

**Loanhead Primary & Early Childhood Centre**

**Loanhead Street**

**Kilmarnock**

**KA1 3AU**

<b>Telephone No:</b>	01563 522938
<b>Email:</b>	eaLoanhead.PS@eastayrshire.org.uk
<b>School Blog:</b>	<a href="https://blogs.glowscotland.org.uk/ea/LoanheadPrimarySchool/">https://blogs.glowscotland.org.uk/ea/LoanheadPrimarySchool/</a>
<b>Twitter:</b>	@LoanheadPS_EAC
<b>School App:</b>	'School App for Parents'
<b>Denominational Status:</b>	Non-denominational school & Early Childhood Centre
<b>School &amp; ECC Roll:</b>	Age 3-5 Current Roll: 42 pupils Primary 1 to 7 Current Roll: 221 pupils
<b>Further Information:</b>	<a href="http://www.east-ayrshire.gov.uk/schoolhandbooks">www.east-ayrshire.gov.uk/schoolhandbooks</a>

## **WELCOME**

As the Head Teacher of Loanhead Primary & Early Childhood Centre, it is my pleasure to introduce you to the school in the following pages. The vision, values and aims here at Loanhead are part of our nurturing ethos.

At Loanhead we aim to continually strive for excellence, developing a kind, caring and nurturing environment, where pupils can achieve their potential across multiple subjects.

Our key values are to:

Be Kind  
Be Trustworthy  
Be Respectful  
Persevere  
Show Integrity  
Be Friendly

We have 3 school rules which have been generated by the pupils:  
Safety First, Kindness Counts, Manners Matter.

## **Learn, Progress, Succeed**

Our ethos is one of inclusion and caring. Children prosper best following a broad curriculum celebrating their various talents. We support children to achieve a broad education where they can work independently increasing their confidence and self esteem.

Communities depend upon a diversity of talents and skills. As a school we hope to develop and celebrate the talents and skills of our individual learners through developing programmes to challenge and inspire them. To allow them to share and demonstrate their talents and abilities in class, during class assemblies or presentations and displays.

We strive to collaborate well with our parents via the Parent Council but also in working groups where parents are involved with policy making and a welcome part of school developments. Parents are integral to our children's learning and attitudes towards education and we encourage parents to become involved in as much as they can be, at a level that they are comfortable with.

We encourage all to learn and progress and strive to do their best at all times. Our core curriculum is Curriculum for Excellence which is based around the three core subjects of Literacy & English, Numeracy & Mathematics and Health & Wellbeing with the addition of Social Subjects, Science, Expressive Arts, Technologies & RME.

## **SECTION 2**

### **Transitions**

#### Early Childhood Centre to Primary 1

Throughout the year the children in the ECC come into the school part of the building and use the facilities, meeting the children and staff. The children benefit from daily visits from primary staff and are introduced to their buddy from P6 who will continue to be their buddy when they go into P1. In the summer term the ECC and P1s take part in a joint project learning from each other. Digital programmes help children from early years to view rooms in the school. Visits for children starting P1 both from our own ECC and from other providers happen from January onwards as well as P1 staff visiting children in their centre. Parents are invited to meetings and workshops throughout the session before their children start in P1.

#### Primary 7 – Secondary School

Our associated secondary school is Kilmarnock Academy, Sutherland Drive, Kilmarnock.

During Primary seven the children are given multiple opportunities to interact with staff from Kilmarnock Academy. There are specific days, throughout the year when they visit the campus and meet staff and pupils from other schools. Due to the situation that we are currently facing with Covid 19 the children will also have virtual video messages and competitions to help engage with different departments as well as having in person teacher visits from different departments.

Those identified as having some additional needs will engage with an enhanced transition programme which will be dependent on their particular needs. Transition one meetings take place in Primary 6 between Kilmarnock Academy, ourselves and parents for children requiring additional support and again mid way through Primary 7 to help ease transition to the academy.

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

The management team consists of Mrs A Milne, Head Teacher, Ms S McCulloch Depute and Mr P Devlin Principal Teacher (Acting).

If a parent has a general enquiry or concern they should first of all call or email the school office on 01563 522938 [eaLoanhead.PS@eastayrshire.org.uk](mailto:eaLoanhead.PS@eastayrshire.org.uk) who will direct them to the most appropriate person to deal with their enquiry. Someone from the management team or if appropriate the class teacher will get back to them within 48 hours. If the concern is of a personal or confidential nature then parents are encouraged to email Mrs Milne, Head Teacher who will ensure that their issue or concern will only be shared with the agreed with personnel.

Children and Young people with Additional Support Needs are supported within the school by their class teacher, Mrs Moore from EAST, Mrs Milne as the ASN Co-ordinator and regularly by classroom assistants. We follow the guidelines outlined in the GIRFEC (Getting It Right For Every Child) and Standard Circular 57 and we liaise with the associated Educational Psychologist, Claire Ferguson. We ensure that the support required is dovetailed to the pupil's needs and is discussed with the parent and child on a regular basis. The copy of the plan, once agreed, will be given to the parents and one will be kept in school. Reviews will be carried out regularly to which parents will be asked to contribute to. Some reviews will take place over the telephone due to the restrictions currently in place.

