



**James Hamilton Primary School**  
**Sgoil na Coille Nuaidh**  
**Sgoil-Àraich na Coille Nuaidh**

**William McIlvanney Campus**

**Sutherland Drive**

**Kilmarnock**

**KA3 7DF**

<b>Telephone No:</b>	James Hamilton Primary & Sgoil na Coille Nuaidh 01563 558505 Early Years   Sgoil-Àraich na Coille Nuaidh: 01563 558505
<b>Email:</b>	<a href="mailto:scott.mcphilemy@eastayrshire.org.uk">scott.mcphilemy@eastayrshire.org.uk</a>
<b>School Blog:</b>	<a href="https://blogs.glowscotland.org.uk/ea/jameshamiltonprimaryschool/">https://blogs.glowscotland.org.uk/ea/jameshamiltonprimaryschool/</a>
<b>School App:</b>	Available on appropriate mobile devices Download: school app for parents (select school)
<b>Denominationa l Status (if any):</b>	Non - denominational Co - educational The school caters for both girls and boys
<b>School Roll:</b>	Current Roll: 379 James Hamilton, 45 Sgoil na Coille Nuaidh and 18 Sgoil Araich na Coille Nuaidh  Planning Capacity: 459
<b>Further info:</b>	<a href="http://www.east-ayrshire.gov.uk/schoolhandbooks">www.east-ayrshire.gov.uk/schoolhandbooks</a>

*James Hamilton Primary*

*Sgoil na Coille Nuaidh*

*Sgoil-Àraich na Coille Nuaidh*

*We hope that you and your child will find a warm welcome at James Hamilton Primary, Sgoil na Coille*

*Nuaidh and Sgoil-Àraich na Coille Nuaidh. We look forward to meeting you and your child, and to providing a welcoming, safe and secure learning environment wherein your child may develop to his / her full potential through a well-balanced, structured curriculum and in an ethos of achievement.*

*Tha sinn an dòchas gum bi fàilte bhlàth romhaibh uile aig Bun-Sgoil James Hamilton, Sgoil na Coille Nuaidh agus Sgoil-Àraich na Coille Nuaidh. Tha sinn a' dèanamh fiughar ri coinneachadh ribh agus le ur phàistean. Tha sinn a' libhrigeadh àrainneachd ionnsachaidh a tha a' cur fàilte oirbh agus a tha sàbhailte far am faod do phàiste a bhith soirbheachail tro curraicealam cothromach, le structar agus le luach air euchdan.*

*Yours sincerely,*



*Scott McPhilemy  
Head Teacher*



*At James Hamilton Primary, Sgoil na Coille Nuaidh and Sgoil-Àraich na Coille Nuaidh we aim: -*

*To have a happy, nurturing and inclusive school community, where everyone is valued, shows respect and strives to be the best that they can be.*

**Vision | Lèirsinn**

**Values**

*Safe*

*Kind*

*Respectful*

**Luachan**

*Sàbhailte*

*Còir*

*Urramaitche*

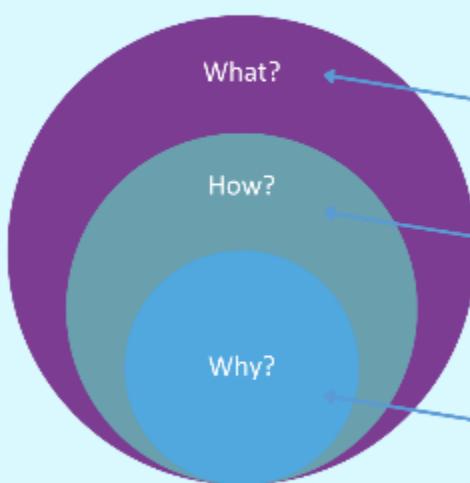


## School Ethos:

At James Hamilton Primary, Sgoil na Coille Nuaidh and Sgoil- Àraich na Coille Nuaidh there is a positive ethos which is built around the schools vision, values and aims. Every member of the school community brings their individual talents and expertise which strengthens the team spirit. The children are polite and courteous and a high standard of behaviour is expected from every child. Each child is treated fairly and the relationships between pupils and staff are built on mutual trust and respect. The school has close links with St Kentigern's Church and Elim Hall. Parents can exercise their right to extract their child from any religious observance. This should be arranged by contacting the Head Teacher.

James Hamilton Primary School and Sgoil na Coille Nuaidh are values based schools, where we strive for all children to be Safe, Kind and Respectful whilst developing their own skills and abilities. To achieve this, we start with our 'Why?' progressing to our 'How?' and finally our 'What?'

## James Hamilton Primary School, Sgoil na Coille Nuaidh & Sgoil – àrach na Coille Nuaidh



A school in which all children feel Safe, Kind, Respectful - Sàbhailte, Còir, Urramaitche – whilst developing their Skills and Abilities to prepare them for a future that we cannot predict.

