

**Onthank Primary and Additional
Support for Learning Centre**

SCHOOL HANDBOOK



eaOnthank.PS@eastayrshire.org.uk



01563 525477

SESSION 2026 - 2027



**Onthank Primary and Additional Support for Learning
Centre**
Meiklewood Road
Kilmarnock
KA3 2ES

Telephone No:	01563 525477
Email:	eaOnthank.PS@eastayrshire.org.uk
School Blog:	https://blogs.glowscotland.org.uk/ea/onthankps/
Facebook:	https://www.facebook.com/onthankprimaryschool/
Parent Council Facebook:	https://www.facebook.com/OnthankParentCouncil
School App:	Please download the 'School App' onto your mobile device and select 'Onthank Primary School'. Available on appropriate mobile devices.
Denominational Status (if any):	Non-Denominational
School Roll:	Co-educational school with a roll of 534 pupils in mainstream and 50 pupils in the Additional Support for Learning Centre.
Further information:	www.east-ayrshire.gov.uk/schoolhandbooks

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 organized.



Dear Parent/Carer,

On behalf of the staff team, I would like to warmly welcome you and your child to Onthank Primary School and Additional Support for Learning Centre. I hope you will find this handbook helpful in preparing you and your child for their learning and life journey at #OurOnthank.



In partnership with you, we aim to provide a broad and balanced curriculum that allows each child to reach his or her potential both in formal learning and in wider aspects of life. Our aspiration for all children is to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors within our community.

We believe that all children and adults should enjoy learning, experience success, and have high expectations for themselves. As a school, we work in partnership with our children to create an environment and ethos that celebrates Pupil Voice and reflects our shared values:



We aim to ensure that all children are Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible and Included, while promoting our values as Onthank Ambassadors.

I hope that your child has an enjoyable and successful experience with us and we look forward to welcoming you into #OurOnthank Community.

Alison Wright

Alison Wright
Head Teacher

#AnythingIsPossibleEvenTheImpossible



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 and Values

Onthank Primary School and Additional Support for Learning Centre is a non-denominational School serving the community of the Northwest of Kilmarnock. Our school reflect role reflects the socio-economic diversity across the community There is great appreciation for our partners who have supported us and help ensure equity for all learners.

Our Onthank Vision

Together, we build a school where safety, respect and equity are at the heart of everything we do, empowering ambitious learners and strengthening our community.

Our 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
- Equity
- Safety



Our Aims

- Inspire all learners to believe that anything is possible by setting high expectations and celebrating success.
- Provide a broad, balanced and stimulating curriculum that nurtures curiosity, creativity and lifelong learning.
- Work in partnership with families and staff to model kindness, honesty and responsibility.
- Foster a strong sense of belonging by building positive relationships with families, partners and the wider community.
- Ensure every child has access to support, resources and opportunities they need to thrive, regardless of background or ability.
- Celebrate diversity and promote inclusive opportunities for all pupils to engage in real-life learning experiences.

School Roll 2026/2027

Onthank Primary

Onthank Primary Roll: 534

Onthank's Additional Support for Learning Centre Roll: 50

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

Stage	Current Roll	Stage	Current Roll
P1	76	P5	82
P2	71	P6	82
P3	79	P7	76
P4	68		

Class	Teacher/s	Class	Teacher/s
P1E P1KP P1K	Mrs Easter Mrs Kilpatrick Mrs Klein (PT)	P5M P5T P5S	Mrs McMurdo Miss Telford Mrs Smith
P2J P2C P2/1N	Miss Jack Mrs Carten Mrs North	P6F P6W P6M	Mr Franchi Miss Welsh Mrs Martindale
P3C P3H P3E	Mrs Cree Mrs Harvey Miss Ellis	P7MC P7MU P7M	Mrs McKenzie Miss Muldoon Mrs Mills (PT)
P4K P4M P4N	Mrs Kidd Mr McNichol Mrs Nelson	Non-Class Contact Time (NCCT)	Mrs Burn Mrs Saxelby Mrs Gilliland Miss Atkinson Mrs Strain Miss Kinnaird Mrs Merrick Mrs Sanchez
Senior Clerical	Mrs Andrew	Clerical	Mrs Douglas Mrs Docherty
Pupil Support Assistants	Mrs Banks Mrs Lobban Miss Drummond Mrs Robinson	Janitor	Mr Stewart
Home Link Workers	Mr Swan Mrs Gallagher	Educational Phycologist	Ruth Miller

Additional Support for Learning Centre

Stage	Current Roll	Stage	Current Roll
ASLC 1	7	ASLC 2	7
ASLC 3	8	ASLC 4	10
ASLC 5	8	ASLC 6	10