### **SECTION 3**

**Details of school holidays can be found at:**

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

#### **Attendance and Timekeeping**

We expect that children will arrive for school in good time for the start of the day at 9.00am. Children will be marked as being late if they were to arrive after 9:05a.m. During these first minutes of the day the register is taken and the meal orders placed before the teacher outlines the day. This is an important part of settling into the day and we encourage all children and young people to be here on time.

Should a child be unwell and unable to attend school we would direct parents to use our answering machine (press one for absences) at any time day or night and these messages will be picked up before 9:30 in the morning. If no message is on the machine, parents will receive a text prompt to contact the school.

#### **Behaviour and Anti-Bullying**

We have a positive behaviour policy which includes our engagement with Respect Me, anti bullying. We have a contract that is designed by the children every year and revisited and adapted regularly throughout the session. We work closely with parents of children and young people who have experienced bullying behaviour to develop strategies to rebuild self esteem and confidence in dealing with the issue. We also work closely with the parents of children who are displaying unwanted behaviours to support them to change these behaviours using multiple different strategies, appropriate for their age, stage and level of understanding, dependent on the situation. It is vitally important that we work together as a whole team of triangulated staff, parent and pupil to gain the best outcomes for all children and young people.

## **Dress Code**

The children are expected to wear uniform to school which consists of a white polo shirt (with or without the school badge), purple sweatshirt or cardigan (with or without the school badge), grey trousers, skirts, or a pinafore either grey or grey/purple tartan. A waterproof jacket is essential everyday as we use the outdoors frequently.

For PE, where possible, we are going to be outdoors on our MUGA pitch therefore we would ask that children wear their school polo shirts and sweatshirts on gym days along with jogging trousers and appropriate footwear for outdoors

## **Security and Visitors**

Gates at the school will be closed whilst the children are in the school building and will be opened at home time. If parents require to visit the school to pick up a child who is unwell can they please come to the main door and wait outside until the door is opened to them. Please where possible if you are able to we would appreciate you wearing a face covering. Visitors to the school are limited in number and should someone need to attend an appointment at the school please be aware they will be asked to hand sanitise on entry (dispenser to the right of the door) and sign in to both the visitors book and complete a tracking form to ensure we have the correct contact details.

## **Homework**

After ongoing consultation with parents we have taken on board the parental views on how homework is given to the children and young people. Homework is issued in a grid at the beginning of the month and the children are advised to complete regularly over the month. This gives the children and young people an opportunity to choose their tasks and manage their time if there is a task that will take them more time than the others. P1 to 3 will have paper copies and P4-7 will have theirs put on Teams. Senior pupils access Teams on Glow with their own personal Glow details, which they have the responsibility of remembering as we can not give out user names and passwords as per the Scottish Government guidelines.

## **School Canteen Facilities,**

We encourage the children and young people to take school meals and have a fantastic welcoming team who will encourage the children to try a wide variety of foods. Currently all children in P1, P2, P3 and P4 receive a free school lunch. Free school meals can be applied for from P1 to P7 taking into account personal circumstances. Should pupils prefer a packed lunch we would ask the children to bring this in a clearly labelled packed lunch container/bag. We are a cashless school and we advise all parents to use ParentPay to pay for meals and any other school based expenses. We also use this as a form of communication and would encourage those who are not using it to pay for meals to sign up.

## **Complaints Handling**

If there are any complaints the first point of call is by contacting Mrs Milne, Head Teacher. There will be contact made within a 48 hour window to discuss and any investigations will take place ideally within 7 working days. If a satisfactory conclusion cannot be reached then Mrs Milne will escalate this to the Education Department of East Ayrshire Council.

## **Emergency Procedures / Medical matters**

Children who have minor bumps or scrapes due to falls at play etc. in school will receive first aid and a note will be given to the child to be taken home to let the parents/carers know. Should a child or young person become unwell or sustain a more serious injury the parents/carers will be contacted by telephone in a timeous fashion and appropriate first aid given. Advice will be sought about potential follow up required.

## **Data Protection**

Data check forms will be issued for return by parents/carers in the first week of the school session. If a pupil arrives during the school year then this will also happen for new pupils. Your data and that of your child will be held in a secure area and not shared with others. We are aware of and work within the Information Governance and GDPR policies of East Ayrshire Council

## **Parent Council details**

All parents with a pupil in school are part of the parent council. The Friends of Loanhead Parent Council have a Facebook group where information is shared. Mrs Claire Brands is the chairperson of the group and welcomes all who wish to join in with the Parent Council and help support them in their support of the school.

