



Patna Primary School, Supported Learning Centre & Early Childhood Centre

Whitehill Avenue

Patna

KA6 7LY

Telephone No:	01292 531271
Email:	claire.mcphail@eastayrshire.org.uk
School Blog:	https://blogs.glowscotland.org.uk/ea/patnapsecc2017/
Twitter:	@PatnaPS_ECC
School App:	School app for Parents
Denominational Status (if any):	Co-educational: Non-denominational
School Roll:	ECC from aged 2 and Primary P1 to P7 The current roll School: 107 SLC: 12 ECC: 40
Further Information:	www.east-ayrshire.gov.uk/schoolhandbooks

On behalf of all the pupils and staff at Patna Primary School, Supported Learning Centre and Early Childhood Centre I would like to warmly welcome you and your child/children to our school community.

We are very proud of our school and the community in which we serve. Our School Vision is 'RISE to the challenge, reach your potential'.

We aim to work in partnership with parents/carers to ensure that our children are successful in reaching their potential. If you have any questions or wish to discuss anything further please do not hesitate to contact me.

**Claire McPhail
Head Teacher**

Our School values are:

- **Respect**
- **Inclusion**
- **Self Belief**
- **Excellence**

We promote these school values throughout the curriculum and ethos and life of the school.

Our School aims are:

- **To provide engaging and motivating learning experiences which challenge our learners.**
- **To take pride in our school and community.**
- **To build positive and respectful relationships to help our learners reach their potential.**

With a focus on high quality learning experiences, we aim to raise attainment. By providing a variety of opportunities in school and out with, our children have the opportunity to achieve. Our staff team know our children and families well and aim to identify any barriers to attainment and achievement. East Ayrshire Relationships Framework underpins our work as we strive to ensure all children are safe, healthy, achieving, nurtured, active, respected, responsible and included.

We promote improvements and wider achievements. Children are awarded certificates if they demonstrate the school values or that they are a successful learner, confident individual, effective contributor or responsible citizen.

- **The opportunities provided for parents/carers to be involved in the schools.**

Parental Involvement

Our main method of communication is through our school app which we use to share information, links to useful websites, photo's and recordings. Our school newsletter 'The Patna Post' is shared through a SWAY on the school app.

As we are unable to have parents/carers in school, we have invested in Learning Journals. Learning Journals is an app where teachers share class information, learning and photographs with parents/carers.

Parents as Partners

We have an active Parent Council who support the school in improvements and who give up their time to give our children a variety of experiences. At present, our Parent Council Meetings are being held virtually. All parents/carers are welcome to attend.

Chairperson	Miss Samantha Thomson
Secretary	Mrs Samantha Ramsay

For more information on parental involvement or to find out about parents as partners in their child's learning, please contact the school directly or visit the Parentzone website at www.parentzonescotland.gov.uk.

SECTION 2

Transitions

- The arrangements in place to support a child or young person's transition and how parents/carers can support this.

Throughout the session we offer many informal transition opportunities for children moving from Pre-school to P1, as well as formal transition opportunities and meetings in the summer term. Our children in P1 transition from Patna ECC. Due to COVID-19 we are currently reviewing our practice.

Our associated Secondary School is Doon Academy which is part of our school campus. Throughout the session we participate in events with children from other Primary Schools in our Education Group. Careers Fayres and a Digital/STEM event were introduced and successful last session. STEM Transition Days are held in the spring term and formal Bump Up days in the summer term. Due to COVID-19 we are currently reviewing our practice.

Doon Academy Head Teacher: Kenneth Reilly

Address: Ayr Road, Dalmellington, KA6 7RW

Telephone No.: 01292 550521

Email: Kenneth.reilly@east-ayrshire.gov.uk

Support for children and young people and parents/carers

- The Management Team, Pupil Support Team etc. *(all photos should be sent separately as jpegs)*

Claire McPhail (Head Teacher)

claire.mcphail@eastayrshire.org.uk

01292 531271

Karen Murphy (Depute Head Teacher)

karen.murphy@eastayrshire.org.uk

01292 531271

Parents/Carers are encouraged to contact the Head Teacher or Depute Head Teacher if there are any concerns. The Head Teacher is the Child Protection Officer for the Establishment and any concerns involving a child's wellbeing should be shared with Mrs McPhail immediately.

Support for Children

'The Children and Young People (Scotland) Act 2014' introduces an approach for all children's services to work together to meet children's needs. At Patna Primary School, Supported Learning and Early Childhood Centre we follow this approach as well as the 'GIRFEC Practice Model' which is a framework that centres on the individual and their specific needs. Every child under the age of 18 is entitled to have a Named Person who is available to help and support the child and do whatever is necessary to promote the child's wellbeing. Mrs McPhail is the Named Person for all children in the Primary School and Supported Learning Centre. The Health Visitor is the Named Person for all children in the Early Childhood Centre.

