



**Kilmaurs Primary School**  
**15 Sunnyside**  
**Kilmaurs**  
**KA3 2RY**

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<b>School Blog:</b>	<a href="https://blogs.glowscotland.org.uk/ea/KilmaursPrimarySchool">https://blogs.glowscotland.org.uk/ea/KilmaursPrimarySchool</a>
<b>Twitter:</b>	@KilmaursPS
<b>Facebook:</b>	@kilmaursprimary
<b>School App:</b>	Available to download from app stores
<b>Denominational Status (if any):</b>	Non-Denominational
<b>School Roll:</b>	182
<b>Further information:</b>	<a href="http://www.east-ayrshire.gov.uk/schoolhandbooks">www.east-ayrshire.gov.uk/schoolhandbooks</a>

## **Welcome**

Kilmaurs Primary is set in the heart of the village of Kilmaurs in the countryside north of Kilmarnock from which people can easily commute to Glasgow; Kilmarnock; Stewarton and Irvine. Kilmaurs Early Childhood Centre shares the campus but is a separate establishment with a 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. In 2019 Kilmaurs Primary celebrated 50 years as a primary school with a fabulous community garden party. The school's accommodation consists of multiple classrooms, a large gym hall, library, digital learning room and a separate dining hall. Additional accommodation comprises three offices; a support for learning room; a staffroom; a medical room and janitor's office. We are now able to include 2 flexible learning environments which were previously home to Kilmaurs ECC and have been refurbished for the use of the school. The establishment covers stages, P1 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 other schools; local businesses; Kilmaurs Gala Committee; Kilmaurs Flower Show and the Kilmaurs Community Council. We are a school at the very heart of our thriving and growing community!

## **OUR VISION**

In Kilmaurs Primary School, Our vision is to aim for everyone in our school community to come together and celebrate the values which make our community great. These values are at the heart of our school and our curriculum and help our learners flourish and play an active and valued role within the community and wider world.

## **OUR VALUES**

In Kilmaurs Primary we are:

- Kind
- Proud
- Successful

Through our Kilmaurs Primary Values, 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 at our weekly assemblies and recognise achievements through our various social media platforms; school blog and displays in the school.

We celebrate those who demonstrate our school values awards programme that help our pupils to earn points towards their house.

Parents and carers are actively involved in the life of the school. They attend events and Parents/carers' evenings. We have a busy Parent Council which contributes very well to the life and work of the school. We provide information to parents/carers through our school blog; school app; class termly curriculum newsletters; class blogs; Facebook and Twitter. Formally, we provide an annual report on pupil progress, although parents/carers are welcome to speak to staff at any point over the year.

### **IMPROVEMENT AIMS – statement provided to Parents/Carers and children at the start of the school year.**

Our key improvement agenda this year is to:

- Literacy
  - Close any relevant gaps relating to the Coronavirus lockdown period
  - Raise attainment in reading and writing
  - Achieve consistency in teaching and learning in literacy across the school (EAC Active Literacy)
  - Work with colleagues across the regional collaborative to develop the building blocks of literacy programme in P1
  - Continue with our moderation programme.
- Numeracy and Maths
  - Close any relevant gaps relating to the Coronavirus lockdown period
  - Raise pupil attainment across the school. Working with the SAC team to undertake training with Lynda Keith.
  - Moderation of maths using benchmarks to recognise achievement of CFE levels.
  - Work with colleagues in EAC to pilot a new literacy assessment tool for P1
- Health and Well Being – Develop our approaches to whole school nurture and rights respecting schools
- Develop leadership at all levels. Including pupils, parents, staff and senior leaders.
- Evaluate the work of the school involving staff, pupils, Parents/Carers and partners.

As well as the above we will also be striving to maintain and improve other programmes and initiatives that are part of the school year.

### **ACHIEVEMENT AND IMPROVEMENT**

The school's achievements have been wide and varied over the course of this year and some of our successes are listed at the end of this document.

We have had many changes in staffing over the course of last session. We are delighted to be starting this 21/22 session with a new senior leadership team and look forward to appointing a new permanent member of teaching staff early in the session. Coronavirus has had an impact on our assessment of children's learning, however staff provided learning materials using Microsoft Teams for our pupils to continue engaging with learning throughout the lockdown period. The level of engagement and high quality teaching and learning provided by the staff team at Kilmaurs was praised by Education Scotland during an engagement call on remote learning. Moderation of learning this year has led to robust teachers' judgements of learning and achievement of levels. Staff also provided robust transition information for new teachers to begin to move forward post-lockdown. There are still areas to improve upon and these have been taken into account in our improvement priorities and moderation programme, which will feature highly in our Education Group planning.

