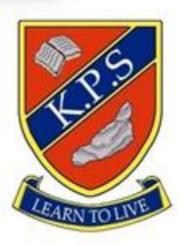
# Kilmaurs Primary School Session 2024/2025 Handbook











# Kilmaurs Primary School

# 15 Sunnyside

# Kilmarnock

# KA3 2RY



Telephone No:	01563 538388		
Email HT	<u>eakilmaursps.ht@eastayrshire.org.uk</u>		
School Email	<u>eakilmaurs.ps@eastayrshire.org.uk</u>		
School Blog:	https://blogs.glowscotland.org.uk/ea/kilmaursprimary/		
School App:	Please download the 'School App' onto your mobile device and		
School App.	select 'Kilmaurs Primary School'. Access codes available on		
	request from the school office		
X:	@KilmaursPS		
Parent Council	kilmaursparentcouncil@yahoo.com		
email			
Denominational	Non-		
Status:	denominational		
	Co-educational		
School Roll:	211		
F (1			
Further	www.east-ayrshire.gov.uk/schoolhandbooks		
information:			

# Welcome to Kilmaurs Primary School

It is a pleasure to be Head Teacher of Kilmaurs Primary School!

On behalf of the staff team, I would like to take this opportunity to welcome you and your child to Kilmaurs Primary School (KPS). I hope you will find this handbook helpful in preparing you and your child for their learning journey at our school.

Our school is a very warm place where everyone can meet their true potential. Kilmaurs Primary is a school at the heart of its community and we have positive partnerships with our tremendously supportive parents and a range of community partners.

At Kilmaurs Primary we wish to support children in developing a positive attitude to work, self, others and the environment. We will provide a high quality service and work in close partnership with you in preparing your child to be a successful learner, confident individual, responsible citizen and effective contributor.

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

Please feel free to make an appointment to speak with me or my Depute Head, Mrs Gillian Robertson, if you have any worries or concerns about your child's progress or welfare. We will be happy to help at any point in the year and can be contacted through the main office or by email.

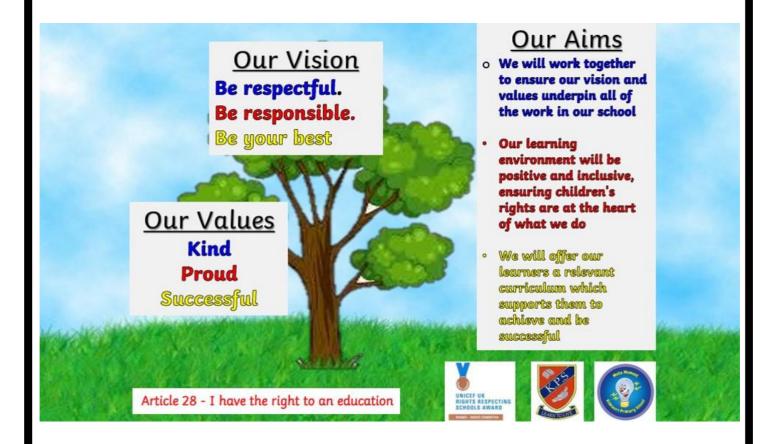
Warm regards

Gillian Crawford

G Crawford Head Teacher



## Our Vision, Values and Aims



## Our Culture and Ethos

We promote positive attitudes and our ethos of mutual respect encourages and motivates pupils to do their best.

We celebrate children's achievements from in school and out with, at our weekly assemblies and recognise achievements through our various social media platforms; school blog and displays in the school.

Our young people are awarded stickers throughout their journey at Kilmaurs Primary for demonstrating behaviours that showcase our school values. Each highly coveted completed sticker chart is worth 100 house points!

Parents and carers are actively involved in the life of the school. They attend events and Parents/carers' evenings.

We have a very busy and supportive Parent Council which contributes very effectively to the life and work of the school. We provide information to parents/carers through our school app; your pupil's personal learning journal, class termly curriculum newsletters; class blogs; Facebook and Twitter.