Additional Support Needs

Our approach is in line with the guidelines of 'Getting It Right For Every Child' (GIRFEC) and is underpinned by the 'Education (Additional Support for Learning) (Scotland) Act 2009' and a 'Curriculum for Excellence'. All children and young people may need some additional support at some point to help them develop to their full potential during their education journey. Most children are supported within their own class with class teachers using appropriate strategies and supports. If a child needs more help than the class teacher can provide, we begin assessing the child holistically in order to identify the necessary additional support required. This is called a staged intervention approach as there are many levels of support available, ranging from in class support, in school support, or specialist support from services such as; psychological services, speech and language therapy, occupational therapy etc.

Child's Plans

A Child's Plan is created for any child who requires extra support to address their needs. Plans are developed in partnership with the pupil, their parents/carers and any services involved. In most occasions, it will be written and regularly reviewed by the class teacher. Plans are monitored and progress is discussed during regular TAC (team around the child) meetings. Views of pupils, as well as parents/carers, should be incorporated into the plan as per the UNCRC to ensure that views are taken seriously. Where more targeted, individual support is required within school or from a multiagency team to allow a pupil to access the curriculum, an Individual Learning Plan (ILP) will be written and included as part of the Child's Plan.

Additional and more specific information on Additional Support Needs can be found on the East Ayrshire Council website:

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

ECC	
Acting Depute Manager	Jemma Hamilton
Acting Depute Manager	Kimberly Lennox
Early Learning & Childcare Practitioner	Emma Rennie
Early Learning & Childcare Practitioner	Hayley Bone
Early Learning & Childcare Practitioner	Kay Kirkwood
Early Learning & Childcare Practitioner	Beth Watson
Early Learning & Childcare Practitioner	Ashley McMeekin
Early Learning & Childcare Practitioner	Lynsey Hamilton
Early Learning & Childcare Practitioner	Arlene Hamilton
Early Learning & Childcare Practitioner	Connie Hose
P1 Class Teachers	Mrs Raleigh & Miss Connelly
P2 Class Teacher	Miss Allan
P3/4 Class Teacher	Miss McCallion
P5 Class Teachers	Mrs Lawrie & Miss Bell
P6 Class Teacher	Miss Nicol
P7 Class Teacher	Miss Teasdale
NCCT Teacher	Miss Morrison
Classroom Assistant	Mrs Dunn
Classroom Assistant	Mrs McInness
SLC	
Class Teachers	Miss McCrorie & Mr McKnight
Classroom Assistant SLC	Miss Mulholland

Classroom Assistant SLC	Mrs Ramsay
Classroom Assistant SLC	Miss Soto-Palomino
Senior Clerical Assistant	Mrs Riggans
Cleaning Supervisor	Mrs Purdie
Janitor	Mr Brown
Pupil Support Teacher	Mrs Brennan
Active School Co-ordinator	Ross Stormonth
Campus Police Officer	PC McNaughton

SECTION 3

- The School/Centre Day and Year

Our school day is staggered from

8.45 – 9.05

Morning Interval (10.15-10.30 & 10.30-10.45)

Lunch (11.45-12.30 & 12.15-1.00)

End of school day staggered from

2.45 – 3.05

Our ECC pattern of attendance is:

8.00 – 12.45 52 weeks

12.45 - 5.30 52 weeks

9 – 3 Term Time

- The School/Centre Holidays and In-Service Days

Our school holidays are in line with East Ayrshire Council's school holidays 2021/22.

<https://www.east-ayrshire.gov.uk/EducationAndLearning/SchoolHolidays.aspx#:~:text=First%20term%20holidays%20%20%20%20Holiday%20,18%20September%202020%20%208%20more%20rows%20>

- Attendance and Timekeeping

Section 30 of the Education (Scotland) Act 1980, lays a duty on every parent of a school age child to "provide efficient education for him/her suitable to his/her age, ability and aptitude, either by causing him/her to attend a public (local authority) school, or by other 8 means". Most parents choose to meet this duty by enrolling their children at local authority schools and therefore must ensure that their children attend school regularly.

We take attendance at Patna Primary School seriously and follow up on unauthorised absences, or continued absence from school, involving other partners if necessary. Regular and punctual attendance is linked closely to achievement and we will work with parents/carers to ensure that children can achieve their full potential. Our Home Link Worker, Joanne Laird, supports with attendance at school.

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 if children are to be absent for any reason.

Where your child's absence is approved, for example a medical appointment or the school 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 school, please telephone to let us know by 9.15 am on the first day of absence, explaining the reason. If no contact is made, the school will send a text message as a reminder, followed up by a telephone call if no response.

