



**Patna Primary School, Supported Learning Centre & Early Childhood Centre**

**Whitehill Avenue  
Patna  
KA6 7LY**

<b>Telephone No:</b>	01292 531271
<b>Email:</b>	claire.mcphail@eastayrshire.org.uk
<b>School Blog:</b>	<a href="https://blogs.glowscotland.org.uk/ea/patnapsecc2017/">https://blogs.glowscotland.org.uk/ea/patnapsecc2017/</a>
<b>Twitter:</b>	@PatnaPS_ECC
<b>School App:</b>	Safer Schools Scotland
<b>Denominational Status (if any):</b>	Co-educational: Non-denominational
<b>School Roll:</b>	ECC from aged 2 and P1 to P7 Early Childhood Centre 42 Supported Learning Centre 23 Primary 104
<b>Further Information:</b>	<a href="http://www.east-ayrshire.gov.uk/schoolhandbooks">http://www.east-ayrshire.gov.uk/schoolhandbooks</a>

On behalf of all the pupils and staff at Patna Primary School, Supported Learning Centre and Early Childhood Centre I would like to warmly welcome you and your child/children to our school community.

We are very proud of our school and the community in which we serve. Our School Vision is 'RISE to the challenge, reach your potential'.

Within the last 3 years we have achieved EAC Communication Friendly Environments status, Silver Rights Respecting Schools Award and Gold Reading Schools.

We aim to work in partnership with parents/carers to ensure that our children are successful in reaching their potential. If you have any questions or wish to discuss anything further, please do not hesitate to contact me.

Claire McPhail

Head Teacher

Our School values are:

- Respect
- Inclusion
- Self Belief
- Excellence



We promote these school values throughout the curriculum and ethos and life of the school.

Our School aims are:

- To provide engaging and motivating learning experiences which challenge our learners.
- To take pride in our school and community.
- To build positive and respectful relationships to help our learners reach their potential.

With a focus on high quality learning experiences, we aim to raise attainment. By providing a variety of opportunities in school and out with, our children have the opportunity to achieve. Our staff team know our children and families well and aim to identify any barriers to attainment and achievement. East Ayrshire Relationships Framework underpins our work as we strive to ensure all children are safe, healthy, achieving, nurtured, active, respected, responsible and included.

We promote improvements and wider achievements. Children are awarded certificates and celebrated at our weekly whole school Assemblies if they demonstrate the school values or that they are a successful learner, confident individual, effective contributor or responsible citizen.



## **Parental Involvement**

Our method of whole school communication is through the Safer Schools App. Our school newsletter 'The Patna Post' is shared through a SWAY on the school app.

We have invested in Learning Journals for all children in the ECC, Primary & SLC. Learning Journals is an app specific to individual children, where teachers/key workers share information, learning and photographs with parents/carers.

Parents/carers are invited into the School and SLC for Open Afternoons in Terms 1-3 and the ECC for regular Stay & Plays. The content is reviewed, based on priorities in the School Improvement Plan and from parent/carer feedback.



In addition to the termly Open Afternoons we invite parents/carers into the School during themed weeks and events.

The ECC currently run PEEP sessions, Book Bug and Sensory Play sessions in the Community Centre, which is attached to the School.

## **Parents as Partners**

We have an active Parent Council who support the school in improvement work and who give up their time to give our children a variety of experiences. At present, our Parent Council Meetings are being held termly on an agreed Monday at the end of the school day. All parents/carers are welcome to attend.

Chairperson	Sharon McDonald
Vice Chairperson	Robert Littlejohn
Secretary	Caroline Kirkwood
Treasurer	Ami Harvey(co-opted member)

For more information on parental involvement or to find out about parents as partners in their child's learning, please contact the school directly or visit the Parentzone website at [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk).

