work.

Children who may have additional support needs, or who require a Co-ordinated Support plan will be assessed in a way suitable to their individual requirements. Further information is available from the Head Teacher or Additional Support Needs Co-ordinator (DHT).

Our detailed annual pupil report is sent out to parents during term 3. This allows parents to see how much progress their child has made across the school year. Copies of all reports are retained in the school for eventual transfer to Secondary school.

The Annual Report outlines your child’s progress in all curricular areas and the development of the key skills in the four capacities of A Curriculum for Excellence.

Parents are issued with information relating to what their child will be learning each term. All key information is also posted on the school website.
The school will send out key information in monthly newsletters or by text message.

Term 1 Open Evening
Term 2 Parent Information Session

Term 3 Full Progress Report
Term 4 Individual Parent/Teacher Consultation

If any parent has a concern or query at any other time they should contact the school office and make an appointment to speak to Mrs Wright, Mrs Stewart or Mrs Abercrombie who will be happy to meet with them.

Early Childhood Centre

A transition profile for every child is passed on to Primary One:

This profile shows a progression in learning, through tracking and assessment procedures, of the individual's significant learning achievements in Maths, Language, Health and Wellbeing, Other Curricular Areas and the Wider Achievement. Evidence is recorded in profiles, to meet the Learning Outcomes and Success Criteria, in the form of pupil's work, photographs or quotes from the pupils. Individual next steps and targets are set in the areas of Maths, Language and Health and Wellbeing.
The establishment has a range of policies and procedures which are available for parents to read.

All policies and procedures are carefully considered and developed. These include Promoting Positive Behaviour and Systems to recognise and maintain good behaviour and school rules. Policies and procedures need the commitment of all staff, pupils and importantly parents.

A full list of policies are available to view at the school office.

**Promoting Positive Behaviour**

The relationship between pupils and teacher is similar to that between the child and his/her own parents requiring mutual consideration on both sides.

We are committed to promoting positive behaviour at James Hamilton Primary School, Sgoil na Coille Nuaidh and Early Childhood Centre.

Behaviour management is seen to be the joint responsibility of all staff and extends to include a partnership with parents.

We prefer to notify parents at the early stages of any difficulty. We particularly appreciate and value the co-operation of parents.

For an organisation such as a school to function efficiently and provide a safe, hardworking environment, a framework of rules must exist and be observed. These rules are fully explained to the children.

There is a consistent approach to promoting positive behaviour used across the School and Early Childhood Centre. This is based on the 1,2,3 Magic Programme, nurture principles and restorative conversations.
We also believe that carrots work better than sticks. Children are praised when they are seen to be working hard and behaving well. A range of rewards are used and these are awarded for effort, enthusiasm, behaviour and work.

The pupils take great pride in being Star Pupil of the Week, Star Writer and Head Teacher’s Award winners. The children enjoy these accolades at assembly times. Positive reinforcement really works! The good relationship which exists between home and school, and between staff and pupils, engenders the desire in the pupils to behave in a civilised and acceptable manner.
All schools and Early Childhood Centres have a variety of procedures to assist in the early identification of children and young people with additional support needs. Identification and support 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 an Action Plan (AP), Individual Education Plan (IEP) or in some cases a Coordinated Support Plan. In line with legislation, parents/carers/children and young people will be fully consulted at all stages.

Mrs McCrindle provides additional support for learning from the East Ayrshire Support Team for 7 hours per week. This is allocated on a needs basis. Further specialised support can be accessed if and when required. The Depute Head Teacher works closely with Class Teachers, pupils and parents to ensure additional support is assessed and allocated carefully.

Advice and support may be sought from other appropriate staff within the school and through consultancy with visiting professionals, including the educational psychologist.

The educational psychologist visits the school regularly to work with and, through the staff, to best support children and young people who are experiencing barriers to learning. Their role is often in giving advice to the school and in the sharing of expertise with staff. School staff may discuss the support needs of individual children with the psychologist in order to ensure that support plans are appropriate to the individual needs of the child. However, the psychologist would not observe or meet with a child without the prior consent of the parents.

The school is responsible for ensuring that parents are aware of their procedures and the psychologist’s role within them. The school is also responsible for seeking parental approval, when necessary, for the psychologist to be directly involved with a child or young person.
During the summer term, parents of children about to enter P.1 in August will be invited to the school for several visits. For the child, this is an opportunity to meet new classmates and the teacher, and to experience some school activities. This is also a chance for parents to meet each other and some of the staff. School routines and arrangements will be explained and questions answered. The parents/carers will be issued with information packs.

Parents who are seeking a place in the school for their children at any stage can arrange a visit to view the school and ask any questions they may have by making an appointment, either by post, by telephone or by email, with the Head Teacher.

Pupils are normally transferred between the ages of 11.5 and 12.5 so that they will have the opportunity to complete at least four years of secondary education.

*Parents will be informed of the arrangement no later than December of the year preceding the date of transfer at the start of the new session.*

The children of the Primary normally transfer to:

KILMARNOCK ACADEMY,
SUTHERLAND DRIVE,
KILMARNOCK.
KA3 7DF
tel. 01563 558500

While parents have the right to enrol their children at a secondary school of their choice within the regulation governing placing requests, it should be borne in mind that close liaison arrangements exist between James Hamilton P.S./Sgoil na Coille Nuaidh and Kilmarnock Academy.

