



**Mauchline Primary School and Early Childhood Centre**

**The Loan**

**Mauchline**

**KA5 6AN**

<b>Telephone No:</b>	<b>Main office: 01290 550306</b> <i>For use in emergency school closure or exception circumstance the school has a mobile phone which can be contacted on:</i> <b>07920 723 181</b>
<b>Email:</b>	<a href="mailto:lorraine.dougan@east-ayrshire.gov.uk">lorraine.dougan@east-ayrshire.gov.uk</a>
<b>School Blog:</b>	<a href="https://blogs.glowscotland.org.uk/ea/mauchlinepsandecc/">https://blogs.glowscotland.org.uk/ea/mauchlinepsandecc/</a>
<b>Twitter:</b>	@MauchlineC
<b>School App:</b>	Available on appropriate mobile devices
<b>Denominational Status (if any):</b>	The school is non-denominational and co-educational and provides a 3-12 education within the Early Childhood Centre and Primary School.
<b>Further information:</b>	<a href="http://www.east-ayrshire.gov.uk/schoolhandbooks">www.east-ayrshire.gov.uk/schoolhandbooks</a>



## Welcome

**Lorraine Dougan, *Head Teacher***

Welcome to your school handbook.

I am delighted to welcome you to Mauchline Primary School and Early Childhood Centre. I hope that you will find this handbook helpful and interesting. At Mauchline we strive to have a nurturing, happy, caring and friendly atmosphere and to provide an environment where our children and young people feel safe, happy and have opportunities to learn in a stimulating and exciting way.

We aim to promote in children a positive attitude to work, self, others and the environment. We work hard to provide a high-quality service and wish to work in close partnership with you in preparing your child to be a successful learner, confident individual, responsible citizen and effective contributor.

Many activities are organised throughout the school year, giving parents the opportunity to meet and work with the staff of the school. We look forward to seeing you at various occasions during the session.

The teaching and support staff are incredibly hardworking professionals. We put children and young people first and greatly value our relationships with them. It is vital that children are happy, safe and achieving their potential.

We believe that education involves a close partnership between school and home and we take great care to encourage this bond. Our Parent Council work alongside us to provide a full, varied and interesting school experience for our children.

Please feel free to make an appointment to speak with myself, the Depute Head Teacher Susan Cross or the Principal Teachers Mrs McKinlay, Miss Millar or Miss Kirkcaldy, if you have any worries or concerns about your child's progress or welfare within the school or myself or the ECC Senior, for any concerns within the ECC. We will be happy to help at any point in the year and can be contacted through the main office or by e-mail.

Kindest regards,

A handwritten signature in black ink that reads 'Lorraine Dougan'.

**Lorraine Dougan**

## **SECTION 1**

### **SCHOOL INFORMATION**

#### **ECC Roll 2021/22**

Total Roll: 40

<b>1140</b>
40

#### **School Roll 2021/22**

Total Roll: 285

<b>P1a</b>	<b>P1b</b>	<b>P2a</b>	<b>P2b</b>	<b>P3</b>	<b>P3/4</b>	<b>P4/5</b>	<b>P5</b>	<b>P6</b>	<b>P6/7</b>	<b>P7</b>
22	21	25	25	30	24	25	29	29	25	30

Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

#### **Enrolment for the ECC & Primary 1**

Registration of ECC children usually takes place on the last week in February and the first week in March. It is advertised widely in local press etc.

Registration of Primary 1 children takes place in January and is advertised widely in local press etc.

Prospective parents are welcome to visit the school during our pre-entrant open days.

Families living out with the catchment area are welcome to make a placing request to attend Mauchline Primary School but must enrol their child at their local school as a first step. Further information is available on East Ayrshire Council's website.

