



Kilmaurs Primary School

15 Sunnyside

Kilmaurs

KA3 2RY

Telephone No:	01563 538388
Email:	kilmaurs.primary@east-ayrshire.gov.uk
School Blog:	https://blogs.glowscotland.org.uk/ea/KilmaursPrimarySchool
Twitter:	@KilmaursPS
Facebook:	@kilmaursprimary
School App:	Available to download from app stores Username: KPS Passcode:1515
Denominational Status (if any):	Non-Denominational
School Roll:	186
Further information:	www.east-ayrshire.gov.uk/schoolhandbooks

Welcome to Kilmaurs Primary School

On behalf of Kilmaurs I would like to take this opportunity of welcoming you and your child/children to our school community. In Kilmaurs Primary School, we aim to provide a welcoming, happy and caring environment where every individual is given the opportunity to achieve their potential by receiving a quality education.

Within our establishment the following will always be key priorities:-

- To maintain a positive, stimulating and nurturing environment that meets the needs and interests of each child to help them realise their true potential and feel valued.
- Promoting active learning by giving children a balanced educational experience through a range of teaching methods and a broad curriculum which promotes Equality and Diversity.
- To develop within the children a sense of duty and responsibility for citizenship in a democratic society.
- Through partnership with parents/carers and the community to provide a relevant curriculum to enable each child to reach his/her full potential and benefit from education regardless of their individual needs.
- To ensure our teachers are reflective practitioners by undertaking assessment which provides information which will ensure continuity and progression.

If you have any further queries regarding establishment matters please do not hesitate to contact me.

Yours sincerely,

Marianne Bradley

Acting Head Teacher

Should you wish to comment on or raise an issue or 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.

Kilmaurs Primary is set in the heart of the village of Kilmaurs in the countryside north of Kilmarnock from which there are good transport links to Glasgow and Kilmarnock. Kilmaurs Early Childhood Centre shares the campus but is a separate establishment with its own Head of Centre. Kilmaurs ECC will be moving to a new building on a different site within the village in 2020. Kilmaurs Primary is housed in the building which previously was a junior secondary school. The school's accommodation consists of multiple classrooms, a large gym hall, library, digital learning room and a separate dining hall. There are planned building works which will see the catering and dining facilities housed within the main buildings after the opening of the new ECC. Additional accommodation comprises three offices; a nurture hub; a staffroom; a medical room and janitor's office. Although the building has limited access for the physically impaired the learning environment can be adapted to meet specific pupil needs. The school does not currently have any provision for Gaelic learning.

The establishment covers stages, Primary 1 to Primary 7 and is non-denominational and co-educational.

Kilmaurs is a very active community. The school plays a central role within this and the children are involved in a range of activities throughout the year. We have learning opportunities through links with local businesses and community groups

OUR VISION

We aim for everyone in our school community to collaborate to embed the values and code at the heart of our curriculum within our inclusive learning and teaching environment ensuring our learners flourish.

OUR VALUES

KPS, Kind, Proud, Successful.

OUR SCHOOL CODE

Be respectful. Be safe. Be proud. Be your best.

In Kilmaurs Primary we aim for everyone:

- ★ to be kind and respectful to ourselves and others and to realise that kindness; compassion and respect have a very positive impact on health; wellbeing and achievement;
- ★ to be proud of our personal and wider achievements; to take pride in ourselves as individuals ; to take pride in all that we do and to be supportive and fair towards others;
- ★ To work hard to achieve success academically; creatively and socially and celebrate success in a variety of ways.

We promote positive attitudes and our ethos of mutual respect encourages and motivates pupils to do their best. We celebrate children's achievements and recognise achievements through our various social media platforms; school blog and displays in the school. We encourage pupils to share their achievements from out with the school in our achievement spotlight.