Through developing relationships with all stakeholders and robust strategic planning which leads to high quality teaching and learning and tracking and monitoring.

To have a **happy, nurturing and inclusive** school community, where everyone is valued, shows respect and **strives to be the best** they can be.



Based on work of Sinek, S. (2011)

## **School Information**

Please note that the working capacity of the school may vary depending on the number of pupils at each stage and the way in which classes are organised.

<b>Stage Roll</b>	<b>Current Roll</b>	<b>Stage</b>	<b>Current Roll</b>	<b>Stage</b>	<b>Current</b>
P1	51	P5	53	Gaelic ECC	18
P2	51	P6	66	Gaelic P1	8
P3	55	P7	63	Gaelic P2	7
P4	37			Gaelic P3	4
				Gaelic P4	7
				Gaelic P5	7
				Gaelic P6	4
				Gaelic P7	7

Built and opened in April 2018, James Hamilton Primary & Sgoil na Coille Nuaidh and Sgoil-Àraich na Coille Nuaidh are part of the William McIlvanney Campus. This 3-18 Campus serves the Dean and New Farm area of Kilmarnock.

East Ayrshire Gaelic provision is located within the William McIlvanney Campus. Sgoil na Coille Nuaidh have 45 pupils registered to attend and there are 18 children attending the Gaelic Early Childhood Centre, Sgoil-Àraich na Coille Nuaidh.

Sgoil-Àraich na Coille Nuaidh (the Gaelic Early Childhood Centre) currently operates a 1140 hours service on a term time basis.

The Primary is located on the ground and first floor levels. The building is bright, modern and has excellent information technology throughout. As James Hamilton Primary School is part of a 3-18 Campus we share a number of facilities with Kilmarnock Academy: Gym Hall, Dance Studio, Atrium Hall, Dining Facilities and outside space.

## **School Hours:**

<b>Primary 1-3 and all Gaelic classes</b>	<b>Primary 4 - 7</b>
<b>School day:</b> 08.50 – 14.50	<b>School day:</b> 09.00 – 15.00
<b>Interval:</b> 10.30 – 10.45	<b>Interval:</b> 10.30 – 10.45
<b>Lunch:</b> 12.15 – 13.00	<b>Lunch:</b> 12.15 – 13.00

## **Sgoil-Àraich na Coille Nuaidh**

Sessions offered in our Early Childhood Centre are:-

8.35am – 2.35pm

If you are not happy with the level of care you or someone you care for is receiving, we would encourage you to first of all speak to the care service itself (Sgoil-Àraich na Coille Nuaidh) about your concerns. This is often the quickest way to resolve a problem.

However, you can choose to complain directly to The Care Inspectorate by either:

- Filling in The Care Inspectorate complaints form online
- Calling The Care Inspectorate on 0345 600 9527
- Writing to The Care Inspectorate local office

## **Paisley**

Renfrewshire House

Cotton Street

Paisley

PA1 1BF

## **School Enrolment**

Enrolment takes place annually in January when details are given in the local press.

Prospective parents are welcome to visit the school, prior to this. Children who reach the age of 5 years before 1st March of the following year are eligible for enrolment for the primary class beginning in August each year. Children who live in the catchment area of a particular school are required to enrol at that school where they will be informed of their right to make a placing request to another school of their choice and will be informed of the conditions pertaining to this.

## **Parental Communication**

The school reception can be contacted by telephone between 8.30am and 4.00 pm each day. Out with these times and at busy periods the school has an answering machine. All messages will be actioned timeously. If a parent or carer has a matter they wish to discuss with the class teacher, they should contact the Head Teacher or Depute Head Teachers initially who will make the necessary arrangements.

If a parent or carer has a complaint they should request a telephone consultation/meeting with the Head Teacher or Depute Head Teacher in the first instance. If, after this discussion the matter is unresolved, parents and carers are requested to complete a complaint form which will be forwarded to Head-quarters.

The school SEEMIS messaging system holds one main contact and will send attendance notifications to the main contact only. It is not possible to generate the automated message necessary to inform all parents/carers. However, should a parent/carer have a significant concern that the main contact is not sharing key information regarding attendance, they should contact the school office to discuss possible alternative solutions.

## **School Meals Service**

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. We follow guidance from the Nutritional Analysis Manual.

### **Early Childhood Centre – food provision**

The menu is available daily to view on our school App.

### **Breakfast Club**

We have a Breakfast Club which runs from 8.15 – 8.50 a.m. daily. The breakfast club is supervised and provides good value for money. (£0.90 per day).

Menu  
Choice of Cereal  
Fruit Juice  
Toast  
Yoghurts  
Fruit

Children who are in receipt of free school meals also qualify for a free breakfast. The Breakfast Club is staffed by our Support Staff.