## **Teaching Staff**

**Head Teacher** Ms Lorraine Dougan  
**Depute Head Teacher** Mrs Susan Cross  
**Principal Teachers** Mrs Karen McKinlay  
Miss Jennifer Kirkcaldy (*Acting*)

**Teachers**

Miss Mair	P1a
Mrs Kilday	P1b
Miss Craig	P2a
Mrs Bryson	P2b
Mrs Norman	P3
Miss Kirkcaldy	P3/4
Mrs Burt	P4/5
Vacancy	P5
Vacancy	P6
Miss Black	P6/7
Miss Millar	P7
Mrs Scarisbrick	NCCT
Brass Teacher	Mr Anderson
Piano Teacher	Mr Sullivan
Strings Teacher	Heidi

## **ECC Staff**

**Lead Senior ELCP:** Cara Phillips

<b>ELCP:</b> Lynette Cook	Lisa Mathieson	Alyson McJannet	Amanada Gilchrist
Jan O'Donnell	Nicole Dean	Jen Slater	Hayley Ferguson

## **Support Staff**

**Classroom Assistants** Mrs Stewart Mrs Cooke  
Mrs Cousar Mrs Blair

<b>Senior Clerical Assistant</b>	Mrs Drummond
<b>Clerical Assistant</b>	Mrs McHarg
<b>Janitor</b>	Mr Leitch

## **Communication**

Should you wish to discuss any aspect of your child's learning or have a query or complaint please contact either the class teacher, or a member of the Senior Leadership Team via the school office on 01290 550306. We will get back to you as soon as possible.

We are keen to maintain excellent and open communication links with parents and have a number of ways in which we do this:

- Via the school 'App'- ***This is our main way of communicating***
- Newsletters which are posted on the school 'Blog' throughout the year
- Via the notice boards within the ECC and on the front fence of the school
- Via the school twitter account
- Letters in school bags

We will contact you by telephone if there is every anything specific that we wish to discuss with you. Should you ever wish to discuss any aspect of your child's development, please phone the school office and an appointment to meet will be arranged at a mutually convenient time.

We will keep you informed of your child's progress in terms of learning and achievement. This may include telephone calls, letters, emails, written reports, parents' workshops and/or parents' evenings. Your child's teacher may also share ideas about how you can help your child build on their strengths as well as working on progress and development needs.

## **Our Vision, Values and Aims**

Our whole school community worked together during 2018/19 to create a new vision, values and aims statement for the school. We wanted it to reflect our current thoughts and aspirations.

### **Values**

Our new school values are:

- Respect
- Honesty
- Friendship
- Kindness

These are the values that we want the whole school community to be showing every day. We want everyone to live by our school values and show this in how they behave around our school and our community. That includes all of the children and young people here, the teachers, the classroom assistants, the dinner ladies, the cleaners, the janitor, other people who help and support in our school and our parents.

### **Our Vision:**

- We aspire to be a school community who set ourselves high goals to be better, and work hard to achieve the very best we can.
- We aspire to make our school community a safe, friendly and welcoming place where everyone is included.
- We want our school to be the best school in Ayrshire.

### **Our Aims:**

- We aim to be our best.
- We aim to be caring towards each other.
- We aim to inspire and encourage each other to be confident.
- We aim to be responsible in our school community.

## **Your role as a parent**

We want the best start in life for every young person in East Ayrshire, and strongly believe that this is best achieved in partnership with parents. Your role as a parent is vital and we know you will want to play an active part all through your child's educational journey.

You are automatically part of the wider Parent Forum at Mauchline Primary School and Early Childhood Centre.

You can become more involved in the life of the school through the following means:

**Stay and Play:** *One way you can become more involved is by attending 'Stay and Play' sessions within the ECC. Play with your child within the ECC setting and learn more about what they have been exploring through their learning.*

**Share the Learning:** *One way you can become more involved is by attending 'Share the Learning' events held by your child's class. It is an opportunity to find out what they have been learning about and share in some learning activities with your child.*

**Parent Council member:** *The Parent Council are a smaller body of parents who provide support and feedback ideas and opinions on behalf of the wider parent body. In addition, the Parent Council organises fund-raising events and encourages links between the school/centre, parents, pupils and the wider community.*

**Parent Blether Groups:** *Opportunities across the year to hear about the work of the school, or to be involved in consultations and developing the School Improvement Plan.*

**Parent Workshops:** *Opportunities across the year to learn about how to support your child's learning.*

### **Parent Helpers/ Volunteers:**

*Parent helpers/volunteers are welcome and we will advise across the year on the opportunities available to assist at events and activities.*

*To get involved as a regular volunteer, you will have to undergo a Disclosure Scotland PVG check before you can help out in the school/centre.*

### **Starting school**

When you enrol your child, their original birth certificate will be needed. A copy of this will be taken and the original will be returned to you. We do this to comply with the terms of the Family Law (Scotland) Act 2006 (see Section 3 of this handbook) and to help determine who has parental rights for a child.