School App: School App for Parents  
 Kilmaurs Primary  
 Username: KPS  
 Passcode: 1515

#### School Staff this session

Head Teacher	Miss Gillian Crawford
Depute Head	Mrs Gillian Robertson
Primary 1	Miss Barbara Fyvie
Primary 1/2	Mrs Janet Mooney
Primary 3	Mrs Hannah Corrigan
Primary 4	Miss Heather Wheelan
Primary 4/5	Mrs Amy O'Neil / Mrs Niccy Howat (F)
Primary 5	Miss Sandra Steinlet
Primary 6	Miss Katie Stewart
Primary 7	Miss Lauren McCulloch
NCCT	Miss Emma Atkinson
NCCT	VACANCY

#### Clerical Team

Senior Clerical	Mrs Carole Steele
Clerical	Mrs Fiona Caldwell
Janitor	Mr John McGill

#### Classroom Assistants

Mrs Ann Allison
Miss Sally Ho

Active Schools	Mr Gordon Allan
School Nurses	Mrs Natalie Sinclair
EAST staff	Mrs Fiona Haining
	Miss Nicola Ralston (East classroom asst)

### Parent Council

The Parent Council meet every 6 weeks over the year. Meetings are held in the school (or via Zoom). The current chairperson is Mr Neil Kirkwood. They can be contacted through their Facebook page.

### School Hours

School starts	9:00am (P1-P4) 9:05 am (P4/5 –P7)
Morning interval	10:30am (P1-P4) 10:45am (P4/5 –P7)
School finishes	3:00pm (P1-P4) 3:05 pm (P4/5 –P7)

### School Holidays – session 2020-2021

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

<https://www.east-ayrshire.gov.uk/Resources/PDF/S/School-Holidays-2021-22.pdf>

### SCHOOL UNIFORM

Pupils in the school mostly wear school uniform.

Kilmaurs School Colours are Royal Blue/Grey/Black. **Please label all items** of clothing with your child's name.

Boys: Grey/black trousers/shoes	PE: Tshirt, shorts, gym shoes
Girls: Grey/black/tartan skirt/pinafore/trousers	PE: as above
All: White Polo Shirt or Shirt	

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

A range of school uniforms including sweatshirts, fleeces, ties etc. is available from the National Schoolwear Centre, 729 Princess Street, Kilmarnock, and [tesco.co.uk/ues](https://www.tesco.co.uk/ues)

## VISITING THE SCHOOL

As per last session, we will continue, initially, with the previous COVID-19 mitigations remaining in place. Covid 19 – only essential personnel will be permitted entry to the school. Parents and other visitors will be seen at the main entrance or appointments made to speak to a member of the management team.

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 go back to the main office.

All essential visitor to school will be required to wear a face covering.

## ATTENDANCE AND TIMEKEEPING

The school maintains good attendance levels, generally trending above the East Ayrshire average. Attendance is monitored on a 6 weekly basis and parents/Carers are lettered if attendance drops below 80%. Parents/Carers are asked to contact the school if their child is going to be absent and the school will text parents/Carers to report absences. 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.

We provide a free breakfast bar each morning to support children to attend school on time and have a settled start to their learning. Children can choose from toast with butter or jam, or from a selection of fruit. This is only possible with support from local businesses.

## BEHAVIOUR AND ANTI-BULLYING

The school promotes good behaviour through an ethos of mutual respect. Pupils are generally well behaved in school though some have emotional difficulties which can lead to challenging behaviour. These pupils are supported by the support team and the senior management team, with alternative learning programmes being used if necessary. These are agreed with the help and support of the pupils' parents/Carers. We follow the Respectful Relationships policy of East Ayrshire and promote respect to people and possessions. Pupils are reminded of bullying behaviours and 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.

## HOMEWORK AND STUDY

Homework can take a variety of forms but is generally completed over the course of a week. We will support learning in literacy and numeracy through jotter or online tasks, reading (through issue of reading books to younger pupils and novels to those in P5-7) and personal research or study. Sometimes we will also ask for parents to work with their children to create something that should be brought in for display.

Homework for P1-3 should take no longer than 30 minutes and P4-7 should take no more than 45 minutes – 1 hour. If homework is taking longer than this, please contact the school to discuss further.

## SCHOOL MEALS

The School has a canteen for lunch service or pupils can bring a packed lunch to school. We use Parentpay for pupils to buy their meals and parents are given a letter to create and login to their accounts.

