



Darvel Primary





SCHOOL HANDBOOK 2024/25

eaDarvel.PS@eastayrshire.org.uk

01560 320257



**Darvel Primary School
Campbell Street East
Darvel
KA17 0BP**

Telephone No:	01560 320257
Email:	eaDarvel.PS@eastayrshire.org.uk
School Blog:	https://blogs.glowscotland.org.uk/ea/darvelprimary/
Social Media	 @eacDarvelPS  DarvelPS
School App:	Safer Schools Scotland - Primary School App
Denominational Status (if any):	Non-Denominational
School Roll:	Primary 1-7 organised in 10 classes. Present Roll: 268

N.B. 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 classes are organised.

Dear Parent/Carer,



On behalf of our staff team, I would like to extend a warm welcome to you and your child as you join Darvel Primary School. We hope this handbook provides useful information to support you and your child as they embark on their learning journey with #TeamDarvel.

In partnership with you, our goal is to offer a rich and well-rounded curriculum that enables every child to achieve their full potential not just academically, but in all aspects of life. We aspire for all our children to grow into **successful learners, confident individuals, responsible citizens, and effective contributors** within our community.

We are committed to fostering a positive, inclusive, and aspirational learning environment where children feel valued, supported, and inspired to aim high. By working together, we nurture an ethos of Pupil Leadership that reflects our core values of **Community, Ambition, Respect, and Excellence**.



Our priority is to ensure that every child in our school is **Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible, and Included**, while also encouraging them to embrace their role as Darvel Ambassadors.

We look forward to welcoming you into the Darvel Community and hope your child has a rewarding and enjoyable experience with us.

Kindest regards,
David McIlwraith
Head Teacher



The school handbook can be made available on request, in other formats e.g. Braille, large print, recorded on to tape or translated into another language.

Ethos, Vision & Values

Darvel Primary School is a non-denominational School serving the town of Darvel, the community of Priestland and outlying farms. There is a great sense of pride in the community for local events and activities. In particular, there is great appreciation for DART, Darvello and Darvel Football Club who have brought the town many successes and celebrations. We aim to build on our work with the local community next session when developing our curriculum.

VISION

At Darvel Primary School we are committed to providing a safe, healthy and nurturing environment, where everyone in our community can achieve their full potential.

VALUES

Our core values define and shape our school and our curriculum. We want everyone in our whole school community to experience and promote our core values of:

- Community
- Ambition
- Respect
- Excellence

Our School

The main school building is an impressive two storey red sandstone and red brick building which is complemented with the more recent addition of an Early Childhood Centre. In the main building the classes are situated around a small hall. In the extended part of the building there is a large games hall/dining room, changing rooms, staff room, personal care room, medical room and three additional classrooms.

There is a lift which also provides access to the Early Childhood Centre and upper floor. There is a ramp at the main door entrance for easy access for any staff, pupils or visitors. Although there is a short flight of stairs at our main entrance, we can provide a ramp – please request this at the main office if required. Alternatively there is an entrance off the car park which is accessible.

The roll at census in 2024/2025 was 268 and there are 10 classes. We have a very supportive and active Parent Council who support the school in the delivery of the School Improvement Plan.



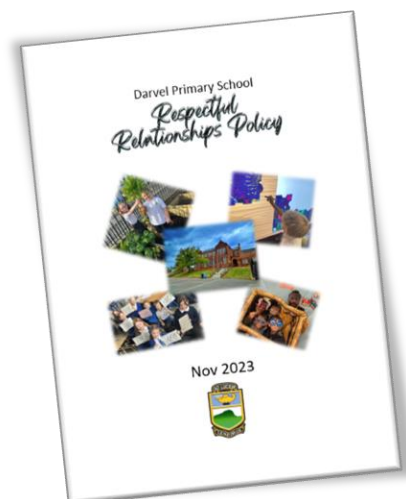
Respectful Relationships at Darvel Primary

Promoting an ethos of Respectful Relationships across our full school and wider community is central to our vision. We deliver pupil and parent workshops throughout the year in collaboration with East Ayrshire, Scotland's Anti-Bullying Service 'Respect Me' and our Parent Council to share this vision as well as strategies, techniques and information to support our pupils and families.

We believe that for our children to be Successful Learners and take their valued place in society as Responsible Citizens, they must be part of a supportive, caring ethos in which relationships are managed positively and consistently. It provides children with a secure framework in which they will develop skills and strategies to help them take responsibility for their own behaviour. Subsequently, the relationship between pupil, teacher and wider staff will be built on mutual trust and respect, allowing our school to achieve the following aims:

- To ensure our school values underpin our climate and relationship-focused approach.
- Establish open, positive and nurturing relationships across the community, where children and young people feel that they're listened to, and where they feel secure in their ability to discuss sensitive aspects of their life.
- To provide a clear, fair and consistent approach to managing all types of behaviours, based upon nurture principles and restorative practice.
- To ensure flexibility in supporting behaviours that might be the result of Adverse Childhood Experiences and/or Additional Support Needs.
- To provide a safe, respectful, equitable and happy school climate where learning opportunities are maximised.
- To provide all of our school community with the tools to support de-escalation, co-regulation and resilience building.

Pupils are encouraged to achieve these aims through the Class Charter which all pupils are included in designing at the beginning of term. This is based on the Rights of the Child as outlined in the UNCRC (United Nations Convention on the Rights of the Child). Adults in our school work with children to ensure they are aware of their rights and fully respect the rights of others. Our work on Rights Respecting Schools is at the heart of this and our policy sits alongside East Ayrshire's Anti Bullying Strategy and Relationships Framework.