### **Visitors to the Premises**

The protection of all children within the Primary School and Early Childhood Centre is of paramount importance. All visitors must sign in at the Main Reception where they will be issued with a Visitor's Badge. Visitors will be escorted in the premises. Linking doors are alarmed to ensure the school site is secure. The gym hall also benefits from a controlled entry for the safety of pupils and staff. All children are supervised in the playground area by Classroom Assistants and Senior Management Team. The main playground area is enclosed with a fence.

### **Attendance**

If your child is absent from school parents and carers are requested to telephone the school on 01563-558505 before 9:00a.m. If your child is absent from school with no notification, you will receive a text message asking you to contact the school as soon as possible.

If a child has an appointment during the school day, they must be collected from the school office by an adult. Under no circumstances will they be released from school unaccompanied.

<b>School Holidays Session 2025-26</b>	
Monday 18 August 2025	In-service day
Tuesday 19 August 2025	In-service day
Wednesday 20 August 2025	Pupils Return
Friday 19 September to Monday 22 September 2025	Local holidays (subject to change in alignment with Ayr Gold Cup weekend)
Tuesday 23 September 2025	Pupils return
Monday 13 October to Friday 17 October 2025	October holidays
Monday 20 October 2025	In-service day
Tuesday 21 October 2025	Pupils Return
Monday 22 December 2025 to Friday 2 January 2026	Christmas and New Year
Monday 5 January 2026	Pupils Return
Monday 9 February 2026	Local holiday
Tuesday 10 February 2026	In-service day
Wednesday 11 February 2026	Pupils Return
Friday 3 April to Friday 17 April 2026	Easter holidays (Good Friday - 3 April 2026)
Monday 20 April 2026	Pupils Return
Monday 4 May 2026	Local holiday (May Day)
Tuesday 5 May 2026	Pupils Return
Thursday 7 May 2026	In-service day
Friday 8 May 2026	Pupils Return
Monday 29 June to Friday 14 August 2026	Summer holidays

<b>School Holidays Session 2026-27</b>	
Monday 17 August 2026	In-service day
Tuesday 18 August 2026	In-service day
Wednesday 19 August 2026	Pupils Return
Friday 18 September to Monday 21 September 2026	Local holidays (subject to change in alignment with Ayr Gold Cup weekend)
Tuesday 22 September 2026	Pupils return
Monday 12 October to Friday 16 October 2026	October holidays
Monday 19 October 2026	In-service day
Tuesday 20 October 2026	Pupils Return
Monday 21 December 2026 to Monday 4 January 2027	Christmas and New Year
Tuesday 5 January 2027	Pupils Return
Friday 12 February to Monday 15 February 2027	Local holiday
Tuesday 16 February 2027	In-service day
Wednesday 17 February 2027	Pupils Return
Friday 26 March to Friday 9 April 2027	Easter holidays (Good Friday - 3 April 2026)
Monday 12 April 2027	Pupils Return
Monday 3 May 2027	Local holiday (May Day)
Tuesday 4 May 2027	Pupils Return
Monday 24 May 2027	In-service day
Tuesday 25 May 2027	Pupils Return
Wednesday 30 June to Friday 13 August 2027	Summer holidays

**Classes Session 2025/26**

<b>Primary 1a</b>	<b>Miss Paul</b>
<b>Primary 1b</b>	<b>Mrs MacDonald</b>
<b>Primary 1c</b>	<b>Mrs Mair / Mrs Killoch</b>
<b>Primary 2a</b>	<b>Mrs MacInnes</b>
<b>Primary 2b</b>	<b>Miss Cameron / Mrs Graham</b>
<b>Primary 3a</b>	<b>Miss Baldie</b>
<b>Primary 3b</b>	<b>Miss Gorry</b>
<b>Primary 4</b>	<b>Mrs Wilson / Mrs Espie</b>
<b>Primary 5/4</b>	<b>Mr Rawlinson</b>
<b>Primary 5</b>	<b>Mr Gray / Miss Morrison</b>
<b>Primary 6a</b>	<b>Mrs McCaffrey</b>
<b>Primary 6b</b>	<b>Mrs Kelly / Miss Morrison</b>
<b>Primary 7a</b>	<b>Miss Reid</b>
<b>Primary 7b</b>	<b>Miss Walker</b>
<b>Primary 1-3G</b>	<b>Miss Miller</b>
<b>Primary 4-7G</b>	<b>Miss Nicolson / Miss Easton</b>