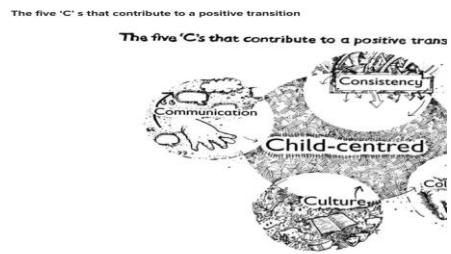
## **Transitions**

Our Early Childhood Centre Transition booklet for parents/carers



### **Welcome to Patna Early Childhood Centre**

We hope that your child's time within the centre is fulfilling and rewarding. The first part of our journey together is the transition into the early childhood centre. This can differ for all children and we ensure that they are secure in whatever way suits you both throughout the process.



Scotland's national guidance document gives the above as the elements of a positive transition and here at Patna ECC, we strive to meet these to give your child the best transition we can.

You will have a transition plan and we hope that your child will commence their full session with us within two weeks of their start date.

### **Bumble**



Children are supported in their own wellbeing and social expectations through the use of "Bumble\*", our teddy bee. The bee supports the standards to:

Bee kind

Bee happy

Bee helpful

Bee safe.

This further embeds the values of Respect, Inclusion, Self-belief and Excellence.

### **Session times, drop off and collection**

At Patna Early Childhood Centre, our session times are 0900 until 1500. We have adopted a “soft start” approach. The doors will be opened from 0850 until 0910 and thereafter the main school entrance should be used. This ensures that experiences and activities are not interrupted and that children remain settled, as some can become dysregulated with the main door opening out with these times.

The doors will again be opened from 1440 until 1500, when your child can be collected. If you would like to collect your child at an alternative time, please speak with staff and we will facilitate this.

During your child’s transition into the centre, the times will be shorter and that will be communicated directly, however we will work with you and at your child’s pace. Sessions can be longer for some children before others.

### **Absence Reporting**

If for any reason your child will not attend the centre, or has appointments within session times, please call and let us know and we can note this.

The contact number is:

01292 531271

### **Meals and Snacks**

Over the course of the session, your child will be offered a snack and a two course lunch. The menu follows National guidance of Setting the Table and all meals and snacks are nutritionally rich.

On arrival to the centre, we provide a “breakfast” which will consist of either cereal or fruit, with milk or water to drink.

Water is accessible throughout the day.

The lunch will be either soup and a main course, or a main course and dessert.

If your child has any intolerances’ or allergies, please let us know and we can advise the kitchen of these.

## Uniform

Loose, comfortable clothing and comfortable shoes for indoor play are required and wellies and waterproof jacket/suit for outdoor play. If your child wears Crocs, please also provide a pair of trainers for example as these can be slippy. We do have some outdoor suits and wellies within the centre also. Patna ECC does have a polo top available with the badge and this can be sought from school wear shops.

A full change of clothing should be provided if for any reason your child requires changing.

An early years footwear and clothing grant of £75 is available for academic year 2025/26 for parents/guardians of children aged 3 and 4 accessing an ELC place in August 2025 (including children who will be accessing an additional year of ELC) who meet the eligibility criteria. Online applications will open on **Monday 16 June** and remain open until **Friday 27 June**.

Payments for eligible children will be issued week commencing **21 July**. Eligibility is based on the criteria for the school footwear and clothing grant and all parents are encouraged to apply if they meet this criteria. Further information on eligibility and how to apply can be found at:- [Early years clothing grant · East Ayrshire Council \(east-ayrshire.gov.uk\)](https://east-ayrshire.gov.uk/early-years-clothing-grant). **If you miss the application deadline of 27 June you will not be able to apply until applications open again in November.**

**Please Note:** Parents of children starting their place in January and April 2026 will be invited to apply for the grant during November and February prior to their child's start date.

## Communication

At Patna ECC we use Learning Journals to record and document your child's learning journey. Staff can upload photos and videos and parents/carers have the option to comment and like the photos and posts, as well as upload photos from home.

A huge benefit of Learning Journals is that they provide a lasting visual record of your child's time at Patna ECC. The profiles can be exported to a printable PDF to be kept for a lifetime, as well as an electronic copy that can be viewed at your leisure.

Learning Journals are a web based service and parents/carers are able to login and catch up with your child's progress at any time.

## Family Engagement

There are termly Stay and Play sessions within Patna ECC, in addition to Learning Together Sessions where there is a specific topic for you to participate in with your child. These can include, amongst other areas, Numeracy and Literacy.