Our Parent Council actively support this vision, contributing to, and leading our Respectful Relationships focus group encouraging a sense of responsibility and respect at home and in the local community.

Although instances of bullying at Darvel are relatively infrequent, children are always encouraged to report any allegation of bullying to staff where this is dealt with appropriately and parents are informed. Our Social, Mental and Emotional Health and Wellbeing Curriculum incorporates planned anti-bullying and equality lessons at every stage, as well as Respect Me Respectful Relationships lessons.

Parental Engagement

The importance of the family on children and their learning is crucial, therefore as a school we wish to actively involve you, the families and parents, more in your children's education and our community. Our establishment thrives on the partnership we build with you and our community. It is, however, very difficult to convey atmosphere and feeling in writing and we would extend an open invitation for you to meet our young people and staff team and learn about us first-hand!

In Darvel Primary, we would like to encourage the involvement and participation of parents in their children's experiences at school. You are automatically part of the wider Parent Forum at Darvel Primary School and you can become more involved in the life of the school through the following means:

- **Open Classroom Afternoons:** One way you can become more involved is by attending 'Sharing our 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:** 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 fundraising events and encourages links between the school, parents, pupils and the wider community. Visit our school app for more information on how you can join our Parent Council.



- **Parent Workshops:** Opportunities across the year to learn about how to support your child's learning. Parents also form sub groups, creating and delivering bespoke workshops based on the need of our community.
- **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 in the school.



Parent/Carer Testimonials

We understand that deciding where to send your child to school is a big decision and that you need as much information as possible to help you make the right choice for you and your family. That is why we have asked parents/carers to share their views and experiences of #TeamDarvel. The testimonials below aim to give you a real insight into our school, the way we work and the outcomes you can expect.



Adrienne Wallace

My husband and I are delighted with the education and genuine care that Darvel Primary has given to my son who is in Primary 2. He looks forward to school each day and is always happy when he returns.

I really like that the school has an open door policy, I know there's always someone willing to listen should I need to speak about something. We always feel very welcome in the school.



Gillian Harman

We moved back to Darvel so that our children could attend Darvel Primary School. The school have worked hard to develop a lovely, calm and welcoming space for the children to learn and grow.

The staff genuinely care about each individual child, and I love that they all know my children's names. My children love going to school and always enjoy their time there.



Darvel Primary School in the Community

Darvel Primary plays an important role within our local community. We maintain close links with key agencies and partners within the local community; and seek to develop these links wherever possible. We actively encourage parental and community involvement. We try, wherever possible, to support local businesses and know that we can rely on them to support us.

Here are just some of the community partners we work with each year:



SECTION 2

Meet our Leadership Team

We want to create an open environment where families feel at ease, feel welcomed and feel valued. If you ever have any queries, please contact a member of our Leadership Team who will be more than happy to help!

Head Teacher – Mr D McIlwraith

Depute Head Teacher – Mr C Orr

Principal Teachers – Miss K Cassels & Mrs L McGregor



Our Staff Team

P1 Mrs Stewart

P1/2 Mrs Richardson/Miss Cassels

P2/3 Mrs Route

P3 Mrs McFadzean

P4 Miss Taggart

P5 Mrs McAllister

P5/6 Mr Duncan

P6 Mrs Strang/Mrs MacLeod

P7M Mrs McGregor

P7W Mrs Wilson

STEM/NCT

Mrs MacLeod

ASN

Miss Quinn & Mrs Bell

Early Learning & Childcare Practitioner

Mrs McAulay

Support Staff

Senior Clerical Assistant (Acting)

Ms. Hughes

Clerical Assistant

Mr Copeland

Pupil Support Assistants

Miss Elgar, Mrs Henderson, Miss Lennox,

Mrs McCrorie & Miss Stewart

Janitor

Mr Hamilton

Catering Manager

Mrs Greir

Communication

We are keen to maintain excellent and open communication links with our families and have several ways in which we do this:

- Diary Dates and Information posted via our School App throughout the year and on a regular basis
- Posts via all our social media platforms
- Letters in school bags
- Learning Journal Entries by Class Teachers

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 learning or development, please phone the school office on **01560 320257** and an appointment to meet will be arranged at a mutually convenient time.

Our Leadership Team and wider staff may not always be available during teaching hours, however will return any call requests after 3pm or within 2-3 working days.

Safer Schools School App

Our App is available to download. It is called Safer Schools Scotland. It is updated regularly with news and events and also contains the school meals menu. It is our main method of communication with parents. Please contact our school office for the code to access our account.



Transitions

Transitions are the moves children and young people make from home to nursery, nursery to home, from stage to stage, from primary to secondary, between schools and from secondary to further education and beyond.

Transitions work well when children are supported before, during and after the process and where transfer of information is seamless.

Transition to Primary School

There is an extended transition programme between Darvel Early Childhood Centre, other associates ECCs and the school during which all pre-school children are invited into school to join in with various activities. In May/June of each academic year, there are transition sessions which allow the children to meet their teachers and to begin to form relationships within their new class settings. Parents are also invited into school and receive a tour of the school and a relaxed information session.

We have strong links with our ECCs and take full account of prior learning and use assessment materials provided by the ECC, including the transition information provided, to plan next steps in teaching and learning.

Before children come to school on the transition days, they will already have met with their buddies. Primary 6 children are each given responsibility for helping an ECC child to learn the routines of school life and for making sure there are friends to play with, that the child knows where and how to get a snack, go for lunch and where to enter and exit the building. This buddy will continue with this until it is no longer required by the child.