Formally, we provide an annual report on pupil progress, although parents/carers are welcome to speak to staff at any point over the year

#### **Curriculum Rationale**

When a school has a rationale for its curriculum, it means that everyone involved with the school can answer the questions 'What do we want for our children and how will we work together to achieve this?' (*Education Scotland*)

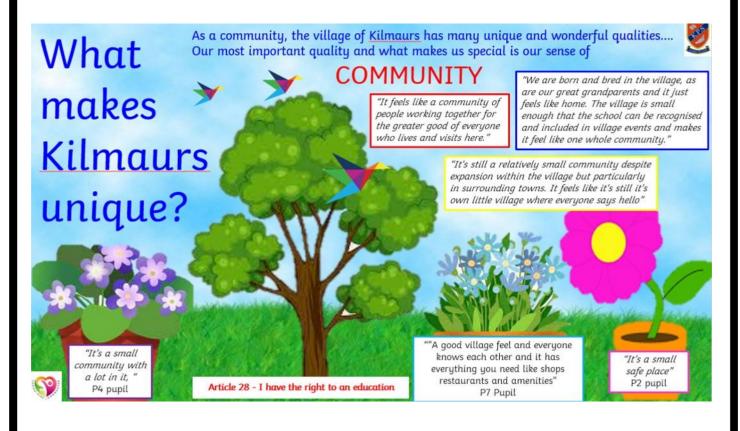
We regularly review our Curriculum Rationale. This helps us ensure that everyone within our school and community is clear about what we are aiming to achieve and what our key drivers are.



Our Curriculum Rationale has been developed to outline our goals, aspirations and vision for the future over the next three years of our School Improvement Planning cycle. We want our children to develop knowledge and skills across the four capacities and all aspects of the SHANARRI wheel to become successful learners, confident individuals, effective contributors and responsible citizens.



Our key drivers are underpinned by our desire to secure 'Excellence and Equity' for all those at <u>Kilmaurs</u> Primary School. It is our aim to motivate and inspire all learners to **be the best they can be**, to aim high and be supported in their learning to **continually improve and develop**; **raising attainment** and **achievement** for all. We aspire to equip our young people with the **knowledge and skills** to work in a world where employment depends on **transferrable skills to be applied in new and unfamiliar settings**. Everyday we strive to work in partnership with families, our school & local community as well as wider partners; using a collaborative approach to improvement. At the **heart of our school community** are our **pupils and families** - our most important partners. Leadership opportunities are encouraged and developed for all pupils, parents and staff. **We believe in investing in our community!**We have high expectations and aspirations for all; **every child and family is championed to succeed.** 





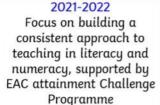


# Our Curriculum Journey



2020-2021 2021-2022

Recovery and renewal post pandemic Focus on relationships, resilience and key learning in literacy, numeracy and health and wellbeing





2022-2023 2023-2024 2024-2025 2025-2026

Setting clear and high expectations of the learning and teaching in Kilmaurs Primary and ensuring our curriculum rationale and curriculum planning reflects the unique context of our school, providing opportunities for our young people to develop the knowledge, understanding and skills they will need to achieve a positive destination



Article 28 - I have the right to an education

#### OFCD Future Education and Skills 2030



The OECD Learning Compass 2030 defines the knowledge, skills, attitudes and values that learners need to fulfil their potential and the planet.

Within Ayrshire, the top employment sector by 2032 will be Human Health and Social Work (22% local workforce), followed by Retail (13%) and Manufacturing (7%)

The lowest employment within the locality will be Mining and Quarrying (0.3%), Electricity and Gas Supply (0.5%) and, Financial and Insurance (0.8%) Regional Skills Assessment, Ayrshire

Skills Development Scotland

By 2032, the most popular occupation in Ayrshire will be within the Caring and Personal Sector(10% of workforce), followed by Administration (9%), Clerical (8%) and Sales (7%)

Regional Skills Assessment, Aurshire Skills Development Scotland

and contribute to the wellbeing of their communities

Economic growth has slowed

Population is falling and decrease in migration

What does the future lo

like for learners in

Kilmaurs?

We have experienced and continue to experience significant global challenges over recent years and In the years to come which will

impact the positive destinations available to our young people:

We have an aging population

Labour shortages

Advances in technology and digital skills gap

Climate change

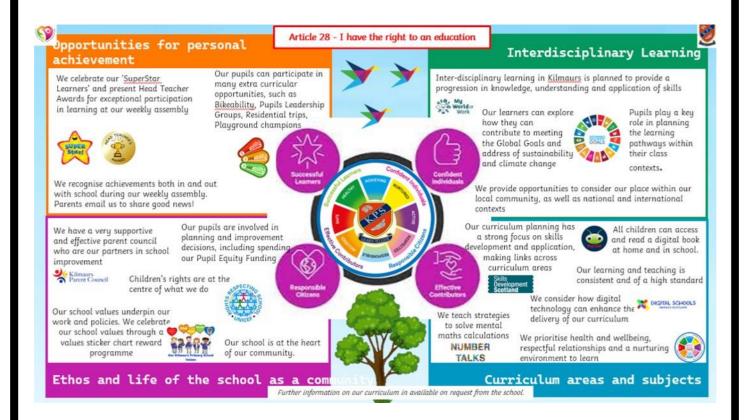
Increase in demand for Green jobs

What skills can we equip our learners with in order to be successful in the future and address these local and global challenges?