## **Senior Leadership Team**

**Head Teacher** Mr S McPhilemy

**Depute Head Teachers** Mrs L Abercrombie  
Mrs J Fulton (Acting)

**Principal Teachers** Mrs J Baldie  
Mrs J Fulton  
Miss Easton (Gaelic P.T.)  
Miss L Paul (Acting)

### **Non Class Contact Time:**

Mrs L Allan, Mrs L Killoch

### **Wellbeing and class support:**

Mr D Shaw, Mrs C Graham, Mrs M Fraser

### **Non Class Contact Time:**

Mrs K Bannerman (Gaelic)

### **Sgoil-àraich na Coille Nuaidh:**

Mrs M Farren (Early Learning and Childcare Practitioner)  
Mrs C Samson (Early Learning and Childcare Practitioner)  
Mrs K Ross (Support Assistant)

### **Clerical Staff**

Mrs N Hutchinson (Clerical Assistant)  
Mrs A Duffy (Clerical Assistant)  
Mrs D King (Clerical Assistant)

### **Pupil Support Assistants**

Mrs I Kirkland  
Mrs R Sockell  
Mrs J Elliot  
Mrs K Trewern  
Miss G Melnitchuk  
Mrs M Nicol (Gaelic)  
Mrs S Roberston (Gaelic)

### **Breakfast Club Staff**

Mrs R Sockell

### **Cleaning Supervisor**

Miss Ali Harcourt

### **Facilities Co-ordinator**

Mr G McGinney

### **Senior Catering Manager**

Ms Gillian Neil /Ms Fiona McGuffie



# **SUMMARISED SCHOOL IMPROVEMENT PLAN 2025/26**



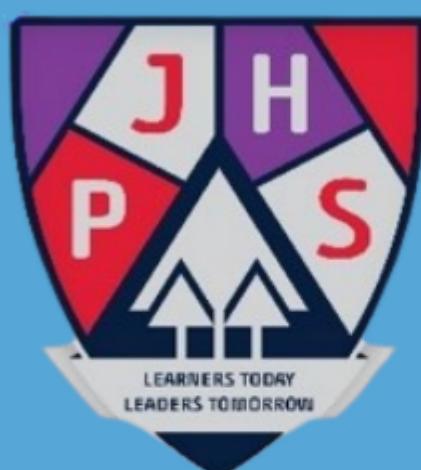
**JAMES HAMILTON PRIMARY SCHOOL & SGOIL NA  
COILLE NUAIIDH**

THANK YOU FOR TAKING THE TIME TO READ THIS SUMMARISED VERSION OF OUR SCHOOL IMPROVEMENT PLAN FOR SESSION 2025/26.

OUR IMPROVEMENT PLAN IS ORGANISED UNDER FOUR HEADINGS, LINKING DIRECTLY TO EAST AYRSHIRE COUNCIL'S EDUCATION SERVICE IMPROVEMENT PLAN. THESE ARE:

- OUR LEADERSHIP
- TEACHING AND LEARNING TOGETHER
- OUR WELLBEING AND BELONGING
- OUR ATTAINMENT, DESTINATIONS AND ACHIEVEMENTS.

UNDER THESE HEADINGS WE HAVE TARGETS SET FOR BOTH SCHOOLS AND OTHERS WHICH ARE SPECIFIC TO GAELIC MEDIUM EDUCATION (GME).



SAFE, KIND, RESPECTFUL  
SÀBHAILTE, CÒIR, URRAMAITCHE

# Our Leadership



PRIMARY 5 TO 7 PUPILS WILL EVALUATE AND TARGET SET SKILLS FOR LEARNING, LIFE AND WORK THROUGH PARTICIPATION IN SECOND LEVEL SKILLS WORKSHOPS.

- STAFF TO FURTHER DEVELOP UNDERSTANDING OF HIGH-QUALITY TEACHING AND LEARNING WITH THE AIM OF ACHIEVING CONSISTENCY ACROSS OUR SCHOOLS AND ECC.
- DEVELOPING PLAY PEDAGOGY WITHIN GME ECC, P1-3G & PRIMARY 1, 2.

## Teaching and Learning Together

# Our Wellbeing and Belonging



- IMPLEMENTATION OF PROMOTING POSITIVE BEHAVIOUR POLICY, WITH A FOCUS ON SCHOOL VALUES OF SAFE, KIND, RESPECTFUL.
- CIRCLE FRAMEWORK WILL BE USED TO DEVELOP OUR LEARNING ENVIRONMENTS ACROSS OUR SCHOOLS AND ECC.

## Our Attainment Destinations and Achievement

- IMPLEMENTATION OF MULTIPLICATION MINDS PROGRAMME.
- REVIEW TRACKING AND MONITORING PROCEDURES TO DEVELOP RIGOROUS APPROACHES TO ANALYSING ASSESSMENT AND ATTAINMENT DATA.



# Our Attainment

Destinations and Achievement

INCREASE ATTAINMENT IN WRITING  
THROUGH P3 & 4 TEACHING STAFF  
PARTICIPATION IN NATIONAL IMPROVING  
WRITING PROGRAMME.