For children born *after* May 2006, if both parents are named on the birth certificate, then both have parental rights and we will record both names on our system.

Parental rights are different for children born *before* May 2006. In this case the father will only have parental rights if he is named on the birth certificate *and* if he was married to the mother at the time of the child's birth.

A child's name cannot be changed and a parent cannot be removed from the system without written consent from all parties with parental rights for the child.

### **Early learning and childcare admissions**

Local authorities require to provide a minimum of 600 hours of free early learning and childcare to all 3 and 4 year olds and eligible 2 year olds. Information leaflets are available for parents and carers in all local authority Early Childhood Centres and in partner centres.

### **Early entry to primary school**

If you want to discuss whether your child should start primary school early, then please contact the school directly for more information and advice on your options.

### **Deferred entry to primary school**

If your child is aged between four and a half and five, you can choose to enrol your child in school early, or defer entry until the following August. However, you can only do this if your child's birthday falls between February and September.

You will need to register your child at the school in your catchment area, during enrolment week (dates will be publicised on the Council website) and the option to defer entry can be discussed.

You can also discuss deferred entry with staff in an Early Childhood Centre or partner centre (if attending). If your child does not go to an Early Childhood Centre, or partner centre, you can get an application from us at: Education (Early Years), London Road, Kilmarnock, KA3 7BU, or by calling 01563 576004.

For children with September to December birthdays, application forms need to be completed and returned to the above address before the last day in February.

### **Placing requests and appeals**

If you want to send your child to a school outside your catchment area, you need to complete a school placing request form. However, if you do this, please remember that your child will not be entitled to free school transport to and from school.

Placing requests are decided by the Council's Head of Education. If you wish to appeal a decision, you must do so, in writing, within 28 days of receiving it.

An Appeal Panel will be arranged, made up of a Councillor and two parent council representatives. An officer from the Council's Legal Services team will also attend the hearing to provide advice to the panel. The panel will either grant your appeal, or agree with the original decision.

If you remain unhappy with the decision, you have the right to make a final appeal at the Sheriff Court within 28 days of the appeals panel's decision.

### **Secondary schools**

We work hard to make sure that every pupil benefits from an education best suited to their needs, helping them to succeed in school, in their community, in work and in life.

To do that, we will offer an education that provides specialisation and depth, preparing pupils to gain the best possible level of achievement. We also offer a wide range of activities and opportunities for pupils to develop skills for learning, life and work.

Our aim is for all pupils to leave school with an offer of a meaningful, appropriate, relevant and attractive prospect for further training, learning or employment.

All secondary schools work closely with a range of further education colleges, local businesses, third parties and the Council to offer a host of different training, education and experience opportunities to enhance their skills and prospects.

Our associated Secondary School is:

**Barony Campus**

**Robert Burns Academy**

**Auchinleck Road**

**Cumnock**

**KA18 1RS**

**Head Teacher: Mr Peter Gilchrist**

**Email: [RobertBurnsAcad@east-ayrshire.gov.uk](mailto:RobertBurnsAcad@east-ayrshire.gov.uk)**

### **Looked after and accommodated children and young people**

Sometimes, a child is unable to live at home and if this happens, we have a legal responsibility to care for them. This care can be provided in foster families, residential houses, residential schools, or with relatives (Kinship Care) depending on their needs and circumstances.

Where possible, children will continue to go to their original school to minimise disruption to their lives. All schools/centre have a staff member who will be aware of any looked-after child at their school and they will help support any issues or concerns that the child might have, making any other person involved in the child's care aware of this.

Foster carers and residential care staff who act in place of a child's parents also have exactly the same access to support and advice that we would give to any other parent.

In these situations, a child's teacher will usually be made aware of the circumstances and they will be supported by school management and social workers, if appropriate.

Children who are looked after and accommodated will be supported, included and treated no differently in school than their peers.