Class	Teacher/s	Class	Teacher/s
ASLC 1	Mrs Milligan (PT 0.5) and Mrs Barclay	ASLC 2	Miss Wilson
ASLC 3	Mrs Scott & Mrs McKee	ASLC 4	Miss McCartney
ASLC 5	Mrs Chaudhary	ASLC 6	Mrs Cowan (PT 0.5) and Mrs Barclay
Pupil Support Assistants	Mrs Gallagher Miss Murray Miss Brown Mr Callaghan Ms Hatton Mrs Costello	Non-Class Contact Time (NCCT)	Mrs Scott Mrs Barclay Mrs Wilson

Respectful Relationships @ Onthank

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 Council, 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 and caring ethos in which relationships are managed positively and consistently. It provides children with a secure framework in which they can develop skills and strategies help them take responsibility for their own behaviour. Subsequently, the relationship between pupil, teacher and wider staff are built on mutual trust and respect, allowing our school to achieve the following aims:

- To show respect for self, others and property: treat others as you would wish to be treated.
- To be responsible for yourself and the safety of others.
- To be honest, kind and caring.
- 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 the 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 schoolwork with children to ensure that 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 supports this vision, contributing to and leading our Respectful Relationships focus group and encouraging a sense of responsibility and respect at home and within the local community.

Although incidents of bullying at Onthank are relatively infrequent, children are always encouraged to report any allegations of bullying to staff, who deal with these appropriately and inform parents. Our Social, Mental and Emotional Health and Wellbeing Curriculum incorporates planned anti-bullying and equality lessons at every stage, as well as Respect Me and Respectful Relationships lessons.



Parental Engagement



The importance of the family in children's learning and development is crucial. Therefore, as a school, we wish to actively involve you, our families and parents, in your children's education and in our wider community. Our establishment thrives on the partnerships we build with you and the local 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!

At Onthank Primary School and Additional Support for Learning Centre, we encourage parents and carers to be actively involved in their children's learning and experiences at school. As a member of our Parent Forum, you are automatically part of our school community and can become more involved in school life in a variety of ways, including:

- **Sharing our Learning events:** 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 organise fundraising events and encourage links between the school, parents, pupils and the wider community. Visit our school blog 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 subgroups, creating and delivering bespoke workshops based on the needs of our community.
- **Parent Helpers/ Volunteers:** Parent helpers and volunteers are welcome, and there are many 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

JOIN US FOR OUR NEXT
PARENT WORKSHOP
WITH
CELINE FROM  

**INTRODUCTION
TO
NEURODIVERSITY**

 Empowering Ayrshire's
Neurodivergent Communities 

**21
JANUARY**
START AT
9:30AM

**ONTHANK
PRIMARY**
LEARN ABOUT
NEURODIVERSITY AND JOIN
US IN CREATING A
SUPPORTIVE NETWORK.

 **CLICK HERE TO COMPLETE THE
SIGN UP FORM**

Onthank Primary School & ASLC in the Community

Onthank Primary School and Additional Support for Learning Centre is situated in the Northwest of Kilmarnock. We work in partnership with a wide range of partners to plan and deliver enhanced learning experiences and in delivering improved outcomes for our children and families. Some of our partners include NHS, New Laigh Kirk Church, Active Schools, Dean Park Rangers, TESCO, Morrison's, Dunelm, SSPCA, Kilmarnock Football Club and Vibrant Communities.

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



Wider Achievement

Wider Achievement is an essential part of a child's learning. It promotes skills for life and work as well as skills for learning, and can help our young people to being confident, highly motivated and engaged in their wider community.

In Onthank Primary we celebrate achievement in a variety of ways. All classrooms have systems for celebrating accomplishments and pupils are encouraged to share successes from out with school at our weekly Monday Assembly. Parents/Carers are encouraged to email photos and updates of achievements from home e.g. taking part in charity events, winning medals. We love to hear about our pupils' successes and wider achievements! Photos and information will be displayed on our Wider Achievement Wall. It is important to acknowledge that learning takes place outside the classroom, at home and in the wider community:

- Helping in the home and in the community
- Hobbies and interests, such as participating in a sport/hobby
- Achieving an award: medal, certificate, cup
- Charity events

If you would like to share your child's wider achievement with us, please complete the form below or email them to Mr Gilroy (DHT).



[Wider Achievement 2026-2027 – Fill in form](#)



We seek to provide opportunities for our pupils to learn in real-life contexts and to promote positive relationships with families. By working together, we build strong learning partnerships that support achievement and improve outcomes for all.

Parents, carers and family members are important partners in children's learning and play a key role in fostering a strong sense of community. We make effective use of technology to promote home-school communication, provide opportunities for family learning and encourage families to participate in school events.