## Our Wellbeing and Belonging



INCREASE PUPIL'S SENSE OF BELONGING WITHIN  
THE GAEILIC COMMUNITY THROUGH DEVELOPING  
EFFECTIVE WORKING RELATIONSHIPS WITH  
EXTERNAL AGENCIES AND OTHER LOCAL  
AUTHORITIES.

AUDIO AND VISUAL MEDIA WILL BE USED BY  
GME PUPILS TO DEVELOP THEIR OWN GAEILIC  
LANGUAGE SKILLS ACROSS THE SCHOOL.



# Our Attainment

Destinations and Achievement

#### **4. Pupil Equity Fund (P.E.F)**

Provides enhanced staffing and additional resources to progress school improvement plan

A report on the school's performance is available in the annual Standards and Quality Report/Improvement Report which is posted on the school website.

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

The school continually strives to improve the pupil's attainment in Health and Wellbeing, Numeracy and Literacy.

Parents are consulted through the Parent Council and parental questionnaire when setting the Improvement Priorities for the School and Early Childhood Centre.

#### **Curriculum**

At the Primary School and Early Childhood Centre our curriculum structure has been agreed in consultation with all stakeholders. Every child has access to a broad balanced general education from Primary 1 – Primary 7. This includes Literacy, Numeracy, Health & Wellbeing, Social Subjects, Technologies, Religious Education and Expressive Arts. These can be taught in discreet subjects or are more commonly taught as part of inter-disciplinary studies. There is no set pattern to the school year in terms of subjects taught, but the balance across the curriculum is monitored closely by the Senior Leadership Team. In Primary 7 all pupils are offered the opportunity to participate in a Residential Visit. In 2019 this was at Inverclyde Outdoor Centre. All pupils are encouraged to develop key skills for learning life and work. This is encouraged through enterprising activities.

Pupils are encouraged to choose aspects of what they learn through topic assessments and the setting of individual targets. Pupils work with their peers and class teacher to plan interdisciplinary learning topics using an initial key questions approach. This is consistent throughout the school. The school is fully committed to implementing A Curriculum for Excellence. All curricular areas are taught in each stage and staff have a full understanding of the underpinning policies and practices. The attainment of each child is measured using clear assessment procedures and is built on the professional judgement of staff.

Parents are informed when any sensitive aspects of learning such as sexual health and relationships and parenthood are being discussed with their child's class. If a parent wishes to withdraw their child from any religious observance activity, this can be accommodated by contacting the Senior Leadership Team where alternative provision will be made.

At the Primary School every child is offered a broad, balanced progressive curriculum in all curricular areas. There is depth to the learning while incorporating personalisation and choice.

Our literacy programme is not resource driven, staff are encouraged to use a wide variety of materials to deliver the curriculum. However, we do have core reading schemes which we use. These include:

Primary 1-3: Dandelion Readers, Oxford Reading Tree (incl. Decode and Develop, Floppy's Phonics, various non-fiction titles), Literacy World Satellites, Project X.

Primary 4-7: Literacy World, inFact non-fiction, Project X, Badger Learning small novels.

We follow the East Ayrshire Literacy Programme for phonics and spelling development. There are specific programmes for pupils in P1, P2-3, P4-5 and P6-7. All children should be regularly assessed to ensure they are progressing appropriately.

The recommendation of the Literacy Programme is to teach phonics and spelling to the whole class and then differentiate accordingly. Where possible, teachers should avoid separating children into too many ability groups and this defeats the purpose of the programme.

Class teachers from P1-7 use the whole school strategic overview of writing to plan a balance of all genres over the course of a school session. Staff are encouraged to use a wide variety of topics as stimulus for written work, often linked to IDL topics. A wide variety of support materials from the SAC team are used to support staff and pupils. Pupil friendly targets are used for each genre to ensure learners are aware of their success and next steps.

In Numeracy the teaching and learning is supported through the use of Heinemann materials, Tee Jay Mathematics and EdPax interactive software. There has been a focus on Number Talks this session, which develops mental strategies.

The pupils are also learning through real life situations and challenges.

Inter-disciplinary learning is embedded at every stage across the school. There is an outline programme for Social Subjects which can be adapted to meet the needs of classes or individuals.

### **Outdoor Learning**

All children and young people will have regular opportunity to learn outdoors both in the school grounds and in the local community. Parents will consent to this regular localised outdoor learning once at the beginning of session, with medical and emergency contacts being requested. Thereafter parents will be notified of the venues and dates of off site visits, in order that pupils come adequately prepared. However it is the parents' responsibility to inform the school if emergency contacts or medical conditions change or they don't wish their child to participate in a visit.