## **SECTION 2**

### **Transitions**

Transition arrangements for Early Childhood Centres, Primary Schools and Special Educational Needs schools are managed by each individual establishment. At Mauchline Primary School and Early Childhood centre we offer:

- Induction events for all families and their children joining the ECC.
- ECC ASN Early Transition meetings for Pre-school children.
- Induction events for all families and children joining Primary 1.
- 'Move-up Day' events for all children moving stage within the Primary School, and include new children joining the school at these events.
- P6 ASN Early Transition meetings for S1.
- P7-S1 Transition Events.
- P7 ASN Enhanced Transition events.

### **Support for Children and young people**

#### **Additional Support for Learning**

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

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

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

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

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

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

### **Hearing impairment service**

The Ayrshire Hearing Impairment Service supports hearing impaired children and their families from diagnosis until school leaving age. Our Teachers of the Deaf and our Sign Language Assistant also visit children at home and in educational establishments throughout North, South and East Ayrshire.

The Service will listen to you, your thoughts and ideas and help you to learn about your child's hearing loss. It will help explain your child's hospital audiograms and reports and advise on your child's language development.

It will also work with you to provide the best possible support for your child, from diagnosis of a hearing loss until they leave school. They can also introduce you to other parents and offer information about other local services.

For more information call 01563 551219, or email: [hearingimpairment.service@east-ayrshire.gov.uk](mailto:hearingimpairment.service@east-ayrshire.gov.uk)

### **East Ayrshire Psychological Services**

Our educational psychologists make visits to our schools regularly. Their role is to assist and help children experiencing barriers to their learning, by providing advice and consultation, through working with teachers, staff and parents.

The educational psychologist can be involved in consultation around general issues that may arise regarding particular children. The educational psychologist will not undertake formal assessment, or meet with your child, without your prior consent and this will be discussed with you by the school.

Where consent is given, the school will keep you up to date with the support on offer, any needs that are identified and the educational psychologist's role in supporting your child. Other school staff may become involved in supporting your child and, again, this will also be discussed with you as part of the process.

The school can give you more information on the psychological service, or you can visit the website: <https://blogs.glowscotland.org.uk/ea/eapsychservices/>

### **East Ayrshire Support Team (EAST)**

EAST helps by providing support with early identification/assessment of a child's needs. They can then offer support through curriculum development, planning of teaching, mentoring, and reviewing and staff development.

The service is made up of different specialist teams:

- **The Core Team:** offers direct support to schools
- **English as an Additional Language** helps children with limited, or no English, or those who appear fluent but are not achieving their full potential
- **Visual Impairment Team** supports children with visual impairment and also offers a service to pre-3 children and their families
- **Early Language Centre** supports children from pre-school to P3 who have a severe, specific language delay or disorder
- **Hospital Education Service** supports children and young people who are admitted to hospital for an extended period or are frequently re-admitted
- **Autism Spectrum Disorder Outreach Team** – supports children who have significant Social Communication Difficulty including Autism Spectrum Disorder

All schools have access to a core EAST teacher on a needs-led basis.

For information to other related services for young people, see:

<http://www.eastayrshire.gov.uk/EducationAndLearning/ActivitiesAndSupportForYoungPeople/SupportForYoungPeopleSchoolAndEducation/EastAyrshiresupportteam.aspx>

If you believe your child has additional support needs please contact your school/centre, or get in touch with us on 01563 555640.

## SECTION 3

### ECC Sessions

**Full day session:** 8.45am–2.45pm

### School Hours

**Starting time:**        **P1 and P2** 8.50am        **P3 – P7** 9.00am

**Interval:**            10.40am to 10.55am

**Lunch break:**        12.35pm-1.25pm

**Dismissal:**           **P1 and P2** 2.50pm        **P3 – P7** 3.00am

Current school holidays and in-service days can be found on the East Ayrshire Council website, using the following link:

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

### Attendance and Absence

Good attendance is encouraged at all times and the law requires all parents to provide an education for their child.

We take attendance at Mauchline Primary School and Early Childhood Centre very seriously and follow up on unauthorised absences, or continued absence from school/centre, involving other partners if necessary.

You are responsible for ensuring that your child attends regularly and arrives on time. You are responsible for ensuring the safety of your child on their journeys to and from school/centre, except when they are on any transport we provide.