These include our well-attended Community Nights, Colour Run, Tea Dances, annual Santa Dash, Zumba sessions and Macmillan Coffee Mornings, as well as our diverse after-school activities programme, which is shaped by Pupil Voice, to name but a few.



Meet Our Senior 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
Alison Wright



Depute Head Teacher
Murray Gilroy



Depute Head Teacher
Nicola Newall

Communication

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

- Via the Safer Scotland School App
- Emails to Parents/Carers
- Posts via all our social media platforms
- Learning Journals in Primary 1 and 2 and the Additional Support for Learning Centre.
- Posts via all our social media platforms



We will contact you by telephone if there is anything specific we wish to discuss with you. If you would like to discuss any aspect of your child's learning or development, please contact the school office on 01563 525477, and we will arrange an appointment at a mutually convenient time.

Our Senior Leadership Team and wider staff may not always be available during teaching hours. However, they will return any requested calls in a timely manner.

Respectful Communication

In some small circumstances, we acknowledge and understand communication about your child's journey and experiences at Onthank may be challenging at times. We ask that you continue to model positive, respectful communication towards our staff team during these times to ensure the best outcomes for all. Whether in person, on the phone or any online platforms, we request we treat each other the way we wish to be treated.

Any abusive language or behaviour towards any child, parent/carers, staff member or partner within the Onthank Community will result in those involved respectfully being asked to leave the grounds with the safety of our pupils at heart. We're proud to be part of the wonderful Onthank community and want our school to be a welcoming place for everyone.

We will contact you by telephone if there is 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 **01563 525477** 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 alongside your child's Learning Journal profile. 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 primary school, from stage to stage, from primary to secondary school, between schools, and from secondary school to further education and beyond.

Transitions are most effective when children are supported before, during and after the process, and when the transfer of information is seamless.

In Onthank Primary School and Additional Support for Learning Centre, we have an effective and robust transition process between the different stages of the school, as well as a programme of events to support children in making the transition from ECC to Primary 1 or the Additional Support for Learning Centre. These processes allow for professional dialogue and the sharing of information to ensure coherence and progression across the curriculum. The needs of children with identified additional support needs are discussed at the authority's ASN Placement Group, Team with the Family (TWTF), or school-based meetings prior to starting school, to ensure that all necessary arrangements are in place.

We have strong links with Onthank ECC, Kilmarnock Academy (our associated secondary school), and other educational destinations. A programme of transition events is organised at the beginning of each session. Children on our Additional Support Needs (ASN) log will have a Transition 1 meeting in P6 and Transition 2 meeting in P7. Secondary staff are invited to attend these meetings to ensure children's needs are identified and appropriately supported at the beginning of S1.

Additional Support

Occasionally, a child may face a variety of challenges that prevent positive engagement, informed choices and effective learning. Following robust interventions and assessments, we may identify an additional support need, which may be short term or continue throughout the child's school journey.

Supports put in place may include additional supports provided by the class teacher, classroom assistant, or other school staff. This support may involve small group teaching or the provision of a personalised programme within the normal classroom arrangements.

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

Through daily classwork and observations, teachers may identify a child who requires additional support for learning beyond that which can be provided through the school's universal supports. In such cases, a referral may be made to the Additional Support Needs Coordinator. The Head Teacher, Depute Head Teacher, class teacher, Teacher with ASN Focus and parents/carers will work together to agree an appropriate package of support tailored to the individual needs of the child. Depending on the child's needs, other professionals may also become involved, including Classroom Assistants, Speech and Language Therapists, Occupational Therapists, Educational Psychologists, Teachers of the Visually Impaired, Teachers of the Hearing Impaired, and English as an Additional Language (EAL) Teachers.

If you believe your child has additional support needs, please contact Mrs Wright.

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

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



Our School Day

Our school day is from 9am – 3pm, with our breaks at the following times:

P1/2/6/7: 10.35am-10.50am

P3/4/5: 10.50am-11.05am

ASLC: 11am-11.15am

Our lunch is staggered between 12.30pm – 1.25pm. Please find below our structures and routines in place for the start and end of our school day:

STAGE	START TIME	STOP TIME	ENTRY DOOR	EXIT DOOR	PLAYGROUND
P1	9:00am	3:00pm	RED DOOR	RED DOOR	Back Playground
P2	9:00am	3:00pm	PURPLE DOOR	YELLOW DOOR	Back Playground
P3	9.00am	3.00pm	GREEN DOOR	GREEN DOOR	Front Playground
P4	9.00am	3.00pm	GREEN DOOR	GREEN DOOR	Front Playground
P5	9.00am	3.00pm	BLUE DOOR	BLUE DOOR	Front Playground
P6	8.55am	2.55pm	BLUE DOOR	BLUE DOOR	Front Playground
P7	8.55am	2.55pm	BLUE DOOR	BLUE DOOR	Front Playground
ASLC	8.55am	2:55pm	PINK DOOR	PINK DOOR	Back Playground