SCHOOL INFORMATION

SCHOOL STAFF SESSION 2020-21

Acting Head Teacher	Mrs Marianne Bradley
Acting Depute Head	VACANCY
Acting Principal Teacher	Mrs Victoria Steel
P1	Mrs Rebecca Smith, Mrs Victoria Steel (Thurs)
P2	Miss Charlotte Sobanski
P2/3	Mrs Jacqui Cassidy, Miss Emma Atkinson (Thurs)
P3/4	Mrs. J. Mooney
P4	Miss S. Stienlet
P5	Mrs Amy O'Neil (Mon-Thurs), Miss Emma Atkinson (Fri)
P6	Miss Emma Atkinson (Mon-Tues), Mrs Nicola Howat (Wed-Fri)
P7	Miss Lauren McCulloch
EAST teacher	Mrs Helen McGraw (Wed; Thurs a.m.) (Retiring Sept 2020)
Classroom Assistants	Mrs Ann Allison Miss Sally Ho Mr Kris Wales
Senior Clerical Officer	Mrs. Carole Steele
Clerical Assistant	Mrs. Fiona Caldwell
Janitor	Mr John McGill
Active Schools Co-ordinator	Mr Gordon Allan
School Nurse	Ms Natalie Sinclair

School Hours

School Opens 8.55 a.m.

Interval 10.35-10.50 a.m.

Lunch 12.30-1.20 p.m.

School Closes 3 p.m.

Due to COVID-19 we are currently operating staggered start/finish times, intervals and lunches.

School Holidays – session 2019-2020

<u>First Term</u>	Teachers (In-Service) Pupils return	Tuesday Wednesday	11 th August 2020 12 th August 2020
Local Holiday		Thursday Friday Monday Tuesday	17 th September 2020 18 th September 2020 21 st September 2020 22 nd September 2020
Mid Term	Close Teachers (In-Service) Pupils Return	Friday Monday Tuesday	9 th October 2020 19 th October 2020 20 th October 2020
Christmas	Close 2.30pm	Friday	18 th December 2020
<u>Second Term</u>	Pupils return	Wednesday	6 th January 2021
Mid Term	Close Local Holiday Teachers (In-service) Teachers (In-service) Pupils Return	Friday Monday Tuesday Wednesday Thursday	12 th February 2021 15 th February 2021 16 th February 2021 17 th February 2021 18 th February 2021
Easter	Close 2.30pm Pupils Return	Thursday Monday	1 st April 2021 19 th April 2021
<u>Third Term</u>	May Day Teachers (In-Service)/Election Local Holiday Pupils return Close 1.00pm	Monday Thursday Monday Tuesday Friday	3 rd May 2021 6 th May 2021 31 st May 2021 1 st June 2021 25 th June 2021
Session 2020/2021	Teachers (In-service) Teachers (In-service) Pupils return	Tuesday Wednesday Thursday	17 th August 2021 18 th August 2021 19 th August 2021

Details of school holidays for next session can be found at:

<https://www.eastayrshire.gov.uk/Resources/PDF/S/School-Holidays-2019-20.pdf>

SCHOOL UNIFORM

At Kilmaurs Primary we seek your co-operation in sending your child to school wearing the school uniform. School uniform encourages children to take pride in belonging to the school and fosters a ready to work attitude.

UNIFORM

White shirt & tie or white polo shirt
Royal Blue sweatshirt/cardigan
Grey skirt/pinafore or trousers/shorts
Kilmaurs tartan skirt/pinafore (Blue and Yellow)

In the summer months summer gingham may be worn. (blue & white)

PE KIT

blue or black shorts
white polo or T-shirt
black/white sandshoes or indoor trainers

No jewellery will be worn during PE lessons. This is EAC safety policy.

ENROLMENT

For children due to start school for the first time in August, registration will take place in January at the appropriate local primary school. Details of placing request procedures can be obtained from the school office or from the Council Offices in Kilmarnock. By contacting the Head Teacher arrangements may be made for parents wishing to visit Kilmaurs Primary School.

CONTACTING THE SCHOOL

The establishment reception can be contacted by telephone between 8.30a.m and 4.00p.m each day. If there is no answer please leave a message and someone will return your call.

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 the Authority.

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

We can also be contacted by email using the main school address box.

VISITING THE SCHOOL

Anyone who visits the school is required to report to the main office and sign in. They will be issued with a Visitor's Badge, unless they have one from their own organisation. Anyone not wearing a badge will be challenged by staff members and asked to return to the main office.

ATTENDANCE AND TIMEKEEPING

The school maintains good attendance levels, generally trending above the East Ayrshire average. Parents/carers are asked to contact the school if their child is going to be absent. We ask that any prearranged absences such as medical appointments or holidays are sent in writing either by letter or email in advance. For unplanned absences, due to illness please call the school office. You can leave a message to report an absence – please state the reason for absence giving details of the illness, for example, throat infection/cough/cold/sickness...