- Behaviour and Anti-Bullying – to include promoting positive behaviour and emphasis the need for parental co-operation

Anti-Bullying

We are committed to providing a safe and caring learning environment for all children and follow East Ayrshire Council's Respectful Relationships Policy. Bullying is hurtful and never acceptable. Everyone has the right to be treated with respect and live a life free from bullying and harassment. It should be emphasised that there is a difference between one-off incidents amongst peers in the classroom/playground and the systematic and ongoing targeting of a pupil or group.

Our shared definition of bullying is to repeatedly hurt someone physically and/or emotionally, on purpose, resulting in them feeling scared, sad or weak. Children accused of bullying may need support as much as those being bullied. We always take bullying seriously and will endeavour to investigate fully, supporting all children involved, consulting parents/carers, implementing appropriate strategies for support and recording details using appropriate

systems. Our Leadership Team have undertaken training with 'Respect Me', Scotland's anti-bullying Service.

- Dress Code

Our school uniform comprises of:

- black school trousers/skirt
- white shirt/polo shirt, tie and black school jumper/cardigan

School uniform can be ordered from www.myclothing.com or the Schoolwear Shop, Dalblair Road, Ayr.

- Security and Visitors

All visitors should report to the main office where they will be requested to show ID and sign in on arrival. There are 2 secure doors to the school corridor. Visitors will be provided with a visitor badge which should be returned when signing out and leaving the building.

- Homework and Study

We encourage children to take responsibility for their own learning. In line with Curriculum for Excellence it is our aim to make homework more active, manageable and enjoyable for the children. Homework should enable children to consolidate learning, take responsibility for their learning, promote independent working and demonstrate to parents the type of learning they are doing at school.

This session we are using several online platforms such as Sumdog to reinforce learning in numeracy. Bug club and Giglets for literacy tasks. Homework is posted on GLOW Teams and Learning Journals.

- School Canteen Facilities, including use of Parentpay (*we will provide links to Free School Meal entitlement etc.*)

School Meals

'The Schools (Health Promotion and Nutrition) Act 2007' sets out in detail the National Nutritional Food Standards. School Meals in East Ayrshire offer nutritionally balanced food each day. All pupils in P1-4 are now entitled to a free school meal. All other pupils can either purchase a school lunch or bring a healthy packed lunch. Children from P5-7 entitled to a school meal can apply for this from the local authority.

Cashless Catering - We operate a cashless catering system called ParentPay. ParentPay accounts can be topped up online or via PayPoint stores.

Menus and other information can be found at:

www.east-ayrshire.gov.uk/EducationAndLearning/Schools-Catering/SchoolLunchMenus.aspx

- Complaints Handling

We encourage Parents/Carers to speak directly to the Head Teacher, Mrs McPhail, if they have any complaints about any element of the services we provide. We aim to resolve complaints at school level. However, if you have made the school aware of your complaint and you are unhappy with our response, you can make a formal complaint to East Ayrshire Council.

Please see the link below for more details. East Ayrshire Council: [https://www.east-ayrshire.gov.uk/CouncilAndGovernment/Contactus/ComplaintsProcedure/Howto makeacomplaint](https://www.east-ayrshire.gov.uk/CouncilAndGovernment/Contactus/ComplaintsProcedure/Howto%20makeacomplaint)

- Emergency Procedures / Medical matters

In the event of an emergency affecting Patna Primary School, Supported Learning and Early Childhood Centre, we have well established procedures in place to cope with almost all situations:

Group Texts are sent out to parents/carers to advise of an emergency. Parents/carers should provide the Head of Establishment or school/centre office with an up to date mobile phone number to enable automatic contact via text messaging. The School app has been used more recently.

In the event of an emergency, the Council's Communications Team work quickly to update the Council website, Facebook and Twitter with the latest developments and advice on what to do.

The team also work closely with Westsound Radio (DAB 11B, MW 1035) and West FM (96.7, 97.5 and 106.7) and statements and updates are issued frequently.

We understand an emergency can be a very stressful time and phone lines are often used by emergency services, so it is important that we try and keep lines clear.

As parents, you are advised that before telephoning your child's educational establishment, you should first check the Council webpage, for news and announcements: www.east-ayrshire.gov.uk

You can also check the Facebook page: www.facebook.com/eastayrshire/ or, Twitter: East Ayrshire Twitter/ or check our School App

- Data Protection

East Ayrshire Council creates, collects and processes personal information about children and we are bound by the terms of the Data Protection Act 1998.

We collect information from children, their parents and guardians and we may also receive information from other sources, such as previous schools.

All information is stored securely and we do not share it apart from the circumstances described below, or where the law requires us to do so.