Regular and punctual attendance is linked closely to achievement and staff will work with parents to ensure that children can achieve their full potential.

The law requires that educational establishments maintain an accurate record of attendance and absence of each pupil. Parents are requested to assist in this process by informing the school or centre if children are to be absent for any reason.

This is how absence is recorded in our school/centres:

- Primary schools note attendance twice a day - morning and afternoon. In secondary schools attendance is recorded each period rather than morning and afternoon only and texts are sent to parents if their child is absent from school.
- In Early Childhood Centres, parents are required to sign a register when dropping a child off at the centre and when collecting them.
- Where your child's absence is approved, for example a medical appointment or the school or centre is notified of a sickness absence, it is marked as an **authorised** absence.
- Where an absence is unexplained by the parent the absence is marked as **unauthorised**.
- If your child is not going to be attending, please let us know by 9.00 am on the first day of absence, explaining the reason. When your child returns, please send them with a note, confirming the reason for absence.

Where a child exhibits a pattern of absence which may warrant investigation – and if we cannot contact you, or your other emergency contacts – then other appropriate support services may be contacted.

This might include other family members, a social worker, a health visitor or other concerned party, requesting that they visit your home to investigate and report back on their findings.

### **What to do if your child is going to be absent**

Parents are asked to inform the school if their child is going to be absent. This should be done before 9.00am on the first day of absence via the school office.

If your child is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents of their child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

### **Illness or accidents during school hours**

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

Your child should not go home without permission and pupils who are being sent home due to illness must be picked up by a parent, or other responsible adult (eg. a relative)

In the event of an accident or illness which requires referral to the local Medical Practice and/or to the Accident and Emergency Services, parents or the designated emergency contact will be informed.

### **Holidays in school/centre time**

The Scottish Government requires that holidays taken during term time should be recorded as unauthorised absence unless there are special, exceptional circumstances.

Should you wish to remove your child from school/centre to attend a family holiday you must inform the head of establishment. This will be recorded as unauthorised absence, though there may at times be exceptional family circumstances, which should be discussed with the head teacher well in advance.

Parents are advised to limit the number of holidays taken during term time, to minimise disruption to a child's education. For annual holiday dates for East Ayrshire schools/centres, please visit the following website, or contact the school/centre office.

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

### **Spiritual, social, moral and cultural values**

Occasionally, parents from different religious communities may wish their children to be absent from school to celebrate religious events and we will support this.

We believe that religious and moral values help children become successful learners, confident individuals, effective contributors and responsible citizens.

However, you can choose to withdraw your child from religious observance and we will respect your wishes, making arrangements for your child to undertake an alternative activity. Your child will never be disadvantaged as a result of withdrawing from religious observance.

### **Promoting Positive Behaviour and Anti-Bullying**

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Mauchline Primary School and ECC is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated.

The highest standards of behaviour are expected of pupils at all times. Where this is not the case, a variety of sanctions are used. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.

Although instances of bullying at Mauchline are relatively infrequent, children are **ALWAYS** encouraged to report any allegation of bullying to staff.

We feel that **prevention and early intervention** are our most effective tools in the management of bullying behaviour. Staff have consistent and high expectations of behaviour. They model and frequently reinforce our school values. We feel that structured anti-bullying education and swift intervention in relation to allegations of bullying are how we prevent bullying from gaining prevalence in our school. Our Social, Mental and Emotional Health and Wellbeing Curriculum incorporates planned anti-bullying and equality lessons at every nursery and primary stage. Our aim is to build emotional strength and resilience in pupils and to give them the confidence and strategies to cope with incidents of bullying now and in later life.

## **Child protection**

The head teacher has responsibility for all child protection issues and this includes:

- Establishing a positive ethos which supports and values children and contributes to their welfare and protection.
- Ensuring that child protection guidelines are brought to the attention of all staff.
- Making sure there is a named child protection co-ordinator for the school.
- Developing policy and practice to meet national and local authority guidance.

We expect our staff to act in the best interests of children at all times and, in co-operation with other key agencies, to protect children from harm and abuse.

Where there are grounds for concern that a child may have been abused, staff will observe, report, record and co-operate with agencies such as social work, police, Scottish Children's Reporter and any appropriate medical personnel.

