Welcome to

Park School

New Staff & Visitor Guide

2026 – 2027 Session

Welcome to Park School

Welcome to Park School. We are delighted to welcome you to our school community and hope that your time with us is both enjoyable and rewarding.

At Park School, we provide a rich, nurturing and inclusive learning environment for children and young people with additional support needs. Relationships are at the heart of everything we do, and we are committed to ensuring that every learner feels valued, respected, supported and challenged to achieve their full potential.

Our school is a warm and welcoming place where learning is truly for life. Through high-quality learning experiences, personalised support and meaningful opportunities for achievement, we help our children and young people develop the knowledge, skills and attributes they need for life, learning and work. We encourage our learners to become responsible citizens, active members of their community and confident individuals who are prepared for positive futures.

Partnership working is fundamental to our success. We work closely with parents, carers and a wide range of professional partners to ensure that the needs of our children and young people are identified, understood and met through collaborative planning, open communication and shared action.

As a school, we value openness, respect and teamwork. We operate an open-door policy and strive to build strong relationships with everyone who visits our school. Whether you are joining us as a member of staff, a partner agency, volunteer, student or visitor, we hope this guide provides you with the information you need and helps you feel part of our welcoming Park School community.

We look forward to working with you and thank you for being part of our journey to ensure the very best outcomes for our children and young people.

Mrs McCaffrey
Head Teacher

Park School Primary

Our Values

Relationships | Respect | Resilience

Our Vision

Learning is for Life

Relationships



We care for each other, build positive connections and feel safe and included.

Respect



We value each other, our school and our community.

Resilience



We keep trying, learn from mistakes and believe in ourselves.

Learning is for Life

PARK SCHOOL
SECONDARY

OUR VALUES



RELATIONSHIPS



RESPECT



RESILIENCE

OUR VISION

Learning is for Life

RELATIONSHIPS



We build positive relationships, work together and support each other.

RESPECT



We value each other, our school and our community.

RESILIENCE



We keep trying, learn from mistakes and believe in ourselves.

Learning is for Life

School Information

Welcome to Park School. This guide should help you settle in but it won't have all the information you need. Staff will be more than happy to help you but you can also contact the following members of the management team for further assistance if needed.

- Rachel McCaffrey, Head Teacher (ext 3010)
- Douglas Gooding, Depute Head Teacher (ext 3031)
- Anne Barbour, Principal Teacher Guidance (ext 2159)
- Debbie McGarey, Principal Teacher Primary – (ext 3008)
- Alanah Robb, Principal Teacher Senior Phase (St Jos Campus)
- Simon Gallacher, Principal Teacher BGE (ext 2159)

Dual Campus

- The Primary and BGE department are based in Grange Campus.
- The Senior Phase department are based at St Joseph's Campus

The School Day

The Primary school day is from 9.00-3.00 and is broken down as follows:

9.00 – 10.40	10.40 – 11.00	11.00 – 12.20	12.20 – 1.00	1.00 – 3.00
Pre Interval Class	Interval	Post interval Class	Lunch	Afternoon Class