Under the Act, we are known as the Data Controller and the information we collect is needed for a number of reasons which include, but is not limited to:

- Monitoring and reporting on absence.
- Supporting teaching and learning.
- Monitoring and reporting on your child's progress.
- Providing appropriate care.
- Assessing how well your child's school/centre is doing.

The information we collect will also include details such as contact address or phone numbers and data such as ethnic group, additional support needs and any relevant medical information. Occasionally, we may make information available to other organisations, for example:

- To other schools/centres if you move away.
- To the Scottish Qualifications Authority for examination entries.
- To the Scottish Government and its agencies.

You can see the personal information we hold about you by making a Subject Access Request. A parent or guardian may make a request on behalf of children under 12.

To do this, please contact the Council's Freedom of Information Officer on 01563 576094, or email: FreedomOfInformation@east-ayrshire.gov.uk A fee may be charged for this service.

SECTION 4

- The Curriculum

Curriculum for Excellence is the education system in Scotland. It aims to provide young people with the skills, knowledge and attributes they will need for learning, life and work. The Curriculum for Excellence identifies SEVEN PRINCIPLES for curriculum design, and we aim to ensure our learning, teaching and planning has:

- Challenge and enjoyment
- Breadth
- Progression
- Depth
- Personalisation and choice
- Coherence
- Relevance

Curriculum for Excellence is divided into the following curricular areas:

- Literacy (including English and Modern Languages)
- Mathematics
- Health and Wellbeing including P.E
- Sciences

- **Social Studies**
- **Expressive Arts**
- **Religious and Moral Education**
- **Technologies**

All staff are responsible for the 3 main areas of the curriculum, which are Literacy, Numeracy and Health & Wellbeing.

When planning, staff use East Ayrshire Progression Frameworks for all curricular areas to ensure adequate depth, breath and challenge. Our curriculum promotes:

- **Development of the four capacities: Successful learners, responsible citizens, effective contributors and confident individuals.**
- **Skills for learning, life and work.**

As we strive to raise attainment, we must ensure the most effective methods of teaching and learning. Patna Primary School, Supported Learning Centre and Early Childhood Centre are updating our Literacy & Numeracy guidelines. These will be found on our GLOW Website.

SECTION 5

- **Achievement and Improvement**
 - Further information on the establishment's performance at local and national level can be obtained e.g. by signposting to a website where this information is posted.

Over the last 12 months we have continued our improvement journey, supported by whole school self-evaluation, with all staff participating in appropriate CLPL to make changes to improve outcomes for our children.

The following documents can be found on our school GLOW website:

- **Standards and Quality Report for session 2020/21.**
- **School Improvement Plan for session 2021/22.**

SECTION 6

- **Assessment** – The school / centre's arrangements and approaches for tracking and assessing the child or young person's progress and planning their future learning
- **Reporting** – Detail how and when assessment information will be reported to parents/carers

Assessment

Assessment is an integral part of everyday teaching and learning. Teachers gather evidence on an ongoing and informal basis. Learners themselves will be increasingly involved in this process, as they develop the skills needed to be able to make effective judgements on their own learning; skills that will be important to them throughout life. More formal testing will also continue to be part of the

framework of assessment, providing additional evidence of what learners know, understand and are able to do and helping teachers plan learning experiences which are motivating and challenging.

We gather evidence in a variety of ways:

- **day to day observations**
- **questioning**
- **assessing written work**
- **teacher devised tests**
- **set tasks**
- **formative strategies**
- **standardised and diagnostic testing, for example: P1 ELLAT, P3 Quest and Scottish National Standardised Assessments for P1, 4 and 7.**

Assessment is used to inform next steps in teaching and learning with pupils being involved in identifying their strengths and areas for development. In this way, pupils can set their own personal targets to progress with their learning.

At Patna Primary School, Supported Learning Centre and Early Childhood Centre staff meet to share children's work and agree on attainment levels, as well as participating in termly tracking and monitoring meetings with the Head Teacher. This means that if a child is not on track to achieve expected levels, appropriate support and/or interventions can be put in place.

Reporting

This session, we will provide examples of children's work on Learning Journals, followed by a phone call in October. An end of year report, followed by a phone call in May 2022. A termly curriculum flyer will be shared on the school app and GLOW website, as well as links and materials to support learning at home.

Staff in our Early Childhood Centre will contact parents/carers by telephone termly to complete their child's care plan. Learning Journals is used as a 2 way platform to share learning, photographs and achievements.

SECTION 7

- Further information
- Helpful contact details and websites

Telephone Number

01292 531271

- Email

claire.mcphail@eastayrshire.org.uk

- Website address

<https://blogs.glowscotland.org.uk/ea/patnapsecc2017/>

- Twitter

@PatnaPS_ECC