



Bellsbank Primary School

Craiglea Crescent,

Dalmellington

KA6 7UA

Telephone No:	01292 550305
Email:	donald.currie@east-ayrshire.gov.uk
School Blog:	https://blogs.glowscotland.org.uk/ea/bellsbankpsecc2017/
Twitter:	www.twitter.com/bellsbankps
School App:	-
Denominational Status (if any):	Non-Denominational
School Roll:	The roll of pupils is 99
Further Information:	www.east-ayrshire.gov.uk/schoolhandbooks



Welcome to Bellsbank Primary School. You will be made to feel most welcome in our school.

We are very proud of all the work we do to ensure that each and every child receives the best possible support as they develop through school. We hope you quickly sense the calm, supportive and caring ethos throughout the school as you enter the building and gain a sense of the work we undertake on a daily basis. We firmly believe that we can help our pupils achieve their full potential when they feel safe and secure both physically and emotionally in an environment which supports, challenges and recognises achievements and successes.

We are a community school and we believe in strong effective partnership working with you as parents and carers. We strive to include pupils, parents and carers in our work and value your involvement as a stakeholder in the community of Bellsbank.

Together we make a difference.

Donald Currie

Head Teacher

SECTION 1

We are T.E.A.M. Bellsbank – Together Everyone Achieves More

Vision

“To be a centre of excellence for learning which is a driving force for positive change across the community.”

Values

- Compassion
- Honesty
- Inclusion
- Fairness
- Equality
- Respect
- Responsibility

Aims

- Provide challenging & inspiring opportunities that enable our children to maximise their potential in life.
- Provide a safe, secure & nurturing learning environment.
- Provide high quality learning experiences that engage children fully in their learning.
- Provide a well-planned progressive curriculum that meets all children’s needs.
- Value and develop strong trusting relationships with parents from an early stage.
- Develop a sense of pride which is a positive impact on our community.

SECTION 2

Transitions

Bellsbank Primary School organises transition events throughout the year, both for pre-school children moving on to Primary School and P7's moving on to Doon Academy. More information on these events will be available throughout the year. Successful transition links have been made with not only Doon Academy, but with schools and Early Childhood Centres throughout the authority.

Bellsbank Primary School is part of the Doon Learning Group. We work collaboratively with all establishments within this group to share good practice.

Associated Primary Schools & ECC's

- **Bellsbank Early Childhood Centre**

Head of Centre: Donald Currie

Address: Craiglea Crescent, Bellsbank, Dalmellington, KA6 7UA

Telephone No.: 01292 551195

- **Dalmellington Primary School & ECC**

Head Teacher: Fiona Greig

Address: Ayr Road, Dalmellington, KA6 7RW

Telephone No: 01292 550364

- **Dalrymple Primary School & ECC**

Head Teacher: Simon Leitch

Address: Hillview, Dalrymple, KA6 6PZ

Telephone No.: 01292 560368

- **Littlemill Primary School & ECC**

Head Teacher: Simon Leitch

Address: Littlemill, Rankinston, KA6 7HJ

Telephone Number: 01292 590221

- **Patna Primary School, Supported Learning Centre & ECC**

Head Teacher: Claire McPhail

Address: Whitehill Avenue, Patna, KA6 7LY

Telephone No.: 01292 531271

- **St Xaviers Primary School**

Head Teacher: Amanda Rooney

Address: Whitehill Avenue, Patna, KA6 7LY

Telephone No.: 01292 531279

Associated Secondary School

- **Doon Academy**

Head Teacher: Kenneth Reilly

Address: Ayr Road, Dalmellington, KA6 7RW

Telephone No.: 01292 550521

Support for children and young people & parents/carers

Senior Management Team:

Donald Currie: Head Teacher

Gillian Sullivan: Depute Head Teacher

Teaching Staff

Mrs M. Waddell– P1

Miss G. Whitelaw – P2

Miss M. Ferguson – P3/4

Miss J. Almond– P4/5

Miss V. Brown – P6/7

Mrs L. Russell – N.C.C.T.

Mrs K. Johnstone – P6/7 and Curriculum Development

Miss L. McCann – P4/5 and Curriculum Development

Clerical Staff

Miss J. Mitchell – Senior Clerical Assistant

Support Staff

Mrs M. Reid – Classroom Assistant

Mrs D. Berretti – Classroom Assistant

Mrs E. Stewart – Classroom Assistant

Mrs S. Roberts – Classroom Assistant

Miss L. Ritchie – Attainment Practitioner

Miss M. Reid – Early Learning and Childcare Practitioner

Facilities Management Team

Mr C. Hunter – Janitor

Mrs F. Rowan – Cleaning Supervisor

Mrs B. Rowan – Cleaner

Mrs M. Renton – Cleaner

Mr B. McKnight – Cleaner

Catering Team

Mrs V. Swain – Catering Manager

Mrs D. Johnstone – Catering Assistant

Mrs D. Deans – Catering Assistant

Parents/Carers are encouraged to speak to their child's class teacher about any concerns regarding their child's learning, progress and wellbeing.