Secondary is divided into 7 teaching periods

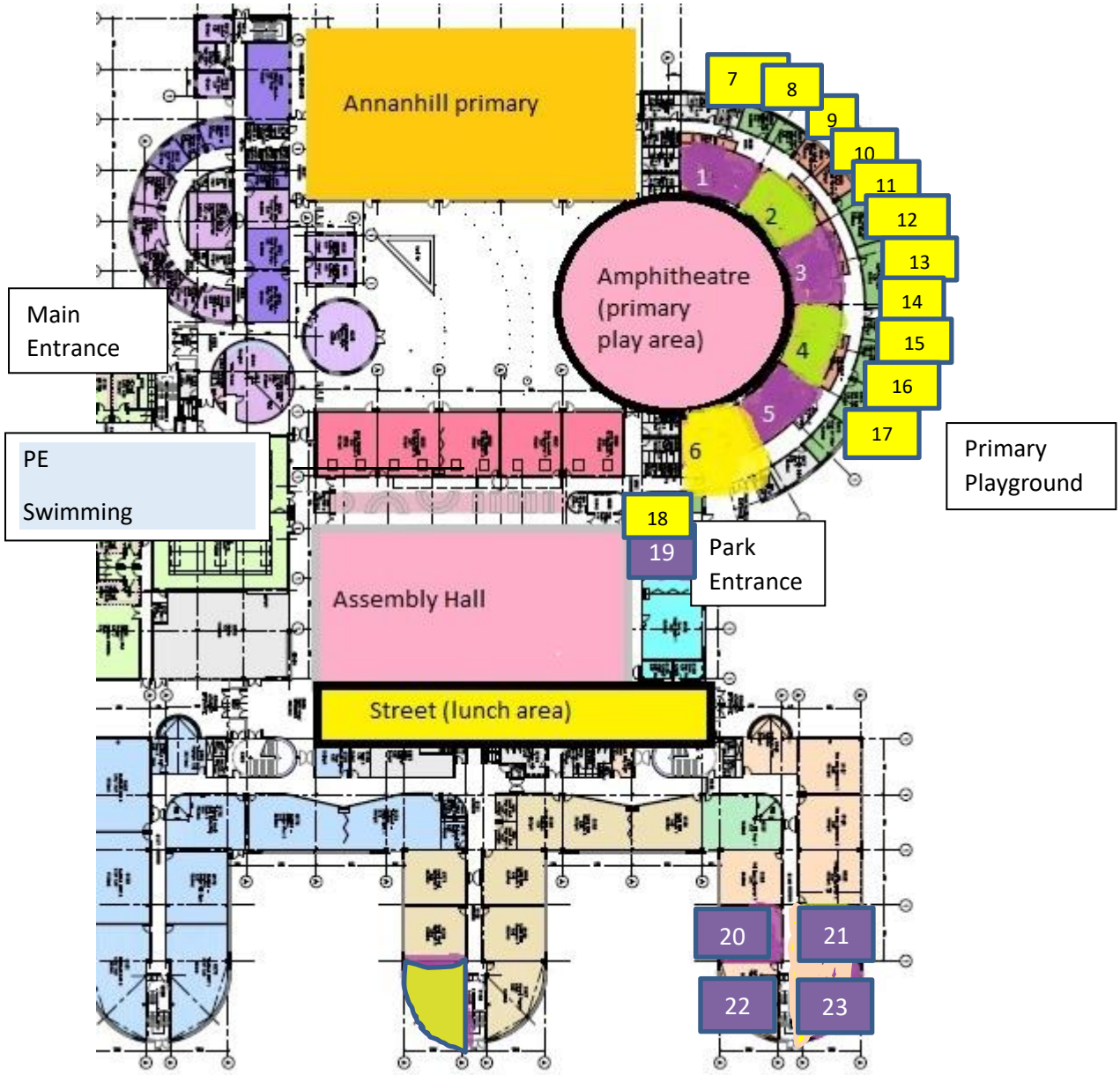
Per 1	Per 2		Per 3		Per 4	Per 5	Lunch	Per 6	Per 7
8.45-9.35	9.35-10.25	Interval At St Josephs	10.25-11.15	Interval At Grange	11.30-12.20	12.20-1.10	1.10-1.55	1.55-2.45	2.45-3.35

You can access all our calendars, policies, timetables etc from the school Padlet.