Regular Bookbug Sessions are offered where you can attend and join in with stories, songs, rhymes and games with your child.

We also offer Peep Learning Together sessions, where various blocks of development can be explored. These include Recognising and Managing Emotions, Fun with Foods and Communication and Language.

A further development is the Peep Progression Programme, where families can gain recognised qualifications through attending Peep.

## Environment

### Home Corner



### Construction



### Outdoors



### Woodland Wednesdays

Our Outdoor Champion provides visits to the local woods weekly with children and parent/carer helpers. This supports the importance of outdoor play and experiential learning. Playing, learning and having fun outdoors helps **improve wellbeing and resilience**, increased health through physical activity, provides children with the opportunity to develop a life-long appreciation of the natural world and has a positive impact on educational attainment. After all, the dirt will wash off but memories will last a lifetime! We are always looking for volunteers to join us!



### Intergenerational Learning

We have formed strong relationships with both Patna Daycare group in the Community Centre and also with the local care home. We visit weekly to form relationships with the older people in the community. Intergenerational Learning is the way that people of all ages can learn together and from one another. It is an important element of lifelong learning, where generations work together to gain skills, knowledge and values. Beyond this, it fosters reciprocal learning relationships and helps in the development



## Keyworker



Your child will be allocated a Keyworker and group. The current groups are coloured – Red, Green, Yellow, Blue and Purple. Your child's Keyworker will be responsible for completing settling in reports, personal care plans and setting next step targets in learning, in conjunction with families.

They also provide input to your child's Learning Journal and will observe your child within large and small groups and also any targeted 1:1 activities. Current guidance is that there should be 4 observations monthly.

The purpose of the Keyworker is to ensure secure and nurturing attachments for children with not only all staff, but a particular relationship. Attachments are proven to support resilience, positive wellbeing and lifelong learning.

You will meet your keyworker on your first day at Patna Early Childhood Centre.

There is also an Equity and Excellence Lead who works directly with children and families, to facilitate the closure of any gaps in attainment and to drive forward improvement in a child's learning and development.

## Staff

Elaine Love

Equity & Excellence Lead



Holly Bryce

Early Learning & Childcare Practitioner



Arlene Chalmers

Early Learning & Childcare Practitioner



Stacey Chalmers

Early Learning & Childcare Practitioner



Isaac Woodford

Early Learning & Childcare Practitioner



We hope that this information is useful to you prior to commencing and if you have any other queries, please do not hesitate to contact the centre.

Equity and Excellence Lead – Elaine Love [elaine.love@eastayrshire.org.uk](mailto:elaine.love@eastayrshire.org.uk)

## **Transition to Primary 1**

Throughout the session we offer many informal transition opportunities for children moving from Patna ECC Pre-school to P1. Our Pre-school children join in with whole school events and perform with P1 regularly. In January our formal transition overview is updated and shared with parents/carers who have enrolled their child at Patna Primary School. This includes weekly visits from the P1 teacher to the ECC, pre-school children spending time in the P1 environment in small groups working on joint contexts for learning, spending time with P6 buddies, a Parent/Carer session in class and experiencing lunch in the school dinner hall. Please see example below.

# PATNA PRIMARY SCHOOL

## PRIMARY 1 TRANSITION PROGRAMME



**DECEMBER**

### Primary 1 Teacher Meets with ECC Staff

The Primary 1 teacher will meet with the ECC staff to share information about the children and their targets.

**3**

BEST INTERESTS OF THE CHILD

**January - April**

### Visits to ECC

During this term, staff in Primary 1 will visit your child in their ECC environment and spend time getting to know their likes and interests.



**Wednesday 2nd April**  
**Wednesday 28th May**  
**Wednesday 11th June**

### Visits to Primary 1

On these dates, your child will have the opportunity to come and spend some time in their Primary 1 classroom and PE hall to familiarise themselves with the learning environment. They will have the opportunity to play and take part in activities with our Primary 1 staff.

**28**

ACCESS TO EDUCATION

**April-June**

### Whole School Activities

During this term, your child will be invited along to whole school events. These will include assemblies and events at the church and school hall.