> 'Today's innovations often become tomorrow's commonplace'

OECD Future of Education and Skills 2030

Article 28 - I have the right to an education



#### **Parents As Partners**

"Parental involvement is about parents' involvement in the life and work of their school, the communication between home and school and the vital role that parents play in supporting their children's learning." (Scottish Government website)

At Kilmaurs Primary School, we recognise the importance of parents and carers as partners in the education of their child. Parents, carers and family members are by far the most important influences on children's lives. Children between the ages of 5 and 16 children spend only 15% of their time in school!

Research shows that when parents are involved in their child's learning, children do better at school and throughout life. Parental involvement can take many different forms but we hope you share the same aims and agree that by working together we can be partners in supporting children's learning.

As a parents/carers we want you to feel:

Welcomed and given an opportunity to be involved in the life of the school;

Fully informed about your child's learning; Encouraged to make an active contribution to your child's learning;

Enabled to support learning at home;

Encouraged to express your views and involved in forums and discussions on education related issues

Kilmaurs Primary School is at the heart of community, and we view our parents and carers as an important part of our Kilmaurs Family.

#### **Transitions**

#### Transfer from Pre-school to Primary

We are committed to ensuring the transition from Early Childhood Centre to School is as smooth as possible. Children who attend Kilmaurs Childhood Centre are already familiar with the school building and staff within the school. They begin an informal transition, visiting the Primary 1 room, at the start of January as part of their mini-classroom experience. Our Primary 6 buddies also visit Kilmaurs ECC on a regular basis to start building close friendships. We engage with our new pupils and their families as early in the session as possible to help establish relationships for those young people transitioning to P1 from other ELCC providers.

A calendar of events and visits begins in October with our mini-Halloween disco, alongside various opportunities for children and their families to visit the school before they start Primary 1 in August.

#### Transfer from Primary to Secondary School

Pupils are normally transferred between the ages of 11 and 12, so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session. The children of Kilmaurs Primary School normally transfer to Stewarton Academy Staff at Kilmaurs Primary School, together with other schools within the Stewarton Education Group, meet regularly with Stewarton Academy to discuss pupil progress and to plan programmes of study across the curriculum. Children from the primary schools, particularly at primary 7 level, are involved with Stewarton through a variety of curriculum projects, including an extended 2 day visits to Stewarton in May/June in June prior to their transfer.

#### **Enrolment**

Enrolment usually takes place annually in January when exact details are given in the local press and posted in pre-5 establishments as well as on our school app. 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.

Primary 1 registration occurs online, with the child's birth certificate and proof of address uploaded when registering their child.

Any parent wishing to come along to view the school and meet us before enrolling their child in January can do so and ask any questions they may have about provision. Appointments can be made by telephone or email. Children who live in the catchment area of a particular school are required to enrol at that school. They will then be informed of their right to make a placing request to another school of their choice and the conditions pertaining to this.

Information and forms regarding placing requests can be obtained from the school and/or (click here: East Ayrshire Council Placing requests)

# Our team

Senior Leadership Team	
Miss Gillian Crawford	Head Teacher
Mrs Gillian Robertson	Depute Head Teacher

Learning and Teaching Team			
Miss Lauren McCulloch	Teacher	P1	
Mrs Nicola Hope	Teacher	P1/2	
Miss Rebecca McMonagle	Teacher	P2	
Miss Abbie McClelland / Mrs Karen Watson	Teacher	P3A	
Mrs Amy O'Neil / Miss Emma Caldwell	Teacher	P3B	
Mrs Janet Mooney	Teacher	P4	
Mrs Fiona Brown	Teacher	P5	
Mrs Karen Watson / Mrs Niccy Howat	Teacher	P6	
Miss Fiona Cuthbertson	Teacher	P6/7	
Mrs Jennifer Elstone	Teacher	P7	
Miss Joanne Rodden	Teacher	NCCT	
Miss Emma Caldwell	Teacher	Nurture	
Mrs Fiona Haining	Teacher	EAST support	