Park School Padlet

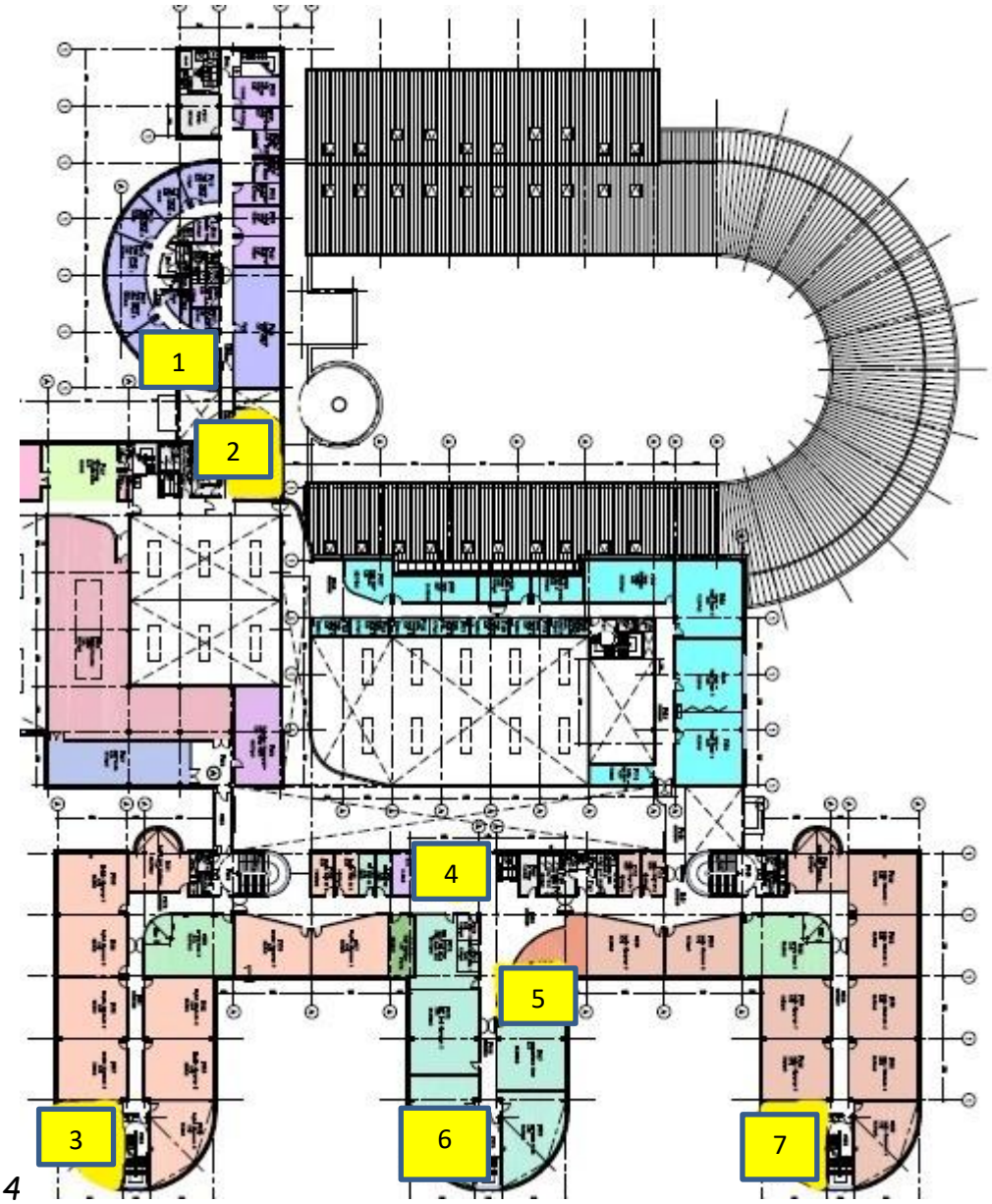
Grange Campus Maps

Ground Floor



1 Silver Room (G062) 2 Blue Room (G063) 3 Red Room (G069)
4 Lilac Room G071) 5 Orange Room (G074) 6 Open Area 7 Sensory Room
8 Primary Store 9 Tutorial Room 10. Photocopy Room (G066)
11 Meeting Rm (G067) 12 Staff Room (G068) 13 Quiet Room 14 Office
15 PT Base (G124) 16 HT Rm (G075) 17 Personal Care Rm
18 Guidance Office (G082) 19 Music Room (G137) 20 Gold Room (G155)
21 S3bKT Rm (G151) 22 – Yellow Rm (G152) 23 Green Rm (G154)