Menus run on a 3 week cycle and parents are issued with a copy at the start of the school term. The rota can also be found on the school app.

If any child has a special dietary need, the school can usually cater for this if you contact us.

From August 2021, all children in P1-P4 are entitled to a free school meal, with those in P5 and P6 eligible from January 2022.

## THE CURRICULUM

We follow the guidelines of Curriculum for Excellence for ages 3-18. This is separated into the following levels:

Early Level – usually ECC to the end of P1

First Level – for P2-P4

Second Level – P5-P7

Third Level – S1 and S2

Broad General Education and exams

*\*\*Please be aware that pupils work at varied abilities and may be working on levels other than those noted here.*

The main aspects of the curriculum are Literacy, Numeracy and Health and Well-Being. We also deliver the outcomes through interdisciplinary studies covering a range of curricular aspects. Lessons can be in classes, groups, individual and across stages. We want to engage learners to meet the 4 capacities of CFE and to achieve the curriculum benchmarks. Children need to develop the skills they will require in future life, both in and out of the classroom and wider environment.

The curricular areas are:

Literacy & English:	Listening and Talking, Reading, Writing, Modern Languages
Numeracy	Number, Money and Measure; Shape, Position and Movement Information Handling and Problem Solving
Health/Well Being	Mental, Emotional, Social and Physical wellbeing, Planning for choices and changes, Relationships, Sexual Health & Parenthood, Physical Education, physical activity & sport, Food & Health and Substance Misuse
Sciences	Science; Planet Earth; Forces, electricity and waves; Biological Systems; Materials; Topical Science
Technologies	Technological Developments in Society; ICT to enhance learning; Business; Computing Science; Food and textiles; Craft, design, engineering and graphics
Social Studies	People, past events & societies; People, place & environment; People in society, Economy and Business
Religious/Moral Education	Christianity, World Religions, Developing Beliefs and Values
Expressive Arts	Music, Art, Drama, Dance

## LITERACY AND ENGLISH

### LISTENING

In the classroom children are taught to be active listeners. A variety of activities are used, such as tapes, games, stories and music. Listening skills are developed through every aspect of the curriculum.

### TALKING

It is through discussion and talking together that children make sense of their learning; many opportunities are planned for children to talk in pairs or groups, with the teacher and other adults. Children are also encouraged to present to audiences in class and to larger groups.

### READING

Early reading consists of looking at and talking about pictures and then moves on to matching words and phrases in books. Children are taught to read using a structured reading programme. We recognise that the development of reading skills is very important and value parental support in this.

The use of Active Literacy materials ensures that children have a good grounding in phonics. To ensure the success of a full reading programme continuity is essential throughout the establishment.

The core reading programme is Bug Club. To further develop skills, P5-7 use novels in literacy circles and complete literacy studies. All children are given wider opportunities to read across the curriculum and throughout their learning.

Children are also exposed to books through their class libraries and we have good links with the local community library throughout the year.

### WRITING

Children need to learn how to express themselves in different written formats and for different reasons. They are given the opportunity to express their own ideas and opinions as well as to develop functional writing skills associated with letter writing and form filling. A wide variety of strategies are employed throughout the establishment to motivate and involve the children. The school uses VCOP and criteria for writing. We also cover a full range of writing genres.

Great importance is attached to the development of writing skills in Kilmaurs and pupils participate in Daily Writing for a number of purposes. Children's work is displayed on writing walls and awards such as star writer badges are given in recognition of good work.

### SPELLING

Spelling is an important component of writing and as such is part of the daily language programme. Across the school we use the Active Literacy spelling strategies. This will sometimes be supplemented using Letter Strings and children experiencing difficulties will be supported using Phonological Awareness Training. The approach to the learning of spelling will be – look, cover, say, write, check.



## MATHS

Tee Jay Maths is a well-structured Scottish programme for Primary 1-7 which links in well with the Curriculum for Excellence guidelines. Mental Maths is an integral part of our maths activities. This coming session we continue to develop our number pedagogy and practice in the school with training and new materials for all classes, particularly with Numicon materials. As well as basic number, the children learn about shape, measurement, money, information handling, problem solving and calculator work. The emphasis is on activity and practical examples. This is then followed by consolidation practice. By learning mathematical skills in this way the subject can be seen as a meaningful and useful tool. ICT resources support the maths programme.

## 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 children come adequately prepared. However it is the parents' responsibility to inform the establishment if emergency contacts or medical conditions change or they don't wish their child to participate in a visit.