Support Team	
Mrs Ann Allison	Pupil Support Assistant
Mrs Amanda Brown	Pupil Support Assistant
Mrs Aimee Watson	Pupil Support Assistant
Miss Linda Richards	Senior Clerical Assistant
Mrs Lauren Field	Clerical Assistant
Mr John McGill	Janitor

Parents should not hesitate to contact the school about any matter concerning their children. Small problems can often be prevented from escalating into major ones if prompt action and cooperation is sought by teacher and parent. Should you wish to contact a member of staff to discuss any issue you should phone 01563 538388 and the clerical team will direct your concerns to the relevant member of the staff team who will return your call as soon as possible.

# The School Day

Primary 1-3 start school at 9:00am and finish at 3:00pm Primary 4 – 7 start school at 9:05am and finish at 3:05pm.

This allows for a softer start to the day, ensuring our playground and entrances are calmer and support a positive transition to school for our young people.

# **Attendance and Time Keeping**

Attendance at school and nursery is of paramount importance to ensure opportunities for learning are maximised.

If your child is going to be absent from school for any reason you must report it using the link on our school app, or by telephoning the school office and leaving a message on our absence line.

Under Child Protection procedures, any absences not reported to the school must be followed up with a phone call home. Attendance and time keeping are monitored by the Head Teacher and will be followed up with parents should attendance fall below an acceptable level.

Further details of how we can support and maximise attendance can be found in our 'Every Minute Counts' Policy, available on request from our school office.

# Respectful Relationships, Behaviour and Anti Bullying

The school promotes positive behaviour through a values based approached within an ethos of mutual respect. We ask parents to support us in this to enable us to work together as a team to support our children the best way we can.

We follow the Respectful Relationships policy of East Ayrshire and promote respect towards people and possessions.

Pupils are reminded of bullying behaviours and how to seek help and support within the school if they feel they are being bullied.

Further details of our Respectful Relationships Policy, including our behavior pathways, and our Repect Me Anti-Bullying Policy are available on request from our school office.

#### **Dress Code**

Our children at Kilmaurs are encouraged to wear our school uniform. Our Primary School uniform comprises of:

- \* White polo shirt
- \* Royal blue school sweatshirt/cardigan
- \* White shirt and school tie
- ★ School shoes
- ★ Black/grey/blue tartan skirt/pinafore
- ★ Blue checked summer dress
- ★ Black/grey trousers/shorts
- \* Royal blue/grey jumpers/ cardigans

New and pre-loved items of school uniform are available free of charge throughout the school year in our Community Room.

If you would like further information please contact the school office or parent council.

Please remember to label all items of clothing with your child's name, and to check these regularly as they can come off.

# 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. To this end all visitors, including parents, are asked to use only the main entrance to the school to enter the building.

If parents wish to speak with a teacher, please enter through the main entrance and speak to the Senior Clerical Assistant or a member of the Senior Leadership Team who will make an appointment for you to speak with the teacher at a suitable time.

All visitors and trades-people are asked to sign the register at the front of the school and sign out as they leave.



#### Homework

Homework is issued to help the children consolidate work done in school and to extend their learning in a variety of areas. The amount of homework varies throughout the school. It is essential however that homework does not become a burden for busy families. The average time spent on homework each night should be 20-30 minutes.

During parental consultation, it was agreed that the children will receive homework each week, which comprises of a rotation of literacy and numeracy each alongside spelling and reading homework, when necessary.

The children may also receive topic based learning throughout the session.

In line with the Curriculum for Excellence, it is our aim to make homework more active, manageable and enjoyable for the children.

Homework should enable children to:

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

If you find homework becoming a source of stress in your home, please speak with a member of staff.

# **Physical Education (PE)**

Children have a legal right to 2 hours of quality physical education each week. The children within Kilmaurs are lucky as not only do we have a suitable facility inside for PE but also a large playground. If we need to use a grass space, we are within easy walking distance of Morton Park.

PE kits are usually kept in school and should comprise of a t-shirt, shorts and indoor shoes. Football strips are not permitted. We follow the Council's Health and Safety policy and must insist that all jewellery, including earrings, is removed before participating in PE.

## **School Canteen Facilities**

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

Children are welcome to have a school meal, bring a packed lunch or go home for lunch Lunches are ordered online in advance of each day

We are excited to share that work will begin on our new dining facilities in June 2025

# **Complaints Handling**

Any complaint should in the first instance be directed to the Senior Leadership Team. No matter how big or small your concern is, please share it with us and allow us the opportunity to fully investigate and get back to you. This may involve a telephone call, email or team meeting as a follow up.