As we are part of the same campus, the transition is much very easy. A programme of events is planned before transfer, to help familiarise the pupils with the Secondary school layout and time-tabling.

These arrangements ensure as smooth a transition as possible for the children and that their education will be a continuous process from primary into secondary.
The Depute Head responsible for S1 meets regularly with primary 7 staff to ensure everyone’s needs are met.

Children with additional support needs have their needs met through the extensive liaison process.

**Parental involvement**

As a parent of a child in attendance at the school, you are automatically part of the Parent Forum of the school. The membership of the Parent Forum is made up of all parents who have a child at the school. The Parent Forum can decide to form a smaller body called the Parent Council. The Parent Council is a group of parents selected by members of the Parent Forum to represent them. The Parent Council meets 6 times throughout the session. The Fundraisers’ Group meets as and when required to organise and support school events and consists of staff members and parents.

The flexibility allows parents to choose a Parent Council which reflects the Primary and Early Childhood Centre and hopefully it will encourage parents to become involved and engaged with their child’s education.

The Head Teacher provides advice and consults with the Parent Council on a regular basis.

**Parent Council Members**

Chairperson - Ms Laura McChristie  
Email: - wmcilvanneyparentcouncil@gmail.com  
Vice Chairperson - Margaret Black  
Clerk to Board - Bernadette Finnie

The school endeavours to maintain a close relationship with parents. For this reason, parents are encouraged to visit the school at any time to discuss their children.

It is helpful if parents contact the school to arrange an appointment to discuss any matters at length. Parents’ Conferences will be held twice yearly. We have an opportunity in October/November for parents to come along to an informal evening to look at their child’s work and chat to the teachers. In
the spring or summer term, parents are given the opportunity to choose whether they want an earlier, or later, appointment in the evening to have an individual meeting with the class teacher.

In the past, parents have been active in the raising of funds and have been willing to assist in extra-curricular activities. We hope that this enthusiasm will continue. To help make use of the many skills parents have, we have extended this partnership to include parental help within the classroom on a voluntary basis. We have extended the parental help into a structured activity programme in P.1-3, including a literacy time where parents and children read and play games together. The parents and teachers work alongside each other to provide a wide variety of experiences for the pupils. It is the aim of the school to promote this throughout the school.

It is important to stress that parents are welcome to contact the school at all times, and interviews can be arranged simply by contacting the school and agreeing a suitable mutual time. Please make arrangements through the office to allow the class teacher to be available. Reporting to parents includes outlining the programme for the school year, monthly newsletters, written reports, and Open Days or Evenings for informal visits. All information is also contained in the school website [https://blogs.glowscotland.org.uk/ea/jameshamiltonprimaryschool/](https://blogs.glowscotland.org.uk/ea/jameshamiltonprimaryschool/)

Parent volunteers are also invaluable in assisting with school activities, such as visits and operating the lending library.
**Early Childhood Network**

James Hamilton Primary and Early Childhood Centre is a member of the North Kilmarnock Early Childhood Network.

**Learning Community**

James Hamilton Primary School and Early Childhood Centre is a member of the Kilmarnock Academy Learning Community.

The associated establishments are James Hamilton Primary School, Sgoil na Coille Nuaidh, Onthank Primary School, Whatriggs Primary & Early Childhood Centre, Loanhead Primary, James Hamilton Early Childhood Centre, Sgoil-araich na Coille Nuaidh, Onthank Early Childhood Centre, Riccarton Early Childhood Centre and Hillbank Early Childhood Centre.

The school is a member of the Kilmarnock Academy Learning Community which brings together a wide range of services to benefit young people. The principal purpose of the learning community is to ensure that services are better co-ordinated in order to meet the needs of young people and raise attainment. Learning Communities support the government’s approach to GIRFEC (Getting it Right for Every Child). This means that if a child/young person needs support then, where possible, there will be one co-ordinated assessment and one plan for that child/young person.

The Primary School and Early Childhood Centre plays an important role in the community. Parents and carers are actively encouraged to play a role in the life of the school. The community are welcomed into school events and these are widely publicised. Family Learning opportunities have been created in the school.

The Primary has strong links with the local church, St. Kentigern’s and Elim Hall. The school has been supported by local businesses – Morrisons, Asda, Co-operative, Tesco, Iceland, Marks & Spencer, Farmfoods for donations and fundraising. The pupils make use of the local sports facilities which include the Ayrshire Athletics Arena.
**Contact Details**

**Head of Education**
Linda McCauley Griffiths, East Ayrshire Council, Economy and Skills
Council Headquarters, London Road, Kilmarnock KA3 7BU

**Cabinet Member with responsibility for Skills and Learning**
Councillor Fiona Campbell
East Ayrshire Council, Council Headquarters, London Road, Kilmarnock KA3 7BU

**Cabinet Member with responsibility for Wellbeing (Children's Champion)**
Councillor Iain Linton
East Ayrshire Council, Council Headquarters, London Road, Kilmarnock KA3 7BU

**Local elected members for ward**
East Ayrshire Council, Council Headquarters, London Road, Kilmarnock KA3 7BU

*Councillor Fiona Campbell, Councillor John Campbell, Councillor Barry Douglas and Councillor Jon Herd*