First Floor



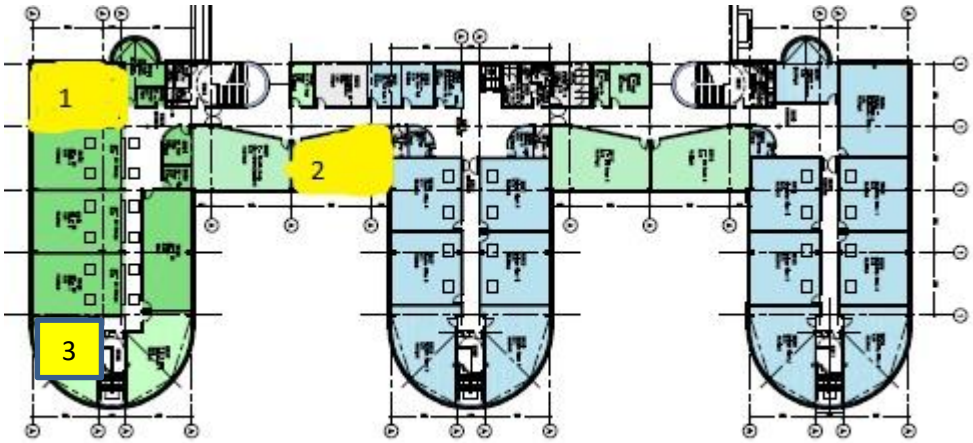
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1 DHT Office (F044) 2 Boardroom /S3a (F034) **3** S1bKT (F082)

4 Secondary PT Base (F106) **5** Life skills/ Hospitality (F066)

6 GMcG Room (F071) 7 S2b KT Rm (F059)

Second Floor



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1 Art / S2a KT (S043) **2** S1a KT (S031) 3 French /Sci (S039)

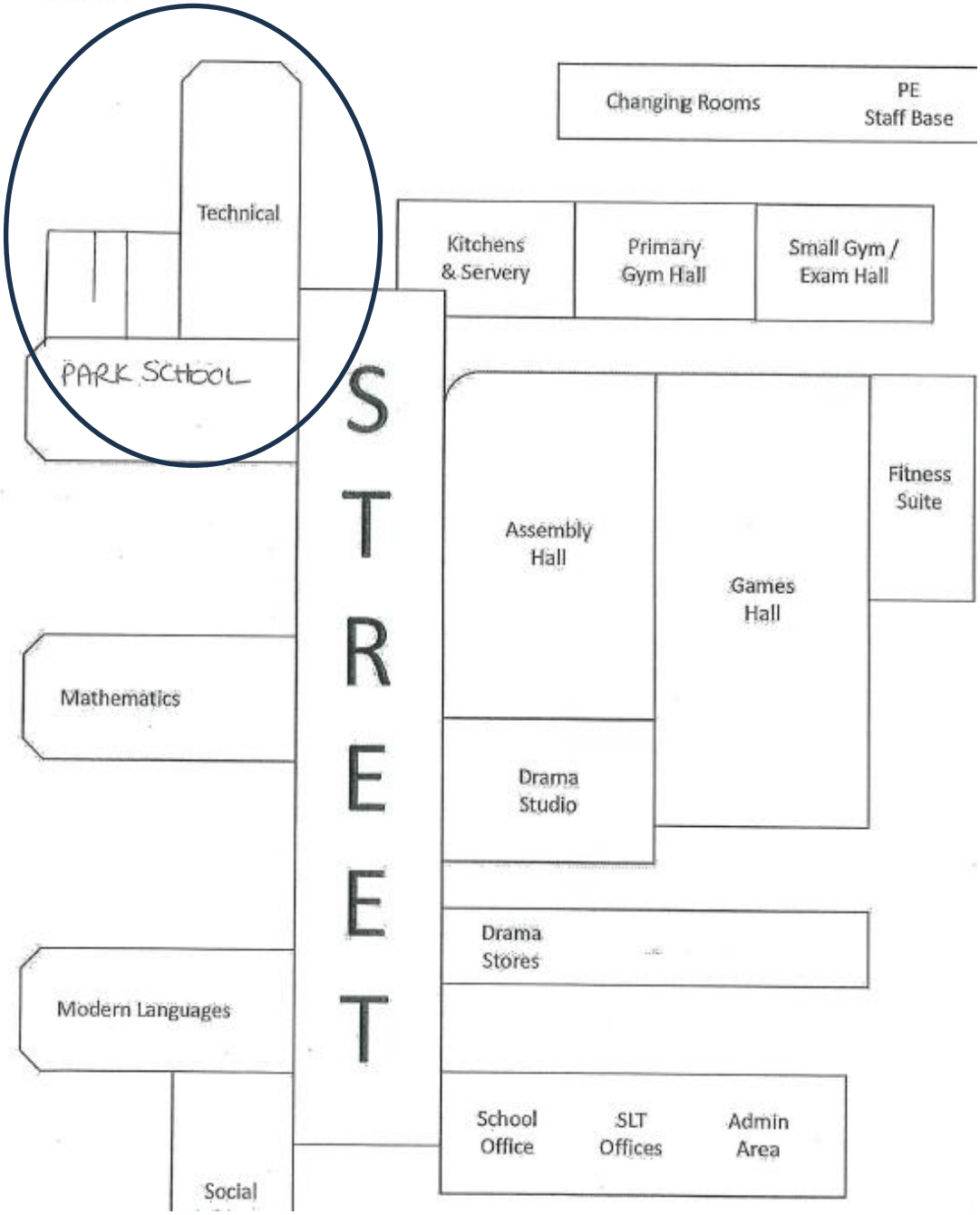
In addition there is an outdoor classroom at the back of the car park (behind Annanhill cage) and an outdoor community garden located beside the vehicle entrance for Park School.