# **Administration of Medicine**

The administration of prescribed medicines in an educational establishment is a matter for 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 administered 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. You can obtain a copy of this from the school office. In the instance of ongoing medication, a Health Care Plan will be formulated by the HT/DHT, school nurse and parent to ensure consistency of administration.

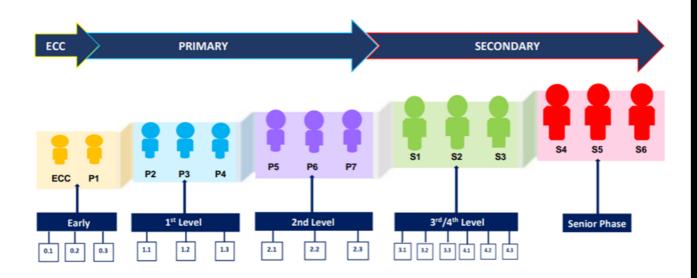
#### **Data Protection**

The school will handle all data in relation to children as per Data Protection Act 2018. The establishment has a range of policies and procedures which are available for parents to read. There are a number of ways we like to communicate with you about your child's learning and social media has become more popular over the past few years. In the first instance, you will be provided with a form that gives us the information about what your child can and can't access or be photographed for. This form must be completed and returned to school or your child will not have access to the internet for school studies. If at any time you would like to change the access your child can have, please update the school by letter or email.



#### Curriculum

Curriculum for Excellence is the education system in Scotland. It includes early childhood centre, schools colleges and community learning from 3-18 and beyond. From 2010, learners from pre-school to S1 have been working to Curriculum for Excellence guidance and standards. Pupils who were in S1 in 2010-11 are the first to take the Curriculum for Excellence qualifications from 2013-14. Young people in S2 and above will work primarily within the existing curriculum and qualification system, whilst benefiting from improvements in learning and teaching through Curriculum for Excellence. The table below matches the five curriculum levels to stages of learning generally applicable, with flexibility (for example, for young people who are particularly able and/or have additional support needs).



From pre-school to the end of S3 (3-15), young people will experience a broad general education which is designed to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor. The broad general education will include all of the experiences and outcomes across all curriculum areas up to and including the third level.

Throughout all learning, prime importance is given to literacy, numeracy and thinking skills; skills for learning, life and work; an understanding of society, the world and Scotland's place in it and an active and healthy lifestyle.

A range of teaching methods and contexts for learning is used, including active and enterprising learning, which encourage young people to become enquiring; learning across the curriculum which helps young people make links between subjects and learning outside classrooms in the outdoors and in the community, which gives opportunities for learners to deepen their learning in real-life contexts. Most learners will progress into the fourth level in many aspects of their learning before the end of S3, laying strong foundations for more specialised learning. Curriculum for Excellence emphasises that assessment is an integral part of the 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 judgements on their own learning; skills that will be important to them throughout their life. Assessment tools will be administered providing additional evidence of what learners know, understand and are able to do and helping teachers plan learning experiences which are motivating and challenging.

Information about how the curriculum is structured and curriculum planning <a href="https://www.educationscotland.gov.uk/the-curriculum/www.youngscot.org">www.educationscotland.gov.uk/the-curriculum/www.youngscot.org</a> (learners) <a href="https://www.sqa.org.uk">www.sqa.org.uk</a> (information on qualifications)

<u>www.engageforeducation.org</u> (share ideas and questions about education) www.scotland.gov.uk/cfeinaction (real-life examples)

The establishment is implementing CfE through main curricular programmes- Health and Wellbeing, Literacy, Numeracy, French and a range of Interdisciplinary Studies that provide a context for Science, History, ICT and Geography. Pupils are involved in a wide range of activities:-every pupil is a member of a Pupil Leadership group, playground and lunchtime monitors, football

training, cross country, athletics, choir, residential experience, photography club, outdoor learning.

Children are consulted at the beginning of investigations and topics about what they would like to learn. Parents are invited into class to 'share the learning' once per year.

Parents will be informed in writing about sensitive aspects of learning such as sexual health and relationships, parenthood and drugs awareness. They will have the opportunity to discuss any aspect with the establishment or school nurse.

# Health & Wellbeing

Health and wellbeing is a crucial part of your child's education. We teach all health and wellbeing in line with Easy Ayrshire guidance and authority wide planners. We have information sessions where we encourage parents to see the resources and discuss the lessons planned for the more sensitive aspects of health lessons.