Arrival to School

- Parents/carers of children in P1-P2 are asked to enter the back playground and drop their child off at the door.
- Parents/carers of children in P3-P7 are asked to drop their child off at the gate in the front playground and **not enter** the playground with their child. P3-P7 parents/carers are asked to encourage their child to be an **‘independent walker’** and to arrive independently without an adult.
- Parents/Carers are asked not to gather close to the gate entrance and exit to ensure children can clearly see who is collecting them.
- Parents/Carers of children in the Additional Support for Learning Centre should drop their children off at the ASLC, where staff are waiting to welcome them.

All children will be met by Classroom Assistants and the Leadership Team. Staff are available at all entry points and playgrounds to warmly welcome and support children if required. We have an informal entry in the mornings where children make their way to their classroom through the allocated door.

End of Day Collection

- P1-P2 parents/carers are asked to collect their child at the back playground.
- Primary 1 parents/carers collect children where they drop them off.
- Primary 2 parents/carers are at the yellow door to avoid congestion at the gate.
- P3 parents/carers are welcome to wait in the front playground to avoid congestion at the gate.
- P4-P7 parents/carers are asked **not to enter** the playground at collection but wait along the school fence/grass area near the front gate.
- P4-P7 pupils are encouraged to be independent on their departure from school, leaving without an adult.

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. Please do not bring dogs into the playground.

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 Onthank Primary School and Additional Support for Learning Centre, 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. These include support from our Home Link Worker, Walking Bus and multi-agency interventions when required, enabling 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. Attendance and timekeeping are monitored by the Head Teacher and Home Link Worker and will be followed up with parents/carers should any difficulties arise.

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 **01563 525477** 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. If you do not update us on your child's absence, this will be followed by a phone call. House visits are also carried out for some unreported absences.

Main Parent/Carer Contact Information

The main carer contact information should be kept up to date regularly. 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/carers have a significant concern that the main contact is not sharing key information regarding attendance, they should contact the school to discuss possible alternative solutions.

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. This will impact on your child's overall attendance % and continued unauthorised absences will lead to communication from Mr Swan (HLW) and Mrs Wright (HT) as we support your child's attendance.

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 9.10am** will be marked as late. Mr Swan (HLW) will contact any families if we note a pattern of late arrivals to support prompt school arrival for your child.

Onthank Primary School and Additional Support for Learning Centre are here for our families and encourage you to contact us if you require any support regarding school attendance – 01563 525477.

Illness or Accidents

If your child feels unwell during the school day, they should inform their class teacher. Where appropriate, a first aider will be asked to attend. If your child is too unwell to remain in school, a member of staff will contact a parent/carer to make the necessary arrangements.

Children must not leave the school premises without permission. Any child who is being sent home due to illness must be collected by a parent/carer or another responsible adult nominated by the family.

In the event of an accident or illness requiring medical attention, including referral to a local medical practice or Accident and Emergency services, parents/carers or the designated emergency contact will be informed.



The poster is for Onthank Primary School & ASLC and focuses on attendance. It features a red background with yellow and white curved borders. At the top left is the school crest. The main headline reads 'ALL LEARNERS, ALL DAY.' in large, bold letters. Below this, there are three circular icons: a person, a clock, and a target. To the right, a photograph of the school building is shown. A speech bubble contains the text 'DID YOU KNOW...?'. The bottom section lists three key messages: 'Attendance & Achievement', 'Minutes Matter', and 'Our 26/27 Aims'. A red box at the bottom provides contact information for Mr Swan.

Onthank Primary School & ASLC

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 every day.

Our 26/27 Aims
★ All learners achieve 93% attendance or above.
★ NO unauthorised absences.
★ ALL absences reported by 9.30am.

If you would like to discuss how we can support school attendance, please call 01563 525477 or email Mr Swan, Home Link Worker - steven.swan@eastayrshire.org.uk

Dress Code

We encourage **all** pupils to wear school uniform and to be proud ambassadors of Onthank Primary School and Additional Support for Learning Centre. In encouraging the wearing of school uniform, care is taken to ensure that no discrimination occurs on the grounds of race, gender, religion, belief, or any other protected characteristic.

Our uniform includes:

- White polo shirt (preferably with school badge if not wearing a sweatshirt)
- Red school sweatshirt/cardigan
- White shirt & school tie
- Red/grey tartan skirt/pinafore
- Black/grey skirt/trousers/shorts
- Black/red shoes

We kindly ask that names are written on all items of clothing. PE kit should also be provided and in addition, earrings or other body piercing jewellery should not be worn for any PE related activity.