[Darvel Early Childhood Centre – 01560 320785](#)

[Head of Centre – Mrs. L Rattray](#)

Transition to Secondary School

Our P7 pupils have opportunities to meet with school staff from Loudoun Academy and there is a three day transition programme in place during which P7 pupils attend Loudoun Academy, and other educational destinations. An extended transition is possible where particular pupils would benefit. Children on our additional support needs log will have a Trans 1 meeting in P6 and Trans 2 meeting in P7. Secondary staff are invited to these meetings to ensure needs are identified and catered for at the beginning of S1.

School staff provide a range of information to ensure continuous progression when children move on. Pupils who are attending other secondary schools will also be invited to take part in their transition activities.

[Loudoun Academy – 01563 820061](#)

[Head Teacher – Mr Falconer](#)



Support for Children and Parents/Carers

Please contact any member of the senior leadership team if you have any queries or concerns and we will be happy to help:

Head Teacher	Mr D McIlwraith
Depute Head Teacher	Mr C Orr
Principal Teacher	Miss K Cassels
Principal Teacher	Mrs L McGregor

Support for Pupils

Occasionally, a child may face a variety of challenges preventing them from positive engagement, choices and effective learning. Following robust interventions and assessments, we identify them as having an additional learning support need, which may be short term, or for their whole school journey.

Supports put in place may include: additional supports provided by the class teacher, a Pupil Support Assistant or other school staff providing support. This support may involve one-to-one teaching, small group teaching or the provision of a special programme within the normal classroom arrangements. We also have support from the East Ayrshire Support Team, Psychological Services and other services.

During this process parents/carers will be kept regularly informed and involved throughout the process. The role of parents/carers may include:

- attending Team with the Family meetings with relevant staff and partners
- assisting with the development of strategies for action
- assisting at home with an agreed programme
- being involved in review meetings to assess progress and plan next steps

All staff have a responsibility to provide appropriate work for pupils who are having difficulty and therefore, as far as possible, such children will be taught by their own class teacher within their own class group. Where children have additional support needs out with the capacity of the school resources, further assistance may be sought from specialists, such as Psychological Services.

If you believe your child has additional support needs, please contact our ASN Co-ordinators, Miss Cassels (P1-P3) or Mr Orr (P4-P7).

Specific information on Additional Support Needs can be found on our website:

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



SECTION 3

Our School Day

Our school day is from 8.55am – 3.00pm. Our break is at 10.55am – 11.15am, and our lunch is at 12.45pm – 1.30pm. Please find below our structures and routines in place for the start and end of our school day:

Arrival to School

- From August to September, P1 parents/carers can walk their child to their line at the top of the school. Please enter with your child via the **TOP GATE** only.
- P2-P7 parents/carers are asked to encourage their child to be an 'independent walker' and drop their child off at the **BOTTOM GATES** to line up with their class. **Please do not enter the bottom playground.** Staff will be present at the gates to support our young people to their lines.
- Parents/carers are encouraged to leave once their child is safely in the playground supervised by staff. We kindly ask that you do not congregate at the entrance of the gates as this can lead to congestion.
- Limited parking is available next to the Sports Centre. We ask our parents/carers not to park or drop off children on the hill near the 'Keep Clear' signs, and encourage our families to '**Park and Stride**'.
- **Children should not enter the playground before 8:45am.**



End of Day Collection

- Collection at the end of the day will operate as arrival procedures with all pupils being escorted by the class teacher to the parent/carer.
- P2 and P3 parents/carers may wait inside the playground around the parameter of the bottom playground.
- P4 – P7 parents/carers are kindly asked to not enter the playground to avoid congestion and large crowds.

We politely request this information is shared with your full family, especially those who may take responsibility for dropping off or collecting our young people.



Attendance Procedures and Time Keeping

East Ayrshire Council champion a vision where all children and young people have an annual school attendance rate of **95% or above** to maximise life and learning experiences.

At Darvel Primary we support this vision by ensuring there are no barriers to attending school and offer a variety of supports when required, to allow our children to be healthy, happy and here.

Parents/Carers are responsible for ensuring that your child attends regularly and arrives on time. Parents/Carers are also responsible for ensuring the safety of your child on their journeys to and from school, 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.

Reporting Absence

We kindly request parents/carers inform the school of their child's absence **BEFORE 9.15am**. This can be done by calling us on **01560 320257** or using the **Safer Schools App**. Following Child Protection Procedures, if you do not inform us by this time you will receive an attendance text message requesting you call the school.

Authorised Absence

Your child will be noted as having an **'authorised'** absence if/when you let us know **the reason for their absence**.

Unauthorised Absence

Your child will be noted as having an **'unauthorised'** absence if we **do not hear from you** and **no reason for absence** is provided. **Should you take your child out of school for a family holiday, this absence will be marked as unauthorised.** The school will not provide work to cover this period of absence. Instead, we recommend that you could keep a journal of your holiday – photos, postcards, mementos (perhaps in chronological order) for younger children, a written diary for older children.

Unauthorised absences will impact your child's overall attendance % and continued unauthorised absences will lead to communication from our Senior Leadership Team. Unauthorised absences can be changed on your child's record when you have provided the reason for their absence.

Late Arrival

Any child who arrives **AFTER 9.05am** will be marked as late.

The office will contact any families if we note a pattern of late arrivals to support prompt school arrival for your child. We have noted an instance where a child is arriving late, despite the parent believing they have left for school on time, therefore families will be informed of their child's late arrival via letter/phone call.

Illness or Accidents

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 need to send your child home, we will contact you to make the relevant 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 (e.g. 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.