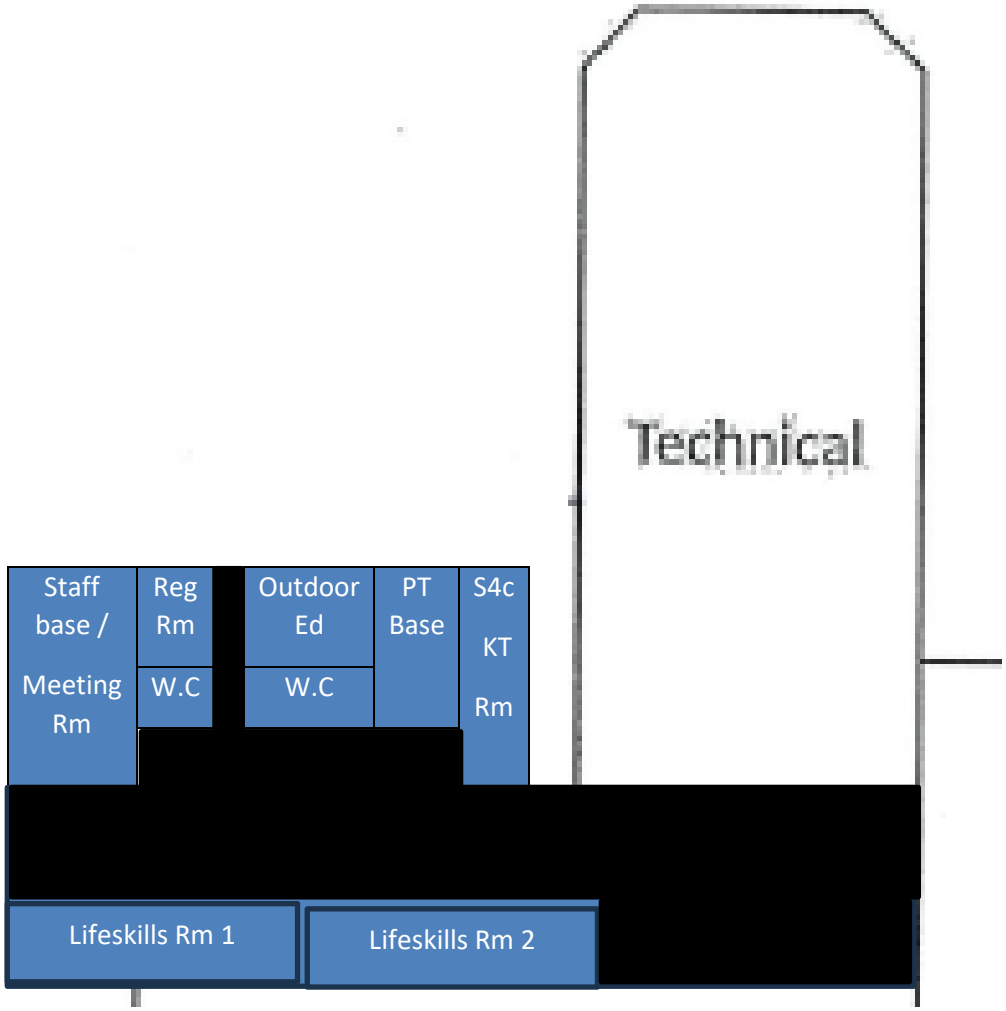
St Josephs Campus Maps

APPENDIX 2: SCHOOL MAP

St Joseph's Academy, Kilmarnock

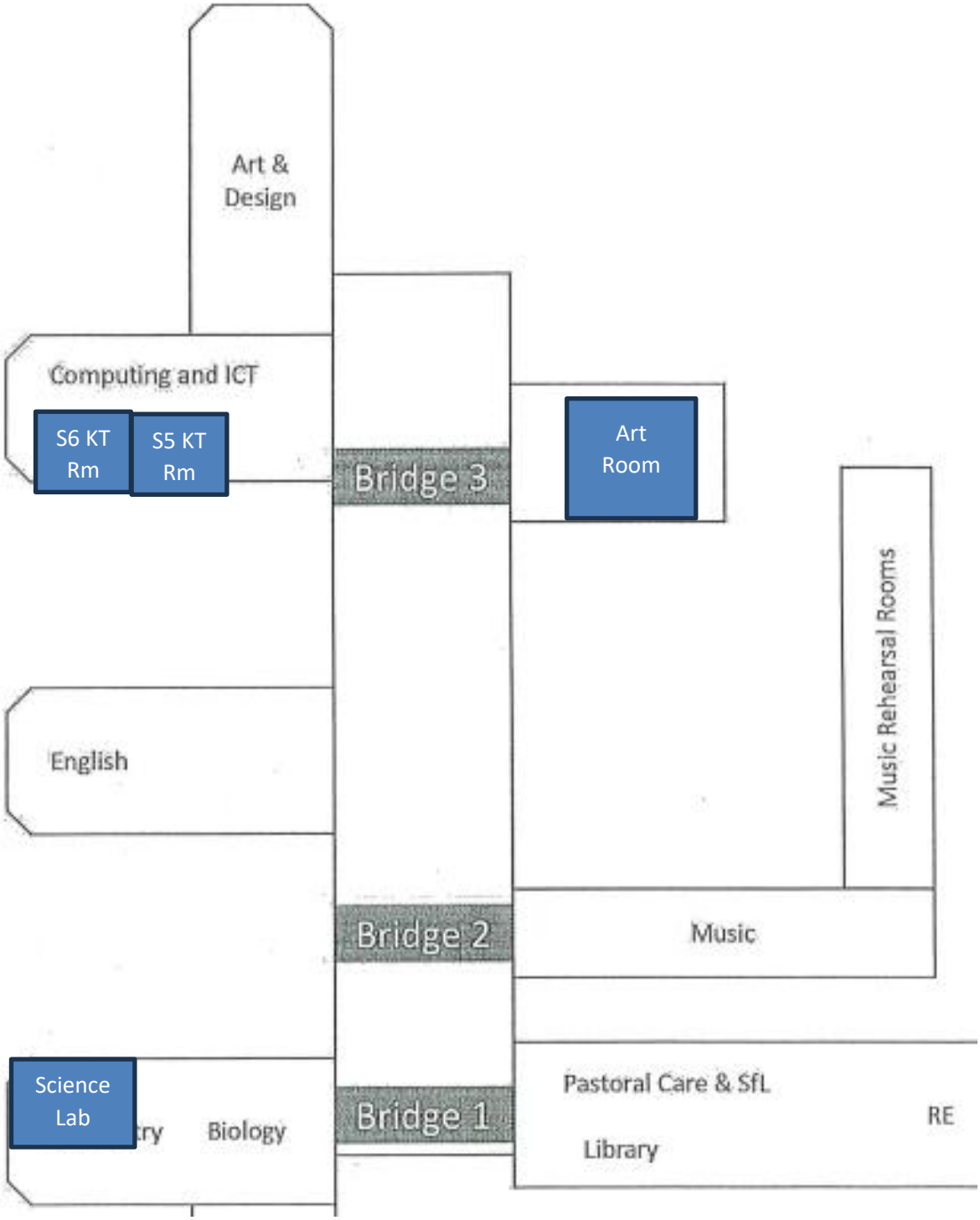
Ground Floor




Technical
Staff base / Meeting Rm
Reg Rm
W.C
Outdoor Ed
W.C
PT Base
S4c
KT
Rm
Lifeskills Rm 1
Lifeskills Rm 2