Donald Currie is our Safeguarder. If Parents/Carers have any concerns regarding Child Protection they can talk to the Safeguarder in confidence.

If Parents/Carers wish to make a formal complaint, they can do so to East Ayrshire Council. (See Section 3 for details).

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 the East Ayrshire Council website:

www.east-ayrshire.gov.uk/EducationAndLearning/SupportForPupils/AdditionalSupportforLearning.aspx

SECTION 3

Bellsbank Primary School is a 39-week establishment and is open Monday - Friday.

Opening Hours

Start time: 09.00am

Break time: 10.45am until 11.00am

Lunch time: 12.30pm until 1.15pm

Finish time: 3.00pm.

School Holiday Arrangements 2021/2022

Term	Details	Dates
1	Staff In-service Staff In-service Pupils Return Holiday – September Weekend Pupils Return Holiday – October Mid Term Staff In-service Pupils Return Holiday – Christmas Break	Tuesday 17 th August 2021 Wednesday 12 th August 2021 Thursday 19 th August 2021 Friday 17 th – Monday 20 th September 2021 Tuesday 21 st September 2021 Friday 8 th – Friday 16 th October 2021 Monday 18 th October 2021 Tuesday 19 th October 2021 Wednesday 22 nd December 2021
2	Pupils Return Holiday – February Mid Term Staff In-service Pupils Return Holiday – Easter Break	Thursday 6 th January 2022 Thursday 10 th – Monday 14 th February 2022 Tuesday 15 th February 2022 Wednesday 16 th February 2022 Friday 1 st April 2022
3	Pupils Return Holiday – May Day Local Holiday Last Day of Term	Tuesday 19 th April 2022 Monday 2 nd May 2022 Thursday 2 nd and Friday 3 rd June 2022 Wednesday 29 th June 2022

We encourage parents/carers to bring their child to the school on time for the beginning of the day.

Children arriving on time is important as it reduces disruption to lessons and prevents your child missing out on learning experiences.

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 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. Attendance must be recorded by the school twice a day, morning and afternoon.

Due to the avoidable disruption to children's education caused by family holidays in term time, the Scottish Executive issued a circular on attendance and absence in 2003. This national circular makes it clear that without the prior agreement of the school, family holidays will be classified as unauthorised absence. Schools will only give such agreement in exceptional circumstances related to the wellbeing of the family. Within the terms of the national circular, reasons that are not acceptable include:

- availability of cheap holidays or desired accommodation
- poor weather in school holidays
- holidays overlapping the end of term
- parental difficulty in obtaining leave (except in specific circumstances)

We seek your fullest co-operation in communicating to all young people the value of their time at school, by ensuring that no learning and teaching is lost through unnecessary and avoidable absence. Parents may request their children be permitted absence from school to make an extended visit to relatives. Only written requests detailing the destination, the duration and the provision that will be made for their continuing education will be granted. The pupil will then be noted as an authorised absentee in the register. With no explanation from the parent, the absence is unauthorised.

Reporting an absence

Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, Etc Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised, that is approved by the authority, or unauthorised, that is unexplained by the parent (truancy) or temporarily excluded from school.

Parents must contact the school office by 9.15am on the first day of absence, explaining the reason for non-attendance. It is important that the school is notified, to prevent unnecessary procedures being followed. In extreme circumstances, there may be a need to involve social services or police. The parent should provide a written note on the child's return to school, confirming the reason for absence.

Respectful Relationships Policy

East Ayrshire Council has created a Respectful Relationships Policy which is an anti-bullying policy for all schools in East Ayrshire. This approach is firmly based on respectful relationships at all levels and is underpinned by our nurture principles which are imbedded across the school. This is based on sound evidence-based research and the latest guidance from the Scottish Government. I am confident you will feel the calm ethos which underpins our work at Bellsbank from the moment you enter our school and Early Childhood Centre.

More information can be found in the EAC Respectful Relationships Policy.

Dress Code

Children in Bellsbank Primary School are requested to wear a uniform. This includes polo shirt, school jumper and black/grey skirt or trousers. We provide a link to allow you to purchase school uniform directly from the manufacturer, this includes polo shirts and sweatshirts with our logo on them in our school colours.

Security and Visitors

All visitors to the school should report to the Main Office and sign our visitor's book. Visitors will be provided with a badge and lanyard which details our Child Protection Policy. The entrance to the school is secured by an electronic lock, which is operated by office staff. Children and visitors should not open the door at any point.