## HEALTH AND WELL BEING

Physical Education is delivered through a comprehensive P.E. Programme covering the following components: - Games, Gymnastics, Dance, Body Conditioning and Athletics. It is the Authority policy that NO jewellery should be worn during PE. There is a structured programme for Personal and Social Education in Kilmaurs which includes the use of Circle Time.

Resources are available to deliver a health education programme covering physical, emotional and social health. Health Education is taught within the formal curriculum through a planned programme and also permeates other areas in the curriculum. The establishment nurse supports the programme where appropriate. If the school is delivering sensitive aspects of learning, parents will be informed and given the option to participate or withdraw their child. Kilmaurs has Health Promoting School Status and continues to promote healthy lifestyles.

The school delivers a programme of Relationships and Sexual Health. We letter parents/Carers to share the content of the lessons and ask their permission to deliver the programme to their child.

## INSTRUMENTAL TUITION

Covid 19 – due to ongoing instrumental restrictions, instrumental tuition is not in the primary sector this session.

Under normal conditions, Brass, woodwind and percussion tuition is given by the East Ayrshire instructors. Primary 6 and 7 are tested for this service. The children are also encouraged to participate in the primary wind band when they are ready.

## DANCE

Children are taught creative dance and social dancing at various times throughout the year.

## SOCIAL STUDIES

Social Studies is taught through interdisciplinary studies.

Children have to interact with the environment all of their lives and will be able to cope better if they have an understanding of it. We aim to provide some of these skills. There are many aspects to Social Studies. We aim to develop knowledge, understanding, skills and attitudes associated with the five components.

We follow a programme which promotes a depth of knowledge, celebrates our local area and develops the necessary skills of learning life and work.

## RELIGIOUS AND MORAL EDUCATION

We actively seek to develop a cultural knowledge in children so that they can have a wide understanding of the cultures and religions across the world. They will have a main focus on Christianity, Judaism and Islam, learning about key aspects of each. They will also celebrate particular religious days across the school calendar. Parents have the right to withdraw children from religious education but should do so by contacting the head teacher. They should also contact the school if children will be absent to celebrate particular festivals from their own culture/religion.

## ACTIVE LEARNING

We feel that HOW the children learn is as important as WHAT they learn. Children are encouraged to learn by being involved and the key words are activity and enquiry. They experience personalisation and choice in what they do, learn through play, are challenged and motivated and engage in their activities.

## COMPLAINTS PROCEDURE

If you have a complaint about any aspect of the school, you should contact Miss Crawford, Head Teacher, in the first instance. He will arrange to meet with you to discuss your concern and find a resolution. Miss Crawford will advise you what to do if you are not satisfied with the outcome.

If you wish to speak to a member of the SLT about any other issue, the main contacts are as follows:

P1-P3 Miss G Crawford

[gillian.crawford@eastayrshire.org.uk](mailto:gillian.crawford@eastayrshire.org.uk)

P4-P7 Mrs G Robertson

[gillian.robertson@eastayrshire.org.uk](mailto:gillian.robertson@eastayrshire.org.uk)

## EMERGENCY PROCEDURES/MEDICAL MATTERS

Should you need to contact the school for any personal emergencies, please call the main office. If your child requires medical treatment, the school will administer first aid or call you directly if your child needs hospital treatment.

Should the school need to close in the event of an emergency we will text the main contact for each pupil only and they will be responsible for making any alternative arrangement. We will also issue a message on the school app and twitter. Updates to any school closure can be found on East Ayrshire Council's website.

### 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.

### TRANSITION EARLY CHILDHOOD CENTRE TO PRIMARY SCHOOL

Most children transfer from Kilmaurs ECC into 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.

During the pre-school year children are observed and skills in literacy, numeracy and health & wellbeing are addressed. A transition profile is passed on to the Primary 1 staff that consults and liaises closely with the early years' staff.

We also have Open Evenings, usually in October and March, where Parents/Carers can view the work that their children have done and also have time to speak to pre-

school and primary 1 staff about the children and how we can all help to make the transfer to primary an easy and enjoyable one.

### TRANSITION FROM PRIMARY TO SECONDARY SCHOOL

Transitions happen across the 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 J Stewart.

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.

### EDUCATION GROUP

Kilmaurs Primary is part of the Stewarton Education Group. This means we work in close partnership with Stewarton Academy, Nether Robertland Primary and ECC, Dunlop Primary and ECC, Lainshaw Primary and ECC. The heads of the centres 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.

We are keen to build partnerships with local businesses and the community and welcome anyone who would like to visit the school. Our Parents/Carers' and Parent Council work together to benefit our pupils and the school.