ALL LEARNERS, ALL DAY

In our 2024-2025 Session, we launched our 'All Learners, All Day'. We aim for all pupils in Darvel Primary School to achieve 95% attendance or more. If you would like to discuss ways in which we can support school attendance, please drop us a call or email.



Darvel Primary
School

ALL LEARNERS, ALL DAY.



DID YOU KNOW...?

An average of **90%**
attendance is the
equivalent of missing
an entire school year
by 3rd year of
secondary school.



Attendance & Achievement

Attending school daily allows children and young people to achieve and reach their highest potential.



Minutes Matter

Be punctual and on time each day.



Our Aim

By June 2025, all pupils of Darvel Primary School will achieve **95% attendance or above.**

If you would like to discuss ways in which we can support school attendance, please call 01560 320257 or email eadarvel.ps@eastayrshire.org.uk



EAC School Holiday Arrangements

Please find below our holiday dates for 2024-2025. The most up to date information on school holidays can be found here: www.east-ayrshire.gov.uk/EducationAndLearning/SchoolHolidays.aspx

Date	Holiday
August	
Monday 19 August 2024	In-service day
Tuesday 20 August 2024	In-service day
Wednesday 21 August 2024	Pupils return
September	
Friday 20 September to Monday 23 September 2024	Local holidays (Ayr Gold Cup weekend)
Tuesday 24 September 2024	Pupils return
October	
Monday 14 October to Friday 18 October 2024	October holidays
Monday 21 October 2024	In-service day
Tuesday 22 October 2024	Pupils return
December/January	
Monday 23 December 2024 to Friday 3 January 2025	Christmas and New Year
Monday 6 January 2025	Pupils return
February	
Monday 10 February 2025	Local holiday
Tuesday 11 February 2025	In-service day
Wednesday 12 February 2025	Pupils return
April	
Monday 7 April to Monday 21 April 2025	Easter holidays (Good Friday – 18 April 2025)
Tuesday 22 April 2025	Pupils return
May	
Monday 5 May 2025	Local holiday (May Day)
Tuesday 6 May 2025	In-service day
Wednesday 7 May 2025	Pupils return
June/July/August	
Monday 30 June to Friday 15 August 2025	Summer holidays
Monday 18 August 2025	In-service day
Tuesday 19 August 2025	In-service day
Wednesday 20 August 2025	Pupils return

Photography & Filming

No unauthorised photography or filming is allowed within the school premises, including the playground, without the permission of the Head of Establishment.

Parents/Carers must also comply with this request at all events. Such requests are made of you solely to protect the interests of individual children and families.



Mobile Phones

To promote a focus on education and a positive school environment, **mobile phones or similar devices are not permitted.**

These devices should be switched off and placed in school bags **before entering the school grounds** each day and should be switched off. Thank you for your support with this.



School Uniform & Dress Code

We encourage all pupils to wear school uniform and be proud ambassadors of Darvel Primary School. By encouraging the wearing of school uniform account must be taken to prevent any discrimination on the grounds of race or gender. We kindly ask that names are written on all items of clothing.



We wear our Darvel school uniform with pride.

Our uniform comprises of:

- White polo shirt with or without the school badge
- Blue school sweatshirt/cardigan
- White shirt & school tie
- Blue/grey tartan skirt/pinafore
- Black/grey skirt/trousers/shorts/thick leggings
- Black footwear

Please note that designer hoodies do not follow our uniform policy and should not be worn in school. We are proud to be part of Team Darvel and wear blue!



P.E. kit should also be provided and in addition, earrings or other body piercing jewellery should not be worn for any P.E. related activity for Health & Safety reasons. Teachers are unable to remove jewellery so please ensure that any items worn can be easily removed by your child. Better still, keep jewellery for special occasions. **Please avoid having your child's ears pierced during the school session as this may mean they will miss some P.E. experiences.**

As an eco-school we follow always try to 'Reduce, Reuse, and Recycle'. The school collects uniforms that are in good condition and anyone from the school community is welcome to take what they need. If you would like more information please speak with our Senior Clerical, Miss Hughes by popping into the school or calling on 01560 320257.

Supporting Learning at Home

At Darvel Primary School, we strive to create a positive home/school partnership. Evidence shows that children and young people do better when parents and educators work closely together. Your involvement in your child's learning is of paramount importance to us and we believe home-learning tasks are beneficial.

*'Parental involvement is about supporting pupils and their learning. It is about parents and teachers working together in partnership to help children become more confident learners'.
(Scottish Schools (Parental Involvement) Act Guidance, 2006)*



By setting 'homework' tasks for our learners, we are enabling them to -

- Practise skills and to consolidate learning.
- Take responsibility for their learning and work independently.
- Demonstrate to parents the type of learning they are doing at school.

Consultation with all stakeholders

In November 2023, we undertook a consultation on homework to gather views from staff, parents/carers and children. Results demonstrated an overwhelming majority of parents and staff wished for work to be provided digitally. The feedback has informed this document and how we at Darvel Primary are going to support learning at home moving forward.

Our Approach

All tasks will be allocated via Learning Journals on a **weekly basis**, providing flexibility to our busy families. Tasks will be allocated on a **Tuesday** and will have a focus on Literacy and Numeracy that has already been taught in class. There may be another additional task related to topic/initiatives and will be allocated when relevant.

What tasks may be allocated to support learning at home?

Here is an example of what your child may be given on a weekly basis. This is a whole-school approach to ensure consistency across all stages.

- Current sounds/phonemes to practise with suggested activities.
- Online reading books using the Reading Planet platform (P1-4) or Giggles platform (P4-7).
- A maths game/activity sheet to support current numeracy/maths concepts being taught in class.
- A topic-related task, where relevant.