## **SECTION 4**

### **The Curriculum**

The curriculum we follow is Curriculum for Excellence from early level through first and second level and onto, in some cases, third level. The balance is across all subject areas with greater emphasis on the three core subjects of Literacy and English, Numeracy and Mathematics and Health and Wellbeing. Other subject areas are balanced over the year and taught within interdisciplinary studies where experiences and outcomes are bundled together appropriately. This allows our pupils to make decisions collectively about a topic they wish to find out about whilst taking the children through the level appropriate to them.

We are working with the Scottish Attainment Challenge Team on Numeracy and Mathematics using active numeracy and number talks, We are also working with the team on Literacy and English. We use East Ayrshire Council's Active Literacy Programme. We are following EAC's Wellbeing Renewal programme for Health and Wellbeing.

### **Excellence in Teaching and Learning in Loanhead**

Lessons in Loanhead are expected to include the following:

#### **Active Learning**

- ✓ Children learn by carrying out a variety of activities
- ✓ Children think creatively, investigate and solve problems
- ✓ Children have choices
- ✓ Children work on their own, in pairs and in groups
- ✓ Children use a variety of resources
- ✓ Children have the opportunity to learn outdoors
- ✓ Activities relate to real life
- ✓ Lesson links with other subjects
- ✓ Lesson links with local businesses and the community

#### **Developing Skills for:**

- ✓ Life
- ✓ Learning
- ✓ Work
- ✓ Leadership
- ✓ Higher order thinking
- ✓ Study

#### **Assessment is for Learning**

- ✓ Teachers discuss previous learning with pupils
- ✓ Children understand learning intentions
- ✓ Teachers and children agree success criteria
- ✓ Children know which level they are working towards
- ✓ Teachers and children ask challenging questions
- ✓ Children are prepared to risk getting answers wrong
- ✓ Teachers give children feedback to help them improve
- ✓ Wrong answers are used to improve learning
- ✓ Children assess and learn from each other
- ✓ Children engage in AifL strategies to demonstrate understanding

#### **Meeting Children's Needs**

- ✓ Everyone has high expectations of learning and behaviour
- ✓ Every child is learning
- ✓ Teachers teach in a variety of ways
- ✓ Teachers challenge and support all children
- ✓ Children all work at an appropriate pace
- ✓ Children can explain to others their learning in different ways
- ✓ Children evaluate their learning

- ✓ We celebrate success and wider achievement
- ✓ Take part in positive learning experience
- ✓ Children feel:
  - Safe
  - Healthy
  - Achieving
  - Nurtured
  - Active
  - Respected
  - Responsible
  - Included

This description of learning in Loanhead was created by pupils and staff and shared with our wider community.

Parents will be informed about sensitive aspects of learning such as sexual health, relationships, parenthood before this teaching takes place by letter and leaflet containing the content and vocabulary that will be used.

## **SECTION 5**

### **Achievement and Improvement**

Almost all of the children have achieved the level predicted by the teachers at the beginning of the session based on the previous year transition information. The majority of our children are achieving comparable to the national levels and some are exceeding.

We are “Building Back Better” as we develop throughout this year our renewal of the curriculum and manage the return to schools during the pandemic. Our focus is on the three core subjects in Curriculum for Excellence building on the advances we have made over the past few years in literacy and numeracy, numeracy and mathematics and health and wellbeing. The school improvement plan focuses on developing and embedding further the advances in using ICT and Technology, we have already made over the last six months and also to ensure that we embed the good practice developed in numeracy and mathematics through the Active Numeracy programme. Furthermore there will be a focus on resilience, mental health supports and strategies to use when facing challenging times added into our health and wellbeing programme. The focus on STEAM subjects (Science, Technology, Engineering Art and Maths) will be further enhanced by our new STEAM room with resources to support the development of these areas. Scotland has been long known for it’s innovative and inventive nature and as we develop into the global economy a focus on how we develop the skills that we will need in the future is the focus and driver behind the skills development within the school over the next three years. Ensuring that we provide a high quality academic, skill and social education.



## SECTION 6

### Assessment

At Loanhead the staff participate in holistic moderation of children's work three times a year and include this overall assessment in the tracking and monitoring conversations held with the head teacher and ASN (Additional Support Needs) Co-ordinator. Formative assessment is an ongoing process that happens in all classes at all times. Any concerns are highlighted within the log book which is transferred to pastoral notes which helps build a clear picture of the child as they move through the session, Formative assessment helps the teacher build in support and challenge for pupils.

### Reporting

Reporting formally to parents takes place in October, April (written report) and May (parent conversations). If a child has a child's plan additional meetings and reviews will take place at least an additional twice during the year and these may be in the form of telephone conversations under the current restrictions. Further discussions take place as necessary.

## SECTION 7

The school website can be found using the following link:

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

We use the "**School App for Parents**" to keep our parents informed and this app can be found in your app store.

Twitter feed can be found at: @LoanheadPS\_EAC