Further information can be found at:

[www.eastayrshire.gov.uk/SocialCareAndHealth/CareAndCarers/ChildrenAndYoungPeople-ChildProtection/ChildProtection.aspx](http://www.eastayrshire.gov.uk/SocialCareAndHealth/CareAndCarers/ChildrenAndYoungPeople-ChildProtection/ChildProtection.aspx)

## **Uniform**

### **Early Childhood Centre**

Children have the best fun when they are doing creative and activity-based work. We always try to make sure they wear aprons but it can be messy fun, so please dress your child in suitable clothing. We encourage the children to wear a red sweatshirt and white polo shirt with the school badge.

Children will take part every day in outdoor play so outdoor clothing is also advisable e.g. suitable trousers, waterproof jackets, trousers and wellington boots.

### **School**

Our main colours are red and black.

You can choose from red round-necked or v-necked sweatshirts, cardigans and white polo shirts and shirt. We also have a school tie and a school blazer available. Details

can be obtained from the office. Children are encouraged to wear the uniform as it gives them a sense of identification with the school.

P.E. kit should also be provided. Children must not wear jewellery to P.E.

**Please write name on all items of clothing.**

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

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

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

## **School Security**

### **ECC**

Children attending the ECC enter with their parents via the ECC main door. You will be directed to sign in your child. You will exit using the one way system to encourage a free-flow of safe entry and exiting of the ECC.

When collecting your child you must sign them out of the ECC.

Prams etc are not permitted within the ECC and there is an area for them to be parked safely.

### **Playground**

- Adults are not permitted within the school playground, and children should be dropped off and walk in by the appropriate gate. A classroom assistant is always available beside the infant gate.
- The playground is supervised by an adult presence from 8.45 am each day. At break times the classroom assistants supervise the playground.
- Children are dismissed from the infant gate at the end of each day to their parent. Please ensure you do not crowd the gate area to allow children to identify their parent and leave safely.

## **School**

Our school is fitted with a security system and the following procedures apply:

- All entrance doors are locked during school 'work times' with access being obtained through a fob system or a buzzer operated from within the building by an adult member of staff.
- An over-ride system allows staff and children to leave through all doors in school in the case of emergencies.
- Entry to school for parents and visitors is through the front door only. Camera and entry phone systems are in operation. Please ring the bell and wait for the door to be opened. You should then report to the reception desk. If the identity of visitors is unclear, they will be asked to make themselves known to the member of staff in the office.
- Visitors should always report to the office; they should sign the visitors' book and, if not known by children and staff, wear a visitor's badge.
- The building, both inside and out, is also monitored 24 hours a day by a CCTV system.

## **Homework**

Homework tasks may cover a broad variety of activities including reading, research, spelling, tables/number practice, maths, writing, etc. Homework is not given without prior teaching or explanation in class. We value homework as an opportunity for parents and carers to work in partnership with the school and take an active role in their child's learning. Please see our Blog to view our homework policy in full.

## **School meals**

All 1140 nursery children are entitled to a free school meal. All children in Primaries 1 to 3 are entitled to a free school meal. This is a great opportunity for children to enjoy the social interaction of eating in an environment where they can try different foods every day and it can also help to increase their concentration for their afternoon classes.

Our award winning meals service offers nutritionally balanced, well-presented food in an environment that is sensitive to the needs of pupils.

We are the only Council to have achieved nine consecutive Gold Soil Association Food Awards since 2008. We also support the use of local suppliers for our fresh ingredients.

School meals provide a good lunchtime experience with an important break in the day away from the classroom, while still being in the safety of the school.

School lunch breaks should be an interesting and enjoyable time and our philosophy is to help children towards a good diet by providing an attractive and interesting range of wholesome, cooked food, made from excellent, fresh, quality ingredients.

Menus and other information can be found at: [www.eac.eu/schoolmeals](http://www.eac.eu/schoolmeals).

The management of the Catering Service in your school is provided by the Council through Onsite Services. The Schools (Health Promotion and Nutrition) Act 2007 sets out in detail the national nutritional food standards we follow.

### **Free school meals and milk**

The Nursery Milk Scheme entitles children under five to free milk. Water can be provided as an alternative if your child does not want milk, or has a milk allergy.