Once tasks are completed, families are encouraged to upload a photograph of their child's home learning as a Parental Contribution on Learning Journals. This will allow staff to leave feedback and assess the work being completed at home.

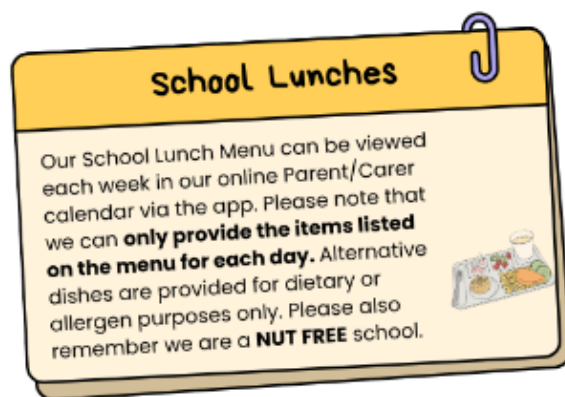
If you or your child require support with homework, please speak to the class teacher in the first instance. Our 'Supporting Learning at Home' policy can be found [here](#).



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 well, presented food in an environment that is sensitive to the needs of pupils. It offers a good lunchtime experience with an important break in the day away from the classroom, while still being in the safety of the school.

All pupils in P1-5 are currently entitled to a free school meal. P6-P7 pupils can either purchase a school dinner or bring a healthy packed lunch.



Free School Meals Grant - Apply now!

We encourage all of our families to apply for a Free School Meals Grant, even if your child is in P1-P5. If eligible, this can help to support resourcing for our school. All children entitled to a free school meal can apply for this from the local authority via the following link:

<https://www.east-ayrshire.gov.uk/CouncilAndGovernment/Benefits/Benefits-EducationAndSchool/Clothing-grants-and-free-school-meals/Apply-online.aspx>



Lunch Menus

Our most up to date school lunch menus can be found here:

<https://www.east-ayrshire.gov.uk/EducationAndLearning/Schools-Catering/SchoolLunchMenus.aspx>

The school meal menus run on a three weekly cycle. The menu can be accessed via our School App in the Calendar, or you can see our [school meals weekly rotation schedule](#) or contact the school's Catering Manager or School Office to find out what week your child's school is on. We encourage our families to go through lunch options the night before in order to ensure there is something on the menu our young people will enjoy.

Our catering staff do their very best to stick to the menus but on occasion due to delivery or service disruption there may be substitutions. In addition, we have a number of theme days where we will provide a different menu, in which case we will inform you via our School App.

Dietary Requirements

Children with special dietary requirements should speak to the headteacher and catering manager to discuss their child's requirements. Parents of P1 pupils are invited in to try the meals and are shown how the cafeteria system operates. There are always adults on hand to assist younger children with choosing, carrying trays, etc. There are also snacks available at the cafeteria during interval.

Mid-Morning Snacks

The children enjoy being outside as much as they can during interval. Please think about what your child will eat in terms of amount and nutritional value.



Nut Free School

Darvel Primary is a nut free school. This is in place to ensure the safety of some of our pupils. Please ensure that no nut products are brought into school. This includes hazelnut chocolate spread and nut flavoured chocolate bars. Please contact the school if you require any further information about this.

Online School Payments

The school operates a cashless cafeteria service using ParentPay where a selection of snacks and hot meals are available. The payment service is being provided by ParentPay: <https://www.parentpay.com/> ParentPay allows 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.



Further information on online school payments is available online at: <https://www.east-ayrshire.gov.uk/EducationAndLearning/Online-School-Payments.aspx>

Respectful Relationships & Anti-Bullying Procedures



At Darvel Primary we believe that every child has the right to an education which ensures they learn successfully in a safe and secure environment. We have high aspirations for our students and passionately believe in a shared responsibility between parents, staff and pupils to uphold the rights of all children and strive to encourage a strong moral understanding of our social responsibilities across all aspects of school life.

We believe that for our children to be Successful Learners and take their valued place in society as Responsible Citizens, they must be part of a supportive, caring ethos in which relationships are managed positively and consistently.

Please see our [Respectful Relationships Policy](#), which was developed by pupils, staff and parents, to find out how we implement a respectful, caring ethos at Darvel Primary.

We follow East Ayrshire's Anti Bullying Strategy and Relationships Framework. Every child and young person in East Ayrshire should grow up free from bullying behaviour. Our 'Anti-bullying: Respect for All' Establishment Statement, details the ways in which we work with children, adults and our wider community so that all parties are enabled to prevent and respond effectively to incidents of bullying behaviour. See our Respectful Relationships Policy for more information.



Security and Visitors

For safety and security reasons it is essential that we know who is in the building at any point of the day. All visitors, including parents, are asked to use only the Main Entrance of the school to enter the building. If parents wish to speak to a member of staff, please enter through the Main Entrance and speak to the Office Staff or a member of the Senior Leadership Team who will make an appointment for you to meet a member of staff at a suitable time.



Playground

- The playground is supervised by an adult presence from 8.45am each morning. At break times the classroom assistants supervise the playground along with members of the Senior Leadership Team.
- At the start and end of the day, we kindly ask parents not to crowd the gate areas to allow children to identify their parent/carer and leave safely.
- In the interests of your child's safety, if a different adult is collecting him/her from school that the identity of this person is made known to the school. We will not allow your child to leave the school with an unknown adult.

School

- 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.
- All visitors and tradespeople are asked to sign the register at the front of the school and sign out as they leave. Camera and entry phone systems are in operation. Please ring the bell and wait to speak to one of our team.
- Visitors should always report to the office; they should sign the visitors' book and wear a visitor's badge.