### **Physical Education**

Physical education is a very important part of the curriculum. Every child is timetabled for at least two hours physical activity per week. The school gym hall is situated in a

separate block to the rear of the school campus. On set gym days all children should dress in appropriate gym shoes, shorts/leggings/joggers and a school polo and sweatshirt. Information relating to the timetabled sessions for each class is issued in August via the School App.

All jewellery must be removed for PE. If a child has their ears pierced during a school session for the first six weeks it is a parent's responsibility to tape over the earrings. After the six weeks, all earrings must be removed. School staff will not remove jewellery or tape over it. They are available to assist the children.

### **Spiritual, Social, Moral and Cultural Values**

At the Primary School we respect the development of a pupil's spiritual, moral and cultural values. As part of the curriculum the children participate in religious education, which endeavours to provide them with information relating to Christianity and Other World Religions to allow the children to make informed choices. We enjoy visits by our School Chaplain and Elim Hall several times a session. At any time parents can exercise their right to withdraw their child from these activities. This can be arranged by contacting the Senior Leadership Team.

Parents from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on not more than 3 occasions in any one school session and the pupil noted as an authorised absentee in the register.

### **Homework**

Homework. is regarded as consolidation of skills taught in class.

There are several reasons for us issuing homework:

- to extend classwork by applying skills learned in class to new situations
- to further encourage pupils to foster independent learning habits
- to develop language and numeracy skills
- to influence attitudes to school work by including activities which are enjoyable
- to improve the liaison between home and school

### **Monitoring and Assessment**

Throughout the pupils' career in school, teachers are continually assessing their understanding and performance. This monitoring is designed to indicate both the pupils' progress and the effectiveness of the teaching methods. The teachers will use these assessments to modify their teaching for the benefit of the pupils and to allow a meaningful discussion with parents. Formative Assessment is carried out in many ways from P.1 to P.7. Teachers employ many skills in this area - observation, assessment through forward planning, record-keeping, simple marking strategies, individual work folders, and unit tests. Full use is made of assessment materials allied to language and mathematics programmes. All pupils are encouraged to assess their own work in all areas of the curriculum.

Teachers are constantly monitoring children's progress as they go about their day to day work. Opportunities are provided for self-assessment and peer assessment with pupils being encouraged to set targets for their work.

### **Additional Support Needs**

Children who may have additional support needs, or who require a Child's Plan or IPL will be assessed in a way suitable to their individual requirements. Further information is available from the Head Teacher or Additional Support Needs Co-ordinator (DHT).

### **Reporting**

Our detailed annual pupil report is sent out to parents during term 3. This allows parents to see how much progress their child has made across the school year. Copies of all reports are retained in the school for eventual transfer to Secondary school.

The Annual Report outlines your child's progress in all curricular areas and the development of the key skills in the four capacities of A Curriculum for Excellence.

The school will send out key information in monthly newsletters via the school app.

Term 1	Meet the Teacher – Open Afternoon
Term 2	Parents Evening
Term 3	Full Progress Report
Term 4	Parents Evening

If any parent has a concern or query at any other time they should contact the school office and make an appointment to speak to the Senior Leadership Team who will be happy to meet with them.

### **Early Childhood Centre (EEC) and Sgoil-Àraich na Coille Nuaidh (Gaelic ECC)**

A transition profile for every child is passed on to Primary One:

This profile shows a progression in learning, through tracking and assessment procedures, of the individual's significant learning achievements in Maths, Language, Health and Wellbeing, Other Curricular Areas and the Wider Achievement. Evidence is recorded in profiles, to meet the Learning Outcomes and Success Criteria, in the form of pupil's work, photographs or quotes from the pupils. Individual next steps and targets are set in the areas of Maths, Language and Health and Wellbeing.

### **Guidelines, Policies and Procedures**

The establishment has a range of policies and procedures which are available for parents to read.

All guidelines, policies and procedures are carefully considered and developed. These include Promoting Positive Behaviour and Systems to recognise and maintain good

behaviour and school rules. Policies, procedures and guidelines need the commitment of all staff, pupils and importantly parents.

### **Promoting Positive Behaviour**

The relationship between pupils and teacher is similar to that between the child and his/her own parents requiring mutual consideration on both sides.

We are committed to promoting positive behaviour at James Hamilton Primary School, Sgoil na Coille Nuaidh and Sgoil-Àraich na Coille Nuaidh.

Behaviour management is seen to be the joint responsibility of all staff and extends to include a partnership with parents.

We prefer to notify parents at the early stages of any difficulty. We particularly appreciate and value the co-operation of parents.

For an organisation such as a school to function efficiently and provide a safe, hardworking environment, a framework of rules known as our School and class charter which is related to the UNCRC Rights of the Child must exist and be observed. These rules are fully explained to the children.