We also encourage children to be on time for school. The start of a day is when teachers check in with pupils and go over the daily routines. This is an important part of making sure that every pupil feels welcomed and valued.

RELATIONSHIPS; BEHAVIOUR AND ANTI-BULLYING

The school promotes positive respectful relationships and good behaviour through an ethos of mutual respect. Through the school's *Better Relationships, Better Learning* policy we follow the Respectful Relationships policy of East Ayrshire. Through the Health and Wellbeing programme learners have frequent opportunities to develop emotional literacy e.g. learning about school values; BounceBack programme and Circle Time. Pupils are reminded of how to seek help and support within the school if they feel they are being bullied. Parents/carers should contact the school if they feel their child is experiencing difficulties. In Session 2020-21 we will begin to implement the PATHs programme in partnership with Barnados Scotland.

HOMEWORK AND STUDY

Our homework policy was reviewed in session 19/20. Research shows that formal written homework has a very small impact on raising attainment. We promote home learning and recognise that learning beyond the school day can take many forms. Class teachers will continue to provide tasks that promote consolidation of learning when required. All pupils will have access to digital platforms where they can engage in literacy and numeracy activities should they wish.

SCHOOL MEALS

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 children. 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 establishment. **due to current restriction meals are currently delivered to classrooms and consumed there.*

CASHLESS CATERING

Cashless catering systems are also being introduced to all primary and secondary schools in East Ayrshire in conjunction with the introduction of Online School Payments. Cashless catering will be provided by Nationwide Retail Systems Limited.

It means you will be able to pay for school meals and snacks using the Online Payment system and will be able to view your child's menu choices, as well as track their spending.

Primary 1 to 3 pupils and other pupils who are entitled to free school meals will have their meal allowance added to their account every day.

A biometric thumb image will be used in the majority of schools to identify pupils and link them to their record on the cashless catering system.

To access the service, you need to consent for your child's biometric data to be stored on the cashless catering system. It's incredibly safe and anonymous.

Further information on online school payments is available at:

www.eac.eu/onlineschoolpayments

ONLINE SCHOOL PAYMENTS

A safe and secure system of online school payments is being introduced to all primary and secondary schools, removing the need for your child to carry cash. The payment service is being provided by ParentPay: <https://www.parentpay.com/>

ParentPay is a secure online payment system allowing parents to pay for school meals, educational visits, uniforms and much more.

Parents who do not have access to online facilities or wish to continue to pay in cash can do so by paying through Paypoint facilities at local shops.

Benefits for parents:

- make payments whenever and wherever you like
- no need to worry about your child carrying cash to school
- monitor and make payments by instalments for larger items such as school trips
- a single login for all your children regardless of which school they attend
- alerts for low balances via email and/or SMS text

Further information on online school payments is available online at:

www.eac.eu/onlineschoolpayments

PHOTOGRAPHY/VIDEOING

No unauthorised photography or videoing is allowed within the school premises without the permission of the head of establishment.

Parents and carers are asked to comply with the requests on photography and videoing at school/establishment events which will be published in relation to each individual event. Such requests are made of you solely to protect the interests of individual children and families.

PARTICULAR STRENGTHS OF THE SCHOOL

A nurturing ethos based on relational and restorative approaches

Use of the School blog to improve communication

A successful implementation of play based pedagogy

Active pupils who take on a range of leadership roles

Devolved Leadership within the staff team

IMPROVEMENT AIMS

A full copy of our Standards & Quality report and School Improvement Plan will be available through our school blog and the School App.

LITERACY

- Continue to work with East Ayrshire's Scottish Attainment Challenge (SAC) Literacy team for staff to undertake Active Literacy training.
- Embed Active Spelling learning and teaching strategies across the school.
- Continue to develop Active Reading strategies from P1 – P7.
- Improve the quality and quantity of outdoor learning experiences
- Establish a progressive Listening and Talking programme across the school.
- Use the EAC tracking tool to monitor and track pupil progress at key identified points over the year.
- Moderate literacy using the national benchmarks to recognise achievement of CFE levels.