Comments, Suggestions and Concerns

Should you have a comment, suggestion or concern we would first of all encourage you to speak to a member of our Senior Leadership Team at 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 contact us in the first instance and we can move forward positive together, resolving any complaints as your first point of contact. We will, wherever possible, endeavour to give you a response **within five working days**.

Only if as an establishment we fail to be able to resolve any issues should this complaint then be escalated to the local authority.

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

Should you wish to comment on or make a complaint about any aspect of provision made by the establishment, you should contact the establishment in the first instance. Our aim is to resolve as many complaints as possible at the first point of contact.



Emergency Procedures

The school has procedures in place with regards to pupil safety. This involves evacuation protocols which are practised termly. In the event of an evacuation, parents will be informed through Seemis group text and via our School App. We will also inform parents by email. It is important that parents keep emergency contact details up to date. Should your contact details or address change, please inform a member of our Office staff.

Administration of Medicine

The administration of prescribed medicines in an educational establishment is at the discretion of the Head Teacher. If the Head Teacher agrees to administer medicine at the establishment, the member of staff administering the medication is legally required to exercise reasonable care to avoid injury. The Head Teacher is entitled to the full co-operation of the parents in helping to observe safe practices.

The only medicines allowed to be prescribed are those issued by a doctor or pharmacist – a prescribing label must be present and full administration details provided. Parents will be required to complete a form before medicines can be administered. Forms can be completed in the school office.

Medical Examinations and Health Care

During P1 your child may have a health interview with the school nurse. You will be notified of this and invited to be present. Immunisations may be given during the first year, but only with your consent.

The school dentist will also pay a visit but treatment is normally carried out by your own dentist. If you have any concerns at all concerning eyesight, hearing or speech, please come and discuss the matter with us.

Personal Care

Please ensure that your child knows how to ask to go to the toilet and is able to do so independently. If this is not possible, please speak to a member of the Leadership Team. Children sometimes become unwell during the day so **it is vital that an emergency contact number is left with us** – just in case we cannot reach you.

Data Protection

The school will handle all data in relation to children as per Data Protection Act 2018. Our staff adhere to East Ayrshire Council's "Data Protection Guide to Staff" and have completed all mandatory GDPR modules.

Parent Council

There is an active Parent Council Committee within the school who are committed to supporting the pupils, respecting the views of parents and encouraging links between the school, parents and wider community. Our PC fundraise and support various initiatives and events throughout the school year. Please get in touch with the PC if you have ideas or suggestions for improvement.

As a member of the Parent Forum, parents are welcome to attend meetings. Parent Council information and minutes are available on the school app and via their Darvel Parent Council Facebook page.

SECTION 4

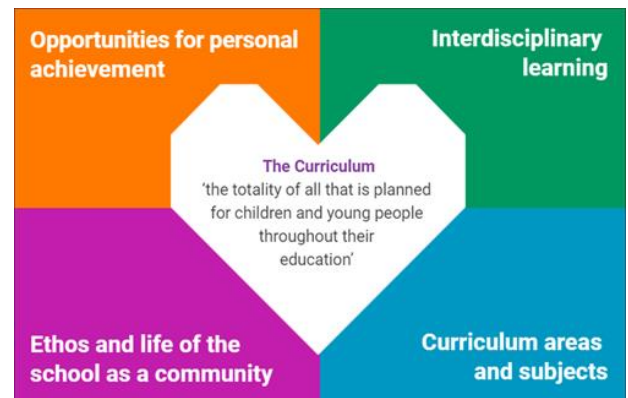
The Curriculum

Scotland's Curriculum

As part of their learner journey, all children and young people in Scotland are entitled to experience a coherent curriculum from 3 to 18, in order that they have opportunities to develop the knowledge, skills and attributes they need to adapt, think critically and flourish in today's world.

Curriculum is defined as the totality of all that is planned for children and young people from early learning and childcare, through school and beyond.

That totality can be planned for and experienced by learners across four contexts: the ethos and life of the school as a community; opportunities for personal achievement; interdisciplinary learning; and curriculum areas and subjects. At Darvel, Class Teachers provide parents with an overview of these four contexts each term (three times a year).



Curriculum Rationale

It is important to ensure that everyone within the school is clear about what they are aiming to achieve through the curriculum. When a school has a rationale for its curriculum, it means that everyone involved with the school can answer the question **'What do we want for our children and how will we work together to achieve this?'**

We are currently in the process of updating our Curriculum Rationale with all stakeholders. This will help to ensure that everyone within our school and wider community is clear about what we are aiming to achieve and what are key drivers are when delivering our curriculum.

At Darvel Primary we take all 7 principles for curriculum design into account as we plan, teach and assess children's learning. There are:



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

They are the core foundations to ensure each child reaches their full potential while also forming the basis of our evaluations, monitoring and tracking.

In all curricular areas, considerable importance is assigned to challenging all our pupils. A variety of teaching styles are used incorporating cross-curricular learning. We offer a broad progressive and coherent curriculum giving pupils a voice in all aspects of their learning and school life.

Children are given a solid foundation in numeracy and literacy while being equipped to deal with the demands of modern society with skills in ICT, Outdoor Education and World of Work.

Relationships, Sexual Health and Parenting

In Term 4 in Health and Wellbeing, we will follow East Ayrshire's Progression Pathways for Relationships, Sexual Health and Parenting. An information letter is available to all parents and carers on our Darvel PS school blog with links to Early, First and Second Level RSHP parent leaflets.