# Religious & Moral Education T

This forms an important part of social education, assisting pupils towards a consistent set of values, attitudes and practices arising out of experience. Religious Education will encourage children to become aware of religious interpretations of personal experience and to appreciate dangers of prejudice. Our arrangements for pupil assemblies afford opportunities for gathering as a community, for communal worship with our chaplain and for sharing expressions of the feelings of the community. 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 arrangements will be considered. Appropriate requests will be granted not more than three occasions in any one session and the pupil noted as an authorised absentee in the register. If you do not wish your child to take part in religious activities, please notify the Head Teacher who will make any necessary arrangements.

#### **Assessment**

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 will 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 judgements on their own learning; skills that will be important to them throughout life. Summative assessment 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.

Assessment is the means of obtaining information which allows teachers, pupils and parents to make judgements about pupil's progress and identify where we go next. We do this in a variety of ways:

- \* day to day observations
- \* teacher devised assessments
- \* set tasks
- ★ self-assessment
- homework opportunities
- \* standardised and diagnostic testing, for example:P1 ELLAT, P3 Quest and SNSA testing for P1,4 and 7

Assessments will generally be carried out by the class teacher. Information gathered from all assessments will be used to assist the school in reporting to pupils, parents, colleagues and other agencies. Feedback from class-based assessment is given to the children to assist with their targets and next steps in learning. We triangulate our assessment data with teacher's professional judgements and evidence of class work or observations. All of this information formulates the children's levels of attainment and what their next steps in learning are.



# **Achievement and Improvement**

### Our Improvement Priorities for Session 2024/2025 include:

Summary of Improvement Plan 2024/2025

We actively support, promote and develop leadership at all levels. Our young people are supported to be leaders of their learning in our school, We promote leadership in every classroom.

#### Within Kilmaurs Primary, it is our aim that:

- ✓ Our teaching approaches will engage pupils in their learning and provide increased opportunities for pupils to lead learning and use a range of digital technologies.
- ✓ Staff will use accurate data about the young people in their class to best understand how to support their wellbeing and journey through the curriculum.
- Staff will be supported to engage with National Review and Reform, to make sure our school is reflecting improvement and best practice highlighted locally and nationally.
- ✓ We will launch "Kilmaurs Cares" to help our parents will feel more empowered and confident to support their children with their learning.



Teaching and Learning Together Our young people should experience a teaching, learning and curriculum offer that meets their

needs, and those of our local and national context

 $\checkmark$  Learners will have the opportunity for learning opportunities which develop their skills in

new contexts. They will be supported and challenged to develop their meta skills across the

✓ We will ruise attainment for all learners in literacy, with a particular focus on providing.

✓ Our curriculum will be creative, innovative and inspiring and ensure it reflects the needs

TEARNING

✓ Learners will be confident and fluent in all areas of numeracy and mathematics

developing the skills needed to analyse and problem solve.

interesting contexts for writing, and reading for enjoyment.

of our learners and our community.

We want the very best for all of our young people in Kilmaurs Primary. We aim to ensure that all young people secure a positive destination through excellent achievement and attainment at all

- Within Kilmaurs Primary, it is our aim that: ✓ Our curriculum will provide opportunities for learning in real life contexts as well as opportunities' for children to develop their meta skills
  - ✓ We will have a shared language of skills and learning across our school
  - ✓ We will remove or mitigate against financial barriers to learning for our families.
  - ✓ We will offer a high quality transition experience to those learners moving from ECC into PI, as well as supporting colleagues in secondary with P7 to SI transition



We want all of our young people to feel supported by people who know them well, and feel included in our school. It is our ambition that all young people attend our school on a full-time and regular basis to support them in their development at all stages

#### Within Kilmaurs Primary, it is ou

- ✓ Our children are able to fully access a curriculum which meets their needs in a nurturing environment that supports and challenges them.
- Our attendance and punctuality improves across our school
- We become an accredited Rights respecting School at Gold Level
- ✓ Our curriculum and wellbeing approaches support those from groups who may be vulnerable.



Our Standards and Quality Reports are all available to read in our school waiting area, or a copy can be requested by speaking to a member of our team.

We hope that you have found the information contained in this handbook useful.

If you have any further questions, please do not hesitate to contact the school:

Telephone: 01563 538388

E-mail: eakilmaurs.ps@eastayrshire.org.uk