If you are in receipt of Universal Credit, or other benefits, your child may also be entitled to free school meals.

You can get an application form at your school, or during school holidays, from Kilmarnock and Cumnock Registration Offices. There's also a web link here:

<https://www.east-ayrshire.gov.uk/CouncilAndGovernment/Benefits/Benefits-EducationAndSchool/FreeSchoolMeals/FreeSchoolMealsMilk.aspx>

### **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, trips, 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](http://www.eac.eu/onlineschoolpayments)

### **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 Payments 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](http://www.eac.eu/onlineschoolpayments)

### **Comments, suggestions and complaints**

Should you have a comment, suggestion or concern we would first of all encourage you to speak to the school. Our aim is to provide high quality services to the people we serve, but sometimes things can go wrong. If this happens, please tell us, so that we can put things right via the following link:

[:https://www.east-ayrshire.gov.uk/CouncilAndGovernment/Contact-us/Contactusform.aspx](https://www.east-ayrshire.gov.uk/CouncilAndGovernment/Contact-us/Contactusform.aspx)

## Complaints

If you have experienced a problem with a service or have a complaint to make, the quickest way to get it resolved is to talk to the school or head teacher.

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

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

## Complaints about care

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

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

[www.careinspectorate.com/index.php/our-offices](http://www.careinspectorate.com/index.php/our-offices)

## Mediation

Mediation and advocacy services are also available through Enquire - the Scottish advice service operated by Children in Scotland, for additional support for learning. You can call them on 0845 123 2303 or email: [info@enquire.org.uk](mailto:info@enquire.org.uk)

You can also go online at two websites - [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners) and [www.enquire.org.uk/yp](http://www.enquire.org.uk/yp) (for children and young people).

## **Emergency Procedures**

It is vitally important that we are able to make contact with parents or other named persons in cases of emergency, illness or school closure. Please make sure that we have up-to-date contact information. Every attempt will be made to contact you by telephone, voicemail or text message. Also, please let us know about changes at home which may have a bearing on your child's education and wellbeing.

## **Medical conditions**

It's essential that you let us know of any particular medical conditions or requirement(s) your child might have. Written parental consent is also required for the administration of medicines.

Please let us know of any change in your contact information, any change in a child's medical condition and of arrangements we should make should your child become ill, or need to be taken home.

## **Dental Health**

The Childsmile Nursery and School Programmes provide preventive oral health advice and support for children aged three and upwards.

Free oral health packs containing a toothbrush, fluoride toothpaste and oral health information is given to all children in Early Childhood Centres, partner centres and in Primary 1. This programme follows on from the Early Years baby pack, given out during baby's first year. You can find out more here: <http://www.child-smile.org.uk/>

Daily supervised tooth brushing takes place in all Early Childhood Centres and for our P1 children. Additional preventive care is offered with the application of fluoride varnish twice a year. Every year, all primary 1 and 7 pupils are offered a free dental inspection in school.

This helps to make sure you and your child are receiving all the support needed to maintain your child's dental health - and take any steps required to remedy any problems that may have arisen. The data collected is also useful for planning and evaluating dental health care initiatives directed towards improvements.

## **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.

### **Parent Council**

The school has a very active Parent Council who supports the work of the school. The Parent Council can be contacted by writing to Lorna Donnelly, at the following address: [lornahall22@hotmail.co.uk](mailto:lornahall22@hotmail.co.uk) or via the school.

## **SECTION 4**

### **Curriculum for Excellence**

Curriculum for Excellence is Scotland's national curriculum. It provides a coherent and inclusive curriculum from 3-18 years, wherever learning is taking place including: Early Childhood Centres, schools, colleges and community learning.

There are five levels and these are flexible, depending on pupils' needs and abilities.

- **Early** - the pre-school years and P1 or later for some.
- **First** - to the end of P4, but earlier or later for some.
- **Second** - to the end of P7, but earlier or later for some. We work closely within our Education Groups and P7 pupils and parents to facilitate the transition from primary to secondary school.
- **Third and Fourth** – S1 to S3. S3 marks the end of the broad general education phase and is a time when pupils choose courses which will lead to national qualifications. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4. The fourth level experiences and outcomes are intended to provide possibilities for choice and refine your child's education.