As an Eco-School, we are committed to the principles of Reduce, Reuse and Recycle. Over the past few years, we have operated a successful school uniform recycling initiative. The school collects good-quality pre-loved uniform items, which are made available free of charge to families within our school community. Anyone wishing to access the uniform bank, or donate items in good condition, is encouraged to contact our Home Link Worker, Mr Swan, on 01563 525477 for further information.

Photography and Filming

Onthank Primary School and Additional Support for Learning Centre values opportunities to celebrate and share pupils' achievements and learning. Photographs and video recordings may be taken for educational, promotional and celebratory purposes where appropriate consent has been provided. The school is committed to ensuring that all images are captured, stored and shared safely, respectfully and in accordance with data protection and safeguarding requirements. Parents, carers and visitors are asked to support the privacy and safety of all children by following school guidance regarding photography and filming at school events.



PHOTOGRAPHY & FILMING NOTICE

No unauthorised photography or filming is permitted within the school building or grounds without the permission of the Head Teacher.

To protect the privacy and safety of all children and young people:

- Please photograph or film your own child only.
- Images containing other children should not be shared on social media or other public platforms.
- Photography and filming may be restricted at certain events or for safeguarding reasons.

Thank you for your support in helping us keep all children safe.

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 children. 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 children in P1-P7 are entitled to a free school meal. Children can either order a school lunch or bring a healthy packed lunch. Lunches can be ordered at home on ParentPay.



Lunch Orders & Menus

Our most up to date school lunch menus for session 2026 – 2027 can be found here: [Primary School Menus](#). 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 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. We promote our daily lunch orders in advance on our school app, social media and within the classroom.

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.

Free School Meals Grant - Apply now!

We encourage all of our families to apply for a Free School Meals & Clothing Grant. This can help support funding for you to purchase school uniforms and supports funding for school meals. If eligible, this can also help to support resourcing for our school. All children entitled to a free school meal & clothing grant 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>

Online School Payments

A safe and secure system of online school payments has been introduced to all primary and secondary schools, removing the need for your child to carry cash. The payment service is being provided by ParentPay: <https://www.parentpay.com/>

ParentPay is a secure online payment system allowing parents to pay for school meals, educational visits 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.

Benefits for parents:

- Make payments whenever and wherever you like
- No need to worry about your child carrying cash to school
- Monitor and make payments by instalments for larger items such as school trips
- A single login for all your children regardless of which school they attend
- Alerts for low balances via email and/or SMS text

Further information on online school payments is available online at:

<https://www.east-ayrshire.gov.uk/EducationAndLearning/Online-School-Payments.aspx>

Allergy Awareness

We are an 'Allergy Aware' school. In East Ayrshire, arrangements are in place within our schools and other kitchens to make sure that children and young people with known allergies are not exposed, as far as is reasonably practicable, to food which can cause an allergic reaction.

Our Catering staff are trained in Food Safety and Food Allergy Awareness and food prepared within our kitchens is made from ingredients sourced from approved suppliers. Ingredients which are known to cause allergic reactions are prepared, packaged and stored in separate areas and labelled accordingly.

Adapted menus for children and young people with diagnosed food allergies and who have been identified as having allergies to one or two of the 14 main allergens can be made available. Catering Services will also endeavour to provide menus for children and young people with complex food allergies i.e. allergies to multiple food groups or allergies to foods which are not included in the 14 main food types, as far as reasonably practical.

Where food has been specifically produced for someone with a food allergy, it will be clearly marked with allergy information and details of who the product is for. Parents and pupils can also help and Head Teachers may ask that certain food types, for example snacks containing nuts, are not brought into school in order to help to protect children or young people with known allergies.

Food in School

The children enjoy being outside and active during interval, so it is important that they have a healthy snack to help keep them energised and ready to learn. Please consider both the nutritional value and the amount of food provided. We encourage families to choose healthy options such as fruit, vegetables, yoghurt, or other nutritious snacks, and to avoid foods that are high in sugar, salt, or fat. Thank you for supporting healthy eating habits in school.

Packed Lunch and Snack Guidance

At Onthank Primary School & ASLC, we encourage healthy eating habits that support children's learning, wellbeing and development.



Free School Meals

All children at Onthank Primary School are entitled to a free school meal. We encourage families to take advantage of this provision, which provides a balanced and nutritious meal each day.

Snacks and Packed Lunches

Children are encouraged to bring a healthy snack and packed lunch that will help them stay energised and ready to learn throughout the day. We ask that snacks and packed lunches support our healthy school ethos and that children bring water to drink during the school day.

Drinking water is available throughout the school day, and children are encouraged to bring a refillable water bottle.