Religious and Moral Education

Occasionally parents from different religious communities may wish their children to be absent from school for religious events. We will support this with alternative arrangements being made if this is the case. Religious and moral education is a compulsory part of the Scottish Curriculum, but parents have the right to withdraw their child from participation by notifying the Head Teacher. Our current RME programme studies aspects of the main world religions – Christianity, Judaism, Hinduism, Buddhism and Islam. Pupils have the opportunity to find out about the habits and customs of followers of these religions from P1 right through until P7. Lessons are appropriate to the ages and abilities of each class.

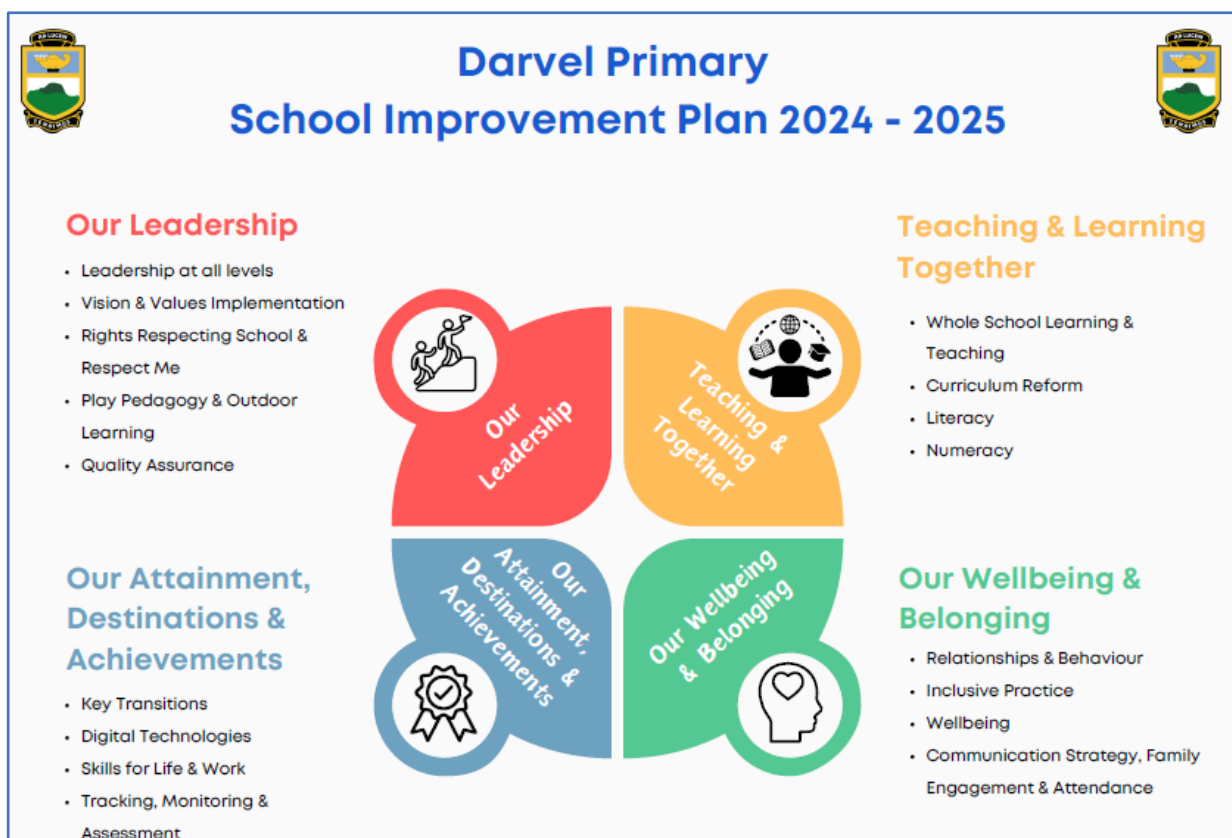


Extra-Curricular Activities

Throughout the year we aim to offer a variety of after school and lunchtime clubs to various stages in the school. We currently offer a wide range of sports clubs provided by our Active Schools Co-ordinator. Also included is musical performance, Scripture Union, Calm Club, Maths Club and award led activities for P7 pupils led by Vibrant Communities.

We have extended educational visits for our P7 pupils.

Our Improvement Priorities 2024-2025



SECTION 5

Achievement and Improvement

In Darvel Primary, we pride ourselves on our achievements and awards. Please see below a sample of some of our recent achievements:

- Achieved our Rights Respecting Schools Silver Award
- Achieved Core Reading Status in our Reading School Accreditation
- Creation of Pupil Leadership Groups including; Pupil Council, RRS Agents, Clean Green/Eco Leaders, Reading Leaders, House Captains and Prefects
- Continued promotion of school events and achievements through our social media platforms; Facebook, X, and School App
- Successfully held numerous Wider Community Events including; Community Nights, our Santa Dash, Litter Pick and Macmillan Coffee Morning to name but a few!
- Hosted our very own 'Health Week' to provide experiences and opportunities for our children to explore health topics
- In collaboration with our parents/carers, we have created and launched a new school library.
- Darvel competed in the East Ayrshire Sportshall Athletics and in the East Ayrshire Dance Fest.
- We have launched a successful Bike Bus and Walking Bus to school to promote cleaner travel.

Our annual Standards & Quality Report, which provides a detailed overview of our achievement, can also be found [here](#).



SECTION 6

Assessment and Reporting

We have an Open Morning/Afternoon session near start of each school year, and after the New Year. This gives parents/carers an opportunity to find out more about their child's class as well as being part of a shared activity.

Parents' Day/Evenings are twice per year. Parent consultations are an opportunity for teachers and parents to talk about their child's progress and next steps in learning. The parental meetings usually take place in October and April/May. Parents/carers also receive a written report in March which details your child's progress and next steps.