- **Senior phase** - S4 to S6, and college or other forms of study. In S6, pupils will have opportunities to study programmes involving independent and blended learning with partners from Higher and Further Education and the business community.

## SECTION 5

### Learning and Teaching

#### S1 – S3 Curriculum

From pre-school to the end of S3, pupils receive a broad general education, giving them the skills and experiences to become:

- successful learners
- confident individuals
- responsible citizens
- effective contributors in school, their community and in life.

These are known as the ***four capacities***.

Learning experiences outside the classroom are also encouraged, helping to link lessons to real life. Most learners at the third level will progress into the fourth level before the end of S3, laying strong foundations for more specialised learning.

Learners are provided with a broad, balanced set of experiences designed around the curriculum areas of:

- Languages and Literacy
- Mathematics and Numeracy
- Health and Wellbeing
- Religious and Moral Education
- Social Studies
- Sciences
- Technologies
- Expressive Arts

The core curriculum consists of Literacy, Numeracy and Health and Wellbeing. These permeate and underpin learning in all other curricular areas. Attainment and achievement in these areas are regularly assessed and reviewed by the school to ensure standards are maintained or improved.

## Senior Phase: S4 – S6 Curriculum

Those in the senior phase will have options to study that reflect their abilities and aspirations. These include or combine staying on at school, going to college, or university, work or community-based learning and volunteering.

These options offer the opportunity to study for qualifications and enhance skills important to their success in learning, life and work.

In addition to new qualifications developed by the Scottish Qualifications Authority (SQA) which support the Curriculum for Excellence, young people can achieve qualifications from a wider range of providers and more flexible study options now include:

- being able to take qualifications over one or two years
- taking National 4 and 5 qualifications in S4, S5 and S6 or, possibly
- bypassing these and working directly towards Highers.

## Qualification Levels and Progression

SCQF Level	Current Level	Progression
Level 1	National 1	National 2 (N2)
Level 2	National 2	National 3 (N3)
Level 3	National 3	National 4 (N4)
Level 4	National 4	National 5 (N5)
Level 5	National 5	National 6 (N6)
Level 6	National 6 (Higher)	National 7 (N7) (Advanced Higher)
Level 7	National 7	National 8 (N8)

Learners are given opportunities to develop skills for learning, skills for life and skills for work with a continuous focus on:

- Enterprise and Creativity
- Citizenship and International Education
- Literacy
- Numeracy
- Health & Wellbeing
- Sustainable Development

- Digital Technology

## **Personal Support / Career Planning**

Throughout their school journey all children and young people are supported to achieve their best and to plan and prepare for further study or the world of work.

Vocational learning, including work experience, careers advice and business, university and college links all complement the work done through Mentoring for Effective Learning classes and by Guidance and subject teachers to develop skills for learning, life and work.

## **SECTION 6**

### **Assessment and reporting**

Assessment is an important part of the Curriculum for Excellence and, at all levels, pupils' progress is closely monitored by teachers and staff.

In turn, teachers and staff will work with pupils reflecting on their results, looking at their strengths and learning needs and agreeing next steps and action based on these.

As they progress, pupils become more involved in this process, as they develop the skills to make effective judgments on their own learning – developing personal expertise that will be important to them throughout life.

Testing and assessment also helps teachers plan learning experiences which are motivating and challenging.

Children who may have additional support needs, or who require a co-ordinated support plan, will be assessed in a way suited to their individual requirements.

Further information is available from the head of establishment at your child's school.

### **Class size policy**

Currently, the maximum number of children in classes is:

Primary 1	25
Primary 2 and Primary 3	30
Primary 4 to Primary 7	33

*The exception to this is a composite class, which has a maximum size of 25.*

A composite class is one in which children from two or more years are grouped together (for example, P2 and 3) or, in some small schools three years may be grouped together. More information on composite classes is available at:

[www.east-ayrshire.gov.uk/Resources/PDF/C/CompositeClasses.pdf](http://www.east-ayrshire.gov.uk/Resources/PDF/C/CompositeClasses.pdf)

Early Childhood Centres are registered with the Care Inspectorate for a maximum number of children in specific age ranges and this varies from centre to centre.