Foods and Drinks Not Permitted

To promote health and wellbeing and to ensure a positive learning environment, children should not bring: Energy drinks, fizzy drinks, chewing gum

As we have children with allergies across the school, families are also asked to avoid sending foods containing nuts.

Special Occasions

We recognise that birthdays and celebrations are important. However, we ask families not to send sweets, cakes or party bags for classes. Special occasions will be celebrated in school in ways that are inclusive and enjoyable for all children.

Working Together

Our approach to food and health reflects our CARES values of Community, Ambition, Respect, Equity and Safety. By working together, we can help children develop healthy habits that support their wellbeing, learning and achievement.

Homework

Parents/carers are the most important influence in their child's life. The interest, support and encouragement they provide greatly influence children's attitudes towards school and learning. Homework provides an opportunity for children to practise and reinforce the skills and knowledge they develop in school. Children are encouraged to practise their core literacy and numeracy skills regularly at home. Homework should always be a positive experience, and we will support all children with their learning. We have increased our use of digital technology to support learning and communication. P1, P2 and the Additional Support for Learning Centre use Learning Journals. Pupils in P3 to P7 access learning materials and assignments through their class Microsoft Teams pages.

Respectful Relationships & Anti-Bullying Procedures



At Onthank Primary and Additional Support for Learning Centre 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 Onthank 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.

School Entry

- 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.

Emergency Procedures

The school has procedures in place with regards to 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.

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.

Playground

The playground is supervised by staff from 8.45am each morning. During break times, Pupil Support Assistants and members of the Senior Leadership Team provide supervision to ensure children can play safely and positively.

At the start and end of the school day, we kindly ask parents/carers not to gather around the gate areas, as this helps children identify their parent/carer easily and leave the school grounds safely.

In the interests of your child's safety, parents/carers should inform the school if a different adult is collecting their child. Children will only be released to adults known to the school or identified in advance by a parent/carer. We will not allow a child to leave the school with an unknown adult.

Comments, Suggestions and Concerns

Should you have a comment, suggestion or concern, we would 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 positively 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 stage two through the council's complaints procedure. 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.



Parent Council

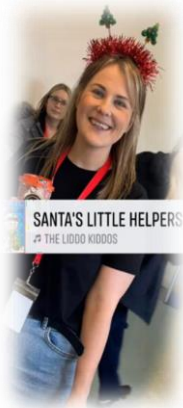
Our Parent Council plays an active and valued role in the life of the school. The committee is committed to supporting our pupils, representing the views of parents/carers, and strengthening links between the school, families and the wider community. Throughout the year, the Parent Council organises fundraising activities and supports a range of school initiatives and events that enhance the experiences of our children. As a member of



the Parent Forum, parents are welcome to attend meetings. Parent Council information and minutes are available on the school app. Our Parent Council has a Facebook page-

[Onthank Parent Council Facebook](#)

The Parent Council Co-Chairs are Dara Wyper and Chelsea Haswell.



Chelsea Haswell

Dara Wyper



Parent Council members at
Ongo Bingo

School Holiday Arrangements



School holidays 2026/27

Please note that all dates are inclusive.

Date	Holiday
August	
Monday 17 August 2026	In-service day
Tuesday 18 August 2026	In-service day
Wednesday 19 August 2026	Pupils return
September	
Friday 18 September to Monday 21 September 2026	Local holidays (Ayr Gold Cup weekend)
Tuesday 22 September 2026	Pupils return
October	
Monday 12 October to Friday 16 October 2026	October holidays
Monday 19 October 2026	In-service day
Tuesday 20 October 2026	Pupils return
December/January	
Monday 21 December 2026 to Monday 4 January 2027	Christmas and New Year
Tuesday 5 January 2027	Pupils return
February	
Friday 12 February to Monday 15 February 2027	Local holidays
Tuesday 16 February 2027	In-service day
Wednesday 17 February 2027	Pupils return
March/April	
Friday 26 March to Friday 9 April 2027	Easter holidays (Good Friday – 26 March 2027)
Monday 12 April 2027	Pupils return
May	
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
June/July/August	
Wednesday 30 June to Friday 13 August 2027	Summer holidays
Monday 16 August 2027	In-service day
Tuesday 17 August 2027	In-service day
Wednesday 18 August 2027	Pupils return

The Curriculum

At Onthank Primary School and Additional Support for Learning Centre we follow Curriculum for Excellence. We created a Curriculum Rationale which can be found here.