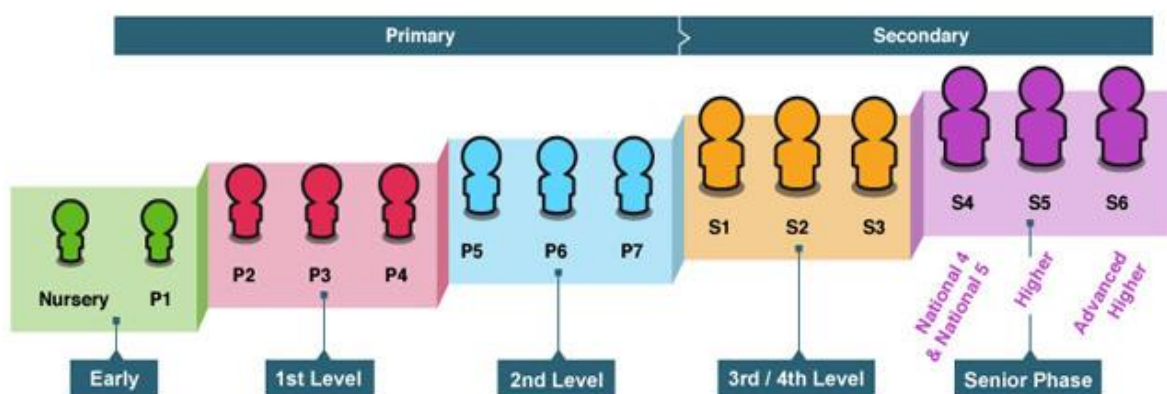
Curriculum for Excellence emphasises that assessment is an integral part of day-to-day teaching and learning. Learners' progress will be closely monitored by staff, who reflect with them on their strengths, learning needs and next steps and take action based on this. Learners themselves will be increasingly 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.

Darvel Primary uses a variety of assessment procedures as part of 'Our Excellent Learning Experience'. Within class, the teacher uses continual formal and summative assessment to inform the pupils of their next steps for learning. Pupils are encouraged to assess their own work and the work of their peers using self- assessment and peer-assessment methods such as traffic lighting and 'two stars and a wish'. We also use local authority and national formalised assessments at different stages of the establishment. Young people have ownership in collaborating with the class teacher in determining learning intentions and success criteria. At the end of a block of learning, the children are given the opportunity to evaluate their work.

Children who may have additional support needs, or who require an Individual Learning Plan, will be assessed in a way suited to their individual requirements. Further information is available from our ASN Coordinator.

The tracking of all learners' progress is carried out using East Ayrshire's Tracking and Monitoring system. Learners' progress is tracked using various pieces of evidence including learners' class work, assessments, and Standardised Assessments which are all then used to aid teachers' judgement in providing a 'level' for each learner in Numeracy, Reading, Writing, Listening & Talking and Health & Wellbeing.

The illustration below will show an overview of the progression through a level. Should you require any support or clarification in reading the report please contact our School Office.



SECTION 7

Education Group

Darvel Primary is a member of the Loudoun Education Group which brings together a wide range of services to benefit young people.

Contact details for other establishments in the Loudoun Education Group:

Associated Secondary

Loudoun Academy, Glasgow Road, Galston, KA4 8PD, Tel: 01563 820061
Head Teacher: Mr David Falconer

Associated Primary Schools

- Newmilns Primary School and Early Childhood Centre Gilfoot Newmilns KA16 9LP
Tel: 01560 320915 Head Teacher: Mrs Jillian McCracken
- Fenwick Primary School, 1 Kirkton Road, Fenwick KA3 6DH, Tel: 01560 600403
Head Teacher: Mrs Robyn Davidson
- Galston Primary School, Western Road, Galston, KA4 8BG
Head Teacher: Mrs Shona Murphy
- Hurlford Primary, *Union Street, Hurlford , KA1 5BT, Tel: 01563 525098*
Head Teacher: Mrs Gillian Campbell

Associated Early Learning and Childcare Centres/Establishments

- Darvel Early Childhood Centre, Campbell Street East, Darvel , KA17
Tel: 01560 320785
Head of Centre: Mrs Lisa Rattray

Any Questions?

If you have any questions about Darvel Primary School, members of our team will be happy to chat. Please call 01560 320257 or email eadarvel.ps@eastayrshire.org.uk.

Thank you,
From all at Darvel Primary School.

I like Darvel Primary School because there is a lot of people you can make friends with here. I love PE, and my favourite school lunch is a sausage sizzler. I really like science and my teacher. I also really like Sports Day - it is a big event of the school. I like maths too - I am good at it!

Jack



I enjoy PE and I also like my teacher and DEAR Reading. My favourite school lunch is the Pizzini - yum!

We have a new school library and there are a really good range of books to choose from. You'll love it here!

Holly

I like school because I have good friends and a good teacher! I really like spelling, writing, science and P.E. I really like the special days we have here. I get to do percussion lessons on Tuesdays, which is also good fun!

Lewis



I like going to Darvel Primary School because I like all my teachers, and they make all the lessons fun. My class are learning about natural disasters just now. We have learned about droughts, floods, tsunamis, tornadoes and volcanoes. We made our own volcanoes and erupted them as part of our science lessons!

Zoe

Here are some of the things I like best about going to Darvel Primary School:
Seeing my friends, P.E., Ford Castle Residential, my classroom!

Ava



Here are some things I like about Darvel Primary:
Seeing and being my friends, learning in class and P.E. I also like when we get popcorn for special movie afternoons or Winning House treats!

Livvy