St Joseph's Academy, Kilmarnock

First Floor



Child Protection

The responsibility of staff listening to a child who discloses is to observe, record and report. At all times ensure that the child knows you are taking what they say seriously.

Do

- Let them speak and listen carefully
- Stay calm – do not show disbelief or panic
- Reassure the child or young person that they have done the right thing by telling you
- Make a note of what is being said if you are able
- Depending on the age and stage of the young person, make sure they are offered a safe place to be and are not simply sent back to class.

Don't

- Guarantee confidentiality or agree to do nothing
- Panic
- Ask leading questions
- Delay telling the CP Coordinator or a senior leader
- Discuss what has been said with anyone other than the Child Protection Coordinator (or the SLT member that you reported this to)

Our Child Protection Officers are:





Rachel McCaffrey	Anne Barbour
Head Teacher	PT Guidance
HT Office	BGE Office

Please also ensure it is reported as quickly as possible – do not leave a concern overnight.

All staff will annually read Standard Circular 57 and it will be highlighted at the August INSET day. To confirm that you have ready this, there is a sign off sheet in the school office.

Emergency Procedures

In the event of an emergency a continual alarm will sound. Each room has an evacuation route listed – please follow this route with your class. Most classes have coat pegs beside the door to allow pupils to quickly pick up coats on their way out. Do not stop for bags and close the room door behind you. The lifts will not operate in an emergency and should not be used. Certain pupils have different arrangements for emergencies – information for these pupils will be included with this guide. These pupils will generally have classroom assistant support.

If you personally need assistance during evacuations you should let the Senior Management Team know as a matter of urgency.

Pupils will stand in their classes (primary) or Key Teacher / mentor groups (secondary) at our muster areas, which are –

Primary – beside playing fields at Annanhill primary

Secondary – Outside the front park entrance and beside the primary cage area in the playground area

Further details can be found in the **Fire Evacuation Procedures** which will be provided.

Medication

Some pupils have medication administered during the school day. A list of current pupils is on the shared drive. If you take pupils out of school it is your responsibility to ensure they have their medication with them – medication can be signed out of the medical cupboard in the PT Base at Primary.

First Aid

Should first aid be required for either staff or a pupil please call the office on 3011 who will contact a first aider using walkie talkies. Please be aware that protocols may be in place for certain pupils which require different procedures. If applicable these will be included with this guide, and you should make yourself familiar with them.

Our first aiders are: Flora McMinn based at St Joes campus, Emma Bone and Lesley Wilson (am only) based at Grange campus

General Information

Access

Access to the building is via controlled doors. Outwith the start of day, interval, lunch and end of day access is gained via an electronic key fob. This also allows access to the lifts.

Key fobs can be obtained from the school office. Normally these need to be ordered so may take a few days to arrive.

If staff leave the building during the school day, they should sign out using the book in the office. You should also indicate if you are not planning on returning for the rest of the day.

Lunch

Based on the East Ayrshire menu, lunch orders are taken by the class teacher every morning. The lunches will be delivered to the Primary department between 12.00 and 12.20. Primary classes based in the Grange Campus Modern Languages corridor eat their lunch the Street area along with Annanhill Primary.

For secondary lunches on both campuses the pupils line up at servery and select their food during lunch time.

Pupils

As an ASN school our pupils have a wide range of conditions and barriers to learning. Please see the relevant PT if you need more details on a pupil.

Behaviour

Staff are all aware of how pupils can become dysregulated and should manage dysregulation and behaviour within the classroom using a variety of strategies e.g Magic 1-2-3, utilising pupil support assistants, as well as regulation activities highlighted on pupil passports. Regulation activities are directed by classroom teacher and may require co-regulation with a pupil support assistant.