Onthank Curriculum Rationale

In Onthank Primary School we provide lessons in a nurturing environment and community for all pupils to reach their maximum potential to:

[Go to this Sway](https://sway.cloud.microsoft/TuXLd5d_4Mz1lyxZP?ref=Link)

https://sway.cloud.microsoft/TuXLd5d_4Mz1lyxZP?ref=Link

Curriculum for Excellence identifies seven key principles of curriculum design. At Onthank Primary School and Additional Support for Learning Centre, we aim to ensure that our learning, teaching and planning reflect these principles and provide all children with high-quality learning experiences that are:

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

When developing our curriculum, we asked Parents and Carers:

'What do we want for our children and young people and how will we work together to achieve this?'

At Onthank Primary School and Additional Support for Learning Centre we take all seven key principles into account as we plan, teach and assess children's learning. They are the core foundations to ensure each child reaches their full potential while also forming the basis of our assessment, monitoring and tracking.



In all curricular areas, considerable importance is assigned to challenging all our children. A variety of teaching styles are used incorporating Interdisciplinary Learning.

We offer a broad progressive and coherent curriculum giving children 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.

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 Onthank Primary and Additional Support for Learning Centre school blog with links to Early, First and Second Level RSHP parent leaflets.

Occasionally parents/carers 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.



Our Improvement Priorities 2026 - 2027

Summary of Improvement Plan directly linking to Education Service Improvement Plan

Our Leadership	Teaching and Learning Together
- Strengthen pupil leadership, volunteering and pupil voice so children play an active role in shaping school improvement. - Develop leadership skills, meta-skills and learner profiles to help children recognise and share their achievements. - Build a strong staff team within the expanded ASLC to ensure consistent support for learners.	- Embed our Excellent Lesson Framework to ensure high-quality, engaging learning experiences for all children. - Provide opportunities for staff to collaborate, reflect and learn together through coaching, peer learning and professional enquiry. - Ensure all learners experience engaging, well-planned lessons and make the best use of learning time. - Further develop play-based learning in P1–P2 and the ASLC
Our wellbeing and belonging	Our Attainment, Destinations and Achievements
- Strengthen wellbeing, relationships and behaviour through consistent support, early intervention and positive partnerships with families. - Improve attendance, engagement and inclusion through effective tracking and targeted support. - Develop the Learning Lab and play-based intervention spaces to provide additional support for children who need help with wellbeing, engagement and learning. - Strengthen ASN planning, staff training and support systems to ensure children receive the right support at the right time.	- Improve attainment in reading and writing through high-quality teaching, targeted support and strong home-school partnerships. - Strengthen assessment, tracking and moderation to ensure all learners make the best possible progress. - Develop digital learning, coding, STEM and assistive technologies to prepare learners with skills for learning, life and work.



Achievement and Improvement

In Onthank Primary School and Additional Support for Learning Centre, we pride ourselves on our achievements and awards. Please see below a sample of some of our achievements:

- Gold Rights Respecting School
- Sports Scotland Gold award
- PATHS model school
- Continued promotion of school events and achievements through our social media platforms; Facebook, School App and Teams
- Successfully held numerous Wider Community Events including; Termly Community Nights, 'Ongo Bingo', Christmas Fayre, Litter Pick and Macmillan Coffee Morning
- Held various successful school performances across the school year, all of which were well supported by our families and community
- Positive Choices Week as part of Health and Wellbeing Week
- Onthank competed in the East Ayrshire Sports hall Athletics and in the East Ayrshire Dance Fest

We provide opportunities for children to be involved in the life of the school with pupil-led groups from all classes. Our pupil groups are:

- Rights Respecting School Ambassadors
- Pupil Council Reps
- Eco-Reps, Health & Safety Officers
- Lost Property Detectives
- Digital Leaders
- Sports Committee
- Waste Wardens
- House Captains/Vice Captains
- JRSOs
- PATHs Play Buddies
- Prefects