There is a consistent approach to promoting positive behaviour used across the School and Sgoil-Àraich na Coille Nuaidh. This is based on the nurture principles and restorative conversations.

Children are praised when they are seen to be working hard and behaving well. A range of rewards are used and these are awarded for effort, enthusiasm, behaviour and work.

The pupils take great pride in being Star Pupil of the Week, receiving certificates at school assemblies and participating in the Head Teacher's treat on a Friday. Similarly, house points are issued to promote our school values with winning houses receiving a termly treat. The good relationship which exists between home and school, and between staff and pupils, promotes the desire in the pupils to behave in a civilised and acceptable manner.

### **Additional Support Needs**

All schools and Early Childhood Centres have a variety of procedures to assist in the early identification of children and young people with additional support needs. Identification and support planning will take place at the earliest possible stage.

Children and young people who have been identified as having additional support needs will be supported through an Childs Plan (CP), Individual Learning Plan (ILP) or in some cases a Coordinated Support Plan. In line with legislation, parents/carers/children and young people will be fully consulted at all stages.

The Depute Head Teacher works closely with Class Teachers, pupils and parents to ensure additional support is assessed and allocated carefully.

Advice and support may be sought from other appropriate staff within the school and through consultancy with visiting professionals, including the educational psychologist. The educational psychologist visits the school regularly to work with and, through the staff, to best support children and young people who are experiencing barriers to learning. Their role is often in giving advice to the school and in the sharing of expertise with staff. School staff may discuss the support needs of individual children with the psychologist in order to ensure that support plans are appropriate to the individual needs of the child. However, the psychologist would not observe or meet with a child without the prior consent of the parents.

The school is responsible for ensuring that parents are aware of their procedures and the psychologist's role within them. The school is also responsible for seeking parental approval, when necessary, for the psychologist to be directly involved with a child or young person.

### **Transition**

During the summer term, parents of children about to enter P.1 in August will be invited to the school for several visits. For the child, this is an opportunity to meet new classmates and the teacher, and to experience some school activities. This is also a chance for parents to meet each other and some of the staff. School routines and arrangements will be explained and questions answered.

The parents/carers will be issued with information packs. Transition information can also be found on our school website.

Parents who are seeking a place in the school for their children at any stage can arrange a visit to view the school and ask any questions they may have by making an appointment, either by post, by telephone or by email, with the Head Teacher.

### **Secondary School**

Pupils are normally transferred between the ages of 11 and 12 so that they will have the opportunity to complete at least four years of secondary education.

Parents will be informed of the arrangement no later than December of the year preceding the date of transfer at the start of the new session.

The children of the Primary normally transfer to:

KILMARNOCK ACADEMY,  
SUTHERLAND DRIVE,  
KILMARNOCK.  
KA3 7DF  
tel. 01563 558500

While parents have the right to enrol their children at a secondary school of their choice within the regulation governing placing requests, it should be borne in mind that close liaison arrangements exist between James Hamilton P.S./ Sgoil na Coille Nuaidh and Kilmarnock Academy.

As we are part of the same campus, the transition is very easy. A programme of events is planned before transfer, to help familiarise the pupils with the Secondary school layout and time-tabling.

These arrangements ensure as smooth a transition as possible for the children and that their education will be a continuous process from primary into secondary.

The Depute Head responsible for S1 meets regularly with primary 7 staff to ensure everyone's needs are met.

Children with additional support needs have their needs met through the extensive liaison process.



## **Foghla姆 tro Mheadhan na Gàidhlig | Gaelic Medium Education**

“Throughout their education, children and young people should experience an environment which is rich in language and which sets high expectations for literacy and the use of language. Children and young people need to spend time with stories, literature and other texts which will enrich their learning, develop their language skills and enable them to find enjoyment. Spoken language has particular importance in the early years. Teachers will balance play-based learning with more systematic development and learning of skills and techniques for reading, including phonics.”

### **Curriculum for Excellence: Literacy and Gaelic Principles and Practice**

Gaelic Medium Education is based on the principle of language immersion. The early stages of learning through the medium of Gaelic and where no other language is used, is referred to as total immersion (P1-3). The next phase – where the development of English is introduced - is referred to as immersion but with the entire curriculum continuing to be delivered through the medium of Gaelic (P4-7). French is our third language here at Sgoil na Coille Nuaidh and is introduced formally from P4 onwards.

School staff are committed to ensure that the curriculum is delivered in Gaelic and that Gaelic language and culture is promoted across the school. We strive to make links with other Gaelic groups to provide valuable experiences and opportunities to hear and use Gaelic in different contexts.

There is a Sgoil na Coille Nuaidh Gaelic Medium Education position statement. We work on the outcomes from the Scottish Government and East Ayrshire Gaelic Language Plan matched to National Improvement Framework outcomes and Gaelic Medium Education Statutory Guidance.