If pupils present as frequently dysregulated they may be on a regulation tracker (RT) to identify triggers or patterns. This is initiated, monitored and discussed at department meetings, logged on their Child's Plan and parents are advised.

If there are serious or ongoing dysregulation then teachers can write a referral for any pupil via the dysregulation analysis tool (DAT). The relevant PT will then address the issue. Once resolved, the PT will note any action on Seemis.

Attendance / Seemis

Attendance and pupil information is logged using Seemis Click & Go. Seemis access and passwords can be set up via the school office.

All primary teachers should report pupil attendance to the office at the start of each day.

All secondary teachers should take a 'period by period' registration using Seemis

If a pupil has not attended class when they should have, a staff member should phone the office to advise of this. A member of the management team will then be informed.

Staff Absence

The East Ayrshire Supporting Attendance at Work policy can be found on the intranet. Supporting Attendance at Work Policy

If you are unable to come into work due to illness / exceptional circumstances please phone the office by 8.30am. It is also beneficial to phone the DHT as early as possible to allow for cover to be arranged. You should also phone the school by 2pm on that same day to advise if you will be in work the following day.

Staff can Self Certify for up to a week and there is no longer the requirement to complete a SelfCert form on return. Absences longer that a week will require a Fit Note from the doctors.

Should a staff member report 'stress' as the reason for an absence, this will automatically trigger a referral to our Occupational Health team, and supports will be put in place.

Payslips

East Ayrshire does not issue paper payslips. Payslips and P60s can be accessed online, and printed if required, but only from an East Ayrshire computer. Home access is not possible. Setting up access to the payroll system can be quite complicated – the DHT can provide a training session for this.

Planning (for teachers only)

Termly forward plans should be stored in the staff shared server under 'Forward Plans'. These should be available for all staff to view. Your respective PTs will meet with you to review these plans as part of the Quality Assurance process.

Daily / Weekly planners can take whatever format you wish. They should however be available for staff to view and of a format which is easy for staff to work from should you be absent. Your respective PT should be aware of where your planner is kept / saved.

Staff Development – CPD/LearnPro/My GCTS/FACE

All new staff should undertake induction units at LearnPro https://council.learnprouk.com/lms/login.aspx?ReturnUrl=%2flms%2fuser_level%2fNavigatorHome.aspx On your first visit you can set up an account and obtain a password. Your East Ayrshire email should be used for this account. Note that there are mandatory units which must be completed by all staff as a condition of their employment.

Teaching staff have access to twilight training courses at East Ayrshire CPD http://eastayrshire.cpdservice.net/ A password can be obtained from the DHT.

Teaching staff should also record their professional learning. It is recommended that this is done on MyGCTS https://www.gtcs.org.uk/GTCS-login.aspx . PRDs will be arranged by a member of the management team on an annual basis.

Non-teaching staff will have an annual FACE meeting to discuss performance and agree training needs.

Email and computers

Glow is used for school communication as it can be easily accessed from any computer/mobile device in or out of school. On school PCs there is a link to Glow in Internet Explorer – favourites/education short cuts. Existing Glow accounts will transfer to Park, new start staff will have one created. Staff will have a diary of the week's events inputted into their Glow account diaries.

Computers

Staff will be issued with an individual log in to access the network. This will be requested by the office manager but can take a few days to set up. As this allows a higher level of access care should be taken that pupils do not have access to this login. All pupils have their own log in.

Shared Drive

Park School uses a specific drive on the network to store information where it can be accessed by all staff. This drive can only be accessed from curricular computers (the ones in classrooms). To open the shared drive go to the Windows icon and select Computer. Within Computer choose the ParkPublic drive.

The shared drive is open access for staff – this means anyone can access the files from a staff log in. However it also means anyone can alter or delete documents so please be careful.

Photocopier

We use Secure Printing on both campuses. Your fob will be linked to your login. So when you print from a computer, your printing will only be released once you scan you fob at the photocopier. You can access various copiers across the campus but most printing is collected from the photocopier within the primary department on grange campus and SLT corridor at St Josephs Campus.