Homework and Study

We have a homework and study policy as follows.

Rationale:

It has been noted that children who are encouraged and stimulated at home as well as at school achieve a higher level of attainment. Common homework activities in primary school tends to be reading or practicing spelling or number facts, but may also include more extended activities. These activities can develop inquiry skills or more directed and focused work such as revision for tests. There is however, little evidence to support traditional methods of homework benefiting pupils' academic progress. The Educational Endowment Fund states:

"...the quality of the task is of most importance."

Homework can be a valuable addition to the work children do in school when the learning is meaningful, thought provoking and enhances learning habits. Therefore, Bellsbank Primary School aims to adapt the traditional rote learning homework style to a transformative pupil-based approach. Pupils are encouraged to develop independence and problem solving skills through tailored homework activities which will additionally promote greater involvement by parents in their children's education.







Aims:

It is our aim at Bellsbank Primary and ECC to ensure that homework is child centred, flexible and relevant. Our aim is to:

- provide learning opportunities and experiences out with the school environment
- promote greater involvement from parents in their children's education
- to encourage children to work independently and organise their time effectively
- develop transferable lifelong skills
- promote reflective thinking and enquiry skills
- demonstrate a clear purpose for children to understand the value of learning
- enhance children's social and emotional skills
- provide experiential learning opportunities to cater for all ages and stages of the primary setting
- develop opportunities for play based learning
- provide a context which appeals to different learning styles

- make learning flexible to fit around busy family lives to ensure learning is family orientated
- to create channels for home-school dialogue to provide opportunities for individualised work

Exemplar: Homework Grid.

<p>Watch a movie with your family and have a chat after it about what you liked!</p> 	<p>Make your bed every day for 1 week! (This is practice for Arran)</p> 	<p>Make a cup of tea or coffee for someone in your house! *Extra* - Write down the instructions for this!</p> 	<p>Spend time with your friends Go outside and play, or hang around with your friends... but not via social media or online gaming!</p> <p><i>Having face to face conversations and talking increases your vocabulary and social experiences that gaming reduces!</i></p>
<p>Practice your speaking part/songs/solos for the Show! (Songs are on Youtube)</p> 	<p>Bellsbank Primary School Homework Task Map EXAMPLE – Primary 7</p>		<p>Create a poster about the Human Skeleton!</p> 
<p>Number challenges: Complete the number patterns with the next 5 numbers in the pattern:</p> <p>7, 14, 2, 28 _ _ _ _ _</p> <p>9, 18, 27, 36 _ _ _ _ _</p> <p>2, 3, 5, 8, 12 _ _ _ _ _</p> <p>150, 300, 450, 600, _ _ _ _ _</p> <p>1170, 1470, 1770, _ _ _ _ _</p>	<p>Problem Solving:</p> <p>If I spend £27.50 on a pair of shoes, £33.10 on a pair of jeans and £10.99 on a new top – how much will it cost altogether and how much change will I get from paying with a £100 note?</p> <p>If I went to the market and bought 5 apples costing 75p each, 3 bananas costing 27p each, 11 kiwis costing 48p each and 9 oranges costing 88p each how much change would I receive from a £20 note?</p> <p>PLEASE NOTE: THESE SHOULD NOT BE COMPLETED ON A CALCULATOR. PLEASE SHOW YOUR WORKING!</p>	<p>Reading:</p> <p>Find an article online/newspaper about the dangers of fireworks and note take key facts and write a paragraph about it!</p> 	<p>Can you unjumble these words? All of these words are related to our human body topic.</p> <p>Sktnoeel Nriab Oobdl Luksl Nyxoge Atehr Sgoanr Sneevr Nsglu</p>

School Canteen Facilities, including use of Parentpay

Snacks and Lunch are provided by our on-site kitchen. Within Term 1 we will be moving to a new online ordering system for lunches. This can be accessed through your child's GLOW account and will allow you to sit with your child at home to make their lunch choices, keeping you fully up-to-date with the available options. All meals should be paid for using the ParentPay cashless system.

Complaints Handling

We encourage Parents/Carers to speak directly to The Management team if they have any complaints about any element of the services we provide.

If 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/Contact-us/ComplaintsProcedure/Howtomakeacomplaint>

Emergency Procedures / Medical matters

In the event of an emergency or severe weather closures, we have well-established procedures in place to cope with almost all situations:

- Group Texts are sent out to parents to advice of an emergency. Parents should provide the centre office with an up to date mobile phone number to enable automatic contact via text messaging.
- 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's important that we try and keep lines clear.

As parents, you are advised that before telephoning the school, 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: @EastAyrshire

Data Protection

We operate under the General Data Protection Regulations 2018 legislation.