NUMERACY

- Work with East Ayrshire's SAC Numeracy team to undertake numeracy and maths training with Lynda Keith.
- Embed strategies that improve mental agility.
- Further develop pedagogy in numeracy through participation in the Coach Outdoor Programme.
- Use the EAC tracking tool to monitor and track pupil progress at key identified points across the school year.
- Moderate numeracy and maths using benchmarks to recognise achievement of CFE levels.

HEALTH AND WELLBEING

- Continue to develop and embed the school's *Better Relationships, Better Learning Policy* in line with East Ayrshire's Relationships Framework.
- Introduce the PATHs programme to ensure a progressive approach to emotional literacy
- Continue to work on poverty proofing our school – to reduce the risk of children from low-income families missing educational opportunities and to provide resources such as sanitary products; stationery items and food through the dignified dining scheme.
- Establish Nurturte Champion within the staff team

Our Pupil Leadership Team will create a pupil friendly version of the Improvement Agenda which will be available via the school and on the App.

The establishment continually strives to improve the children's attainment in Health and Wellbeing, Numeracy and Literacy.

Parents are consulted through the Parent Council and wider consultation when setting the Improvement Priorities for the Establishment. The focus for improvement will continue to be Health and Wellbeing and Assessment/Attainment in Mathematics and Literacy and Numeracy across the curriculum

ACHIEVEMENTS

During session 2019-20 the school's achievements have been wide and varied.

The *Better Relationships Better Learning* policy was embedded throughout the school.

Our Pupil Inclusion and Equality team were acknowledged locally and nationally for their work in promoting equality for all through educating others of protected characteristics.

During the school closure period we had almost all pupils engaging with home learning through teams.

Our pupils represented us in a range of competitive events.

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 A fee may be charged for this service.

TRANSITION EARLY CHILDHOOD CENTRE TO PRIMARY SCHOOL

Most children transfer from Kilmaurs ECC into the Primary 1 class in Kilmaurs Primary School. Through the curriculum staff try to ensure that the children receive good basic skills that will help them when they begin school, e.g. language, numbers, colours, matching etc. A transition profile is passed on to the Primary 1 staff that consults and liaises closely with the early years' staff. We hold an induction evening for new P1 parents/carers in June.

TRANSITION FROM PRIMARY TO SECONDARY SCHOOL

P7 – S1 Children are normally transferred between the ages of 11 and 12 years, so that they will have the opportunity to complete at least 4 years of secondary education. Parents/carers will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

Children from Kilmaurs Primary School normally transfer to: Stewarton Academy, Cairnduff Place, Stewarton, Kilmarnock, Ayrshire - Tel: 01560 482342 - Head Teacher Mr R. Miller.

Formal transition begins in primary 7 with a full programme to ensure pupils have the best start at Stewarton Academy. Secondary staff have a programme of visits to all feeder schools. The four primary schools come together for a day in March, when they are in mixed school groups and enjoy a day of learning with secondary and primary staff together. This is linked to a theme across Curriculum for Excellence. When possible, the children also have a week long residential trip together to build relationships and prepare them for secondary school.

Children then have two experiences at Stewarton Academy – an Easter School, on the first Monday of the Easter holiday – and two full days in May when they follow a timetable and can become more familiar with the school layout. Prior to these days, they all work on a common theme and work from this carries forward to their first year programmes.

Parents/carers are given opportunities to meet with secondary staff at key points during this process. Where children receive support, Parents/carers have key transition meetings to ensure that relevant information can be passed on to the relevant staff/support department. On occasion a pre-transition visit is arranged for some pupils.

STEWARTON EDUCATION GROUP

Kilmaurs Primary is part of the Stewarton Education Group. This means we work in close partnership with Kilmaurs ECC; Stewarton Academy; Nether Robertland Primary and ECC; Dunlop Primary and ECC and Lainshaw Primary and ECC. The heads of establishments meet regularly and work together to lead initiatives across the group.

PUPIL SUPPORT

The Depute Head in the school is responsible for pupil support. This can take a variety of forms – support with learning, challenge, accelerated learning, physical needs, emotional and social needs and pastoral care. Parents/carers are involved in planning for children through a Child's Plan and meet with the DHT, class teacher, support staff such as EAST team members, and the pupils themselves.

If anyone has a concern about their child, they should request an appointment and the school will meet to discuss and then action any assessments required. Classroom Assistants are appointed to support pupils with their learning or may support individual programmes to raise attainment.