East Ayrshire Gaelic Language Plan:

<https://www.east-ayrshire.gov.uk/Resources/PDF/G/Gaelic-Language-Plan-2019-2023.pdf>

### **Parental involvement**

As a parent of a child in attendance at the school, you are automatically part of the Parent Forum of the school. The membership of the Parent Forum is made up of all parents who have a child at the school. The Parent Forum can decide to form a smaller body called the Parent Council. The Parent Council is a group of parents selected by members of the Parent Forum to represent them.

The Parent Council meets 6 times throughout the session. The Fundraisers' Group meets as and when required to organise and support school events and consists of staff members and parents.

The flexibility allows parents to choose a Parent Council which reflects the Primary and Early Childhood Centre and hopefully it will encourage parents to become involved and engaged with their child's education.

The Head Teacher provides advice and consults with the Parent Council on a regular basis.

## **Parent Council Members**

Chairperson - Melisa Brawls  
Email: - [wmcilvanneyparentcouncil@gmail.com](mailto:wmcilvanneyparentcouncil@gmail.com)

The school endeavours to maintain a close relationship with parents. For this reason, parents are encouraged to visit the school at any time to discuss their children.

It is helpful if parents contact the school to arrange an appointment to discuss any matters at length.

Parents' Conferences will be held twice yearly. We have an opportunity in October/November for parents to come along to an informal evening to look at their child's work and chat to the teachers. In the spring or summer term, parents are given the opportunity to choose whether they want an earlier, or later, appointment in the evening to have an individual meeting with the class teacher.

In the past, parents/carers have been active in the raising of funds and have been willing to assist in extra - curricular activities. We hope that this enthusiasm continues to help make use of the many skills our parents/carers have.

It is important to stress that parents are welcome to contact the school at all times, and interviews can be arranged simply by contacting the school and agreeing a suitable mutual time. Please make arrangements through the office to allow the class teacher to be available. Reporting to parents includes outlining the programme for the school year, monthly newsletters, written reports, and Open Days or Evenings for informal visits. All information is also contained in the school website <https://blogs.glowscotland.org.uk/ea/jameshamiltonprimaryschool/>

Parent volunteers are also invaluable in assisting with school activities, such as visits and operating the lending library.

## **Early Childhood Network**

James Hamilton Primary and Early Childhood Centre is a member of the North Kilmarnock Early Childhood Network.

## **Kilmarnock Education Group**

James Hamilton Primary School, Sgoil na Coille Nuaidh and Sgoil-Àraich na Coille Nuaidh are members of the Kilmarnock Academy Education Group.

The associated establishments are James Hamilton Primary School, Sgoil na Coille Nuaidh, Onthank Primary School, Whatriggs Primary & Early Childhood Centre, Loanhead Primary, James Hamilton Early Childhood Centre, Sgoil-Àraich na Coille Nuaidh, Onthank Early Childhood Centre, Riccarton Early Childhood Centre and Hillbank Early Childhood Centre.

The school is a member of the Kilmarnock Academy Education Group which brings together a wide range of services to benefit young people. The principal purpose of the learning community is to ensure that services are better co-ordinated in order to meet the needs of young people and raise attainment. The Education Group supports the government's approach to GIRFEC (Getting it Right for Every Child). This means that if a child/young person needs support then, where possible, there will be one co-ordinated assessment and one plan for that child/young person.

The Primary School and Early Childhood Centre plays an important role in the community. Parents and carers are actively encouraged to play a role in the life of the school. The community are welcomed into school events and these are widely publicised. Family Learning opportunities have been created in the school.

The Primary has strong links with the local church, St. Kentigern's and Elim Hall. The school has been supported by local businesses – Morrisons, Asda, Co-operative, Tesco, Iceland, Marks & Spencer, Farmfoods for donations and fundraising. The pupils make use of the local sports facilities which include the Ayrshire Athletics Arena.

## **Contact Details**

### **Head of Education**

Linda McAuley Griffiths, East Ayrshire Council, Economy and Skills Council Headquarters, London Road, Kilmarnock KA3 7BU

### **Cabinet Member – Spokes Person for Lifelong Learning, Education, Skills and Culture.**

Councillor Fiona Campbell

East Ayrshire Council, Council Headquarters, London Road, Kilmarnock KA3 7BU

### **Cabinet Member – Champion for Children and Young People**

Councillor Claire Leitch

East Ayrshire Council, Council Headquarters, London Road, Kilmarnock KA3 7BU

### **Local elected members for ward**

East Ayrshire Council, Council Headquarters, London Road, Kilmarnock KA3 7BU

*Councillor Fiona Campbell, Councillor John Campbell, Councillor Barry Douglas (Provost) and Councillor Jon Herd.*