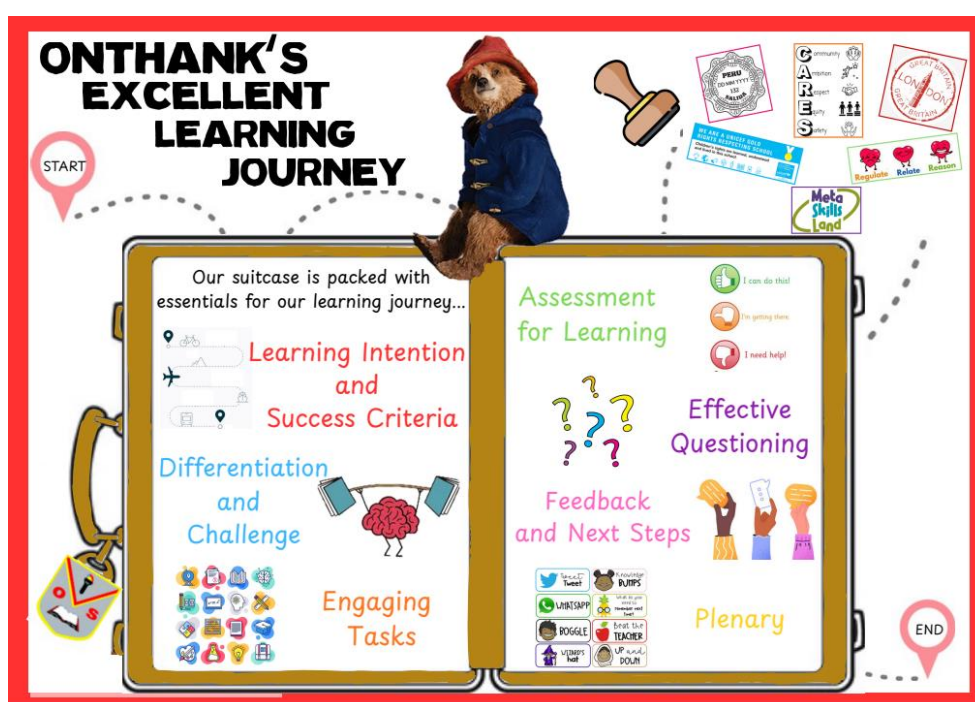
We created more opportunities for children to volunteer for posts linked to the World of Work. To improve pupil participation, we plan to embed these opportunities into the Curriculum.



Assessment and Reporting

We have a Meet the Teacher/Sharing Our Learning session near start of each school year. This gives parents/carers an opportunity to find out more about their child's new 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. Parents/carers also receive a written report in March which details your child's progress and next steps.



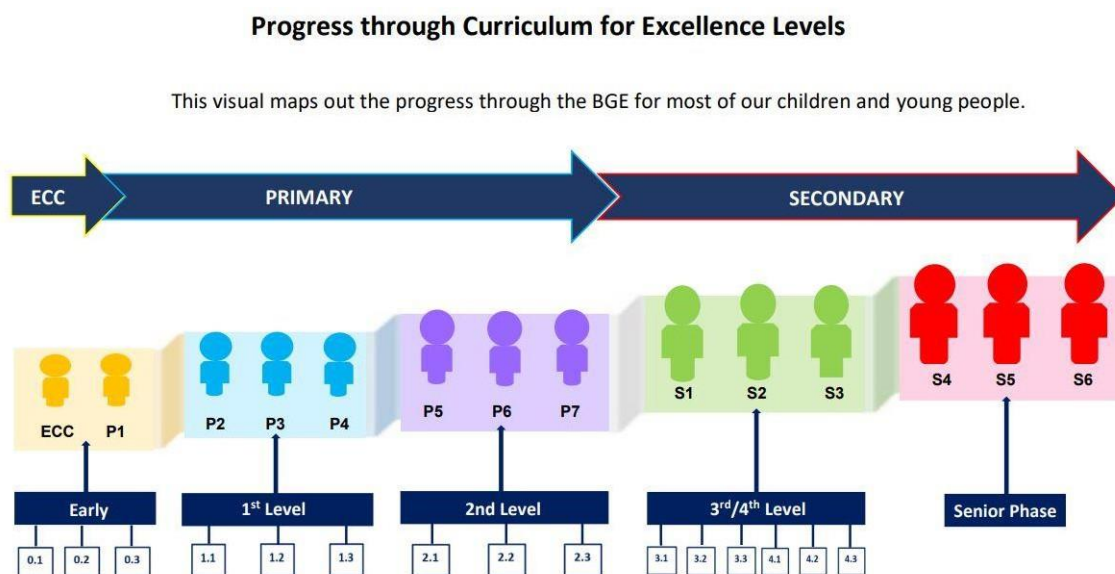
Curriculum for Excellence emphasises that assessment is an integral part of day-to-day teaching and learning. Learners' progress will be closely monitored by staff, who will reflect with them on their strengths, learning needs and next steps, and take action based on this. Learners themselves will become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

Onthank Primary School and Additional Support for Learning Centre uses a variety of assessment procedures. Within class, the teacher uses continual formal and summative assessments to inform children of their next steps for learning. Children 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 standardised assessments at different stages of the establishment. Children 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 the Head Teacher; Mrs Wright.

The tracking of 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, Standardised Assessment which are all then used to aid teachers' judgement in providing a 'level' for each learner in Numeracy, Reading, Writing, Listening and Talking and Health and Wellbeing.

The table below explains each level of the National Broad General Education Scale:



Any Questions?

If you have any questions about Onthank Primary School and Additional Support for Learning Centre, members of our team will be happy to chat. Please call 01563 525477 or email eaOnthank.PS@eastayrshire.org.uk.

Thank you,
From all at Onthank Primary School & ASLC