For some activities, we may need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process more sensitive personal information for a number of reasons, these include:

- to carry out key functions as set out in law.
- in order to meet our legal obligations in relation to child protection.
- in order to protect your vital interests or the vital interests of others in circumstances where we will not be able to seek your consent.
- where this is necessary for the establishment, exercise or defence of legal claim.

SECTION 4/5

Improvement Agenda

As we move along our improvement journey our focus for session 2021/22 is as follows:-

- Meaningfully engaging parents in the academic success of their children. Parents will be supported emotionally and physically to recover from the challenges of COVID and this will be the foundation to meaningfully engage our parents in opportunities relating to the development and learning of their children.
- Improved outcomes in writing for all pupils (implementation of 'Raising Attainment in Writing' practice)
- Develop effective teacher feedback strategies to improve pupil learning

A detailed copy of our school improvement plan is available on request.

SECTION 6

Assessment and Reporting

Curriculum for Excellence emphasises that assessment is an integral part of day-to-day teaching and learning. Learners' progress will be closely monitored by staff, who reflect with them on their strengths, learning needs and next steps, and take action based on this. Learners themselves will be increasingly involved in this process, as they develop the skills needed to be able to make effective judgments on their own learning; skills that will be important to them throughout life. Testing will 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.

Further information can be found on the following webpages:

- www.youngscot.org (learners)
- www.parentzonescotland.gov.uk (parents and carers)
- www.sqa.org.uk (information on qualifications)
- www.hmie.gov.uk (standards, inspections)
- www.ltscotland.org.uk (teaching practice and support)
- www.engageforeducation.org (share ideas and questions about education)
- www.scotland.gov.uk/cfeinaction(real-life examples)

Assessment for Learning

Learning Intentions are documented for each lesson in the teachers' plans. These learning intentions (i.e. what the children are learning) and the success criteria (i.e. how we measure success) are used on a day to day basis by teachers to assess each child's progress and to inform future planning and next steps for learning. This type of assessment is called *Formative Assessment* and allows the teacher to use questioning to assess understanding, discuss learning with the children, and provide positive feedback to the child on their progress. The children are also encouraged to think about and take responsibility for their own learning through the use of self-assessment (assessing their own work) and peer assessment (assessing each other's work).

Formal (Summative) Assessment

In addition to the day to day formative assessment, there is a requirement for periodic progress assessments (tests) to be recorded, particularly in the areas of Numeracy and Literacy. This documented record of progress will be passed on to each teacher as the child moves from one class to the next.

Dyslexia Friendly Schools

Bellsbank Primary School is committed to achieving Dyslexia Friendly School status within East Ayrshire through appropriate identification, assessment and provision.

We hope to achieve this aim by facilitating and encouraging:

- whole school responsibility for supporting children with dyslexia
- dyslexia friendly learning environments
- early identification of children at risk of experiencing literacy delay
- appropriate intervention strategies relevant to the child's specific needs
- effective profiling and tracking of children's literacy development
- innovative relevant curricular initiatives
- a range of CPD opportunities relating to Dyslexia for all staff
- effective networking for sharing and celebration of good practice
- children's resilience, empowerment and choice

In 2018 we achieved the DFS Bronze Award and we are currently working towards our Silver Award. For further information on our Dyslexia policy please contact the school.

Rights Respecting Schools

Bellsbank Primary School is committed to achieving a Rights Respecting Schools status within East Ayrshire Council. Thus far we have achieved Bronze status and are working towards our Silver Award.

We hope to achieve this aim by:

- Creating a pupil steering group to prioritise and action our 'Action Plan.'
- Create whole school committees to ensure all pupils are part of team and working towards a common goal.
(Digital leaders, Eco-committee, Pupil Voice, Mindfulness, & DFS crew).
- Create a Rights Respecting Policy and share with pupils, parents, staff and any stakeholders.
- Hold termly RRS assemblies to highlight and discuss worldwide issues.
- Introduce a 'Right of the month' to be explicitly taught within HWB.
- Measure progress by carrying out age appropriate questionnaires.
- Every class to have a RRS charter.
- Displaying a pupil led whole school charter.
- Explicit teaching of rights in class appropriate to age and stage.
- Having an agreed vocabulary list of terms to ensure cohesion and consistency across the school.
- Providing staff with a range of CPD to ensure staff are confident in delivering this area.

For further information please see our Rights Respecting Schools Policy.

SECTION 7

For further information please do not hesitate to contact us on 01292 550305.

Helpful websites

<https://education.gov.scot/scottish-education-system/>

www.youngscot.org (learners)

www.hmie.gov.uk (standards, inspections)

www.ltscotland.org.uk (teaching practice and support)

www.engageforeducation.org (share ideas and questions about education)

www.scotland.gov.uk/cfeinaction(real-life examples)