**12**

RESPECT FOR CHILDREN'S VIEWS

**Wednesday 21st May**  
**2-2.30pm**

### Stay and Play Session

You are invited to join your child in their Primary 1 classroom. This is an informal opportunity to meet the staff team and enjoy some activities with your child.

**31**

REST, PLAY, CULTURE, ARTS

**Wednesday 4th June**  
**11.30am**

### School Lunches

You are invited to join your child to enjoy a school lunch in our dinner hall.



**June**

### Transition Profile Meetings

Your child's transition profile will be shared with their P1 class teacher along with any information shared during your meeting.



**Further information is shared in a parent/carer SWAY.**

<https://sway.office.com/ZI8lr2rofFbqfXPY?ref=email>

The Early Years transition profile and Early Years Learning Journal is shared with the P1 teacher and the P1 teacher attends TWTFs in the Spring/Summer Term. Discussion takes place on whether an enhanced transition is required.

### **Supported Learning Centre**

Children transitioning to our Supported Learning Centre have an individual transition plan which is discussed at a Transition TWTF, when placement is confirmed. All parents/carers are invited to visit at the end of a school day. Children have visits to the SLC during the school day and the class teacher visits children in their current setting. Transition booklets with visuals and a social story about the new school is provided in preparation for starting.

Further information is shared in a parent/carer SWAY.

<https://sway.cloud.microsoft/KSTd3NyJNcWXDuVb?ref=Link>

### **Secondary**

Our associated Secondary School is Doon Academy. Throughout the session we participate in events with children from other Primary Schools in our Education Group. Careers Fayres, Digital/STEM days are opportunities for pupils to attend Doon prior to the 2 transition days in June. An enhanced transition programme runs in partnership with EAC Home Link Workers.

Doon Academy Head Teacher: Martin Robertson

Address: Ayr Road, Dalmellington, KA6 7RW

Telephone No.: 01292 550521

Email: [martin.robertson@eastayrshire.org.uk](mailto:martin.robertson@eastayrshire.org.uk)

## **Support for children and young people and parents/carers**



Claire McPhail (Head Teacher)

[claire.mcphail@eastayrshire.org.uk](mailto:claire.mcphail@eastayrshire.org.uk)

01292 531271



Karen Murphy (Depute Head Teacher)

[karen.murphy@eastayrshire.org.uk](mailto:karen.murphy@eastayrshire.org.uk)

01292 531271

Parents/Carers are encouraged to contact the Head Teacher or Depute Head Teacher if there are any concerns. The Head Teacher is the Child Protection Officer for the Establishment and any concerns involving a child's wellbeing should be shared with Mrs Claire McPhail immediately.

## **Our Commitment to Keeping The Promise and Upholding the UNCRC**

At Patna Primary, SLC and ECC we are committed to Keeping The Promise to all children and young people in Scotland. We actively listen to our pupils, respect their voices, and take meaningful action to ensure their wellbeing and safety are at the heart of everything we do.

We also uphold the principles of the United Nations Convention on the Rights of the Child (UNCRC). We strive to create an inclusive, nurturing environment where every child's rights are recognised, respected and fulfilled. This includes the right to be safe, to learn, to be heard, and to grow up in a supportive and caring community.



### **Support for Children**

'The Children and Young People (Scotland) Act 2014' introduces an approach for all children's services to work together to meet children's needs. At Patna Primary School, Supported Learning and Early Childhood Centre we follow this approach as well as the 'GIRFEC Practice Model' which is a framework that centres on the individual and their specific needs. Every child under the age of 18 is entitled to have a Named Person who is available to help and support the child and do whatever is necessary to promote the child's wellbeing. Mrs Claire McPhail is the Named Person for all children in the Primary School and Supported Learning Centre. The Health Visitor is the Named Person for all children in the Early Childhood Centre.

### **Additional Support Needs**

Our approach is in line with the guidelines of 'Getting It Right For Every Child' (GIRFEC) and is underpinned by the 'Education (Additional Support for Learning) (Scotland) Act 2009' and a 'Curriculum for Excellence'. All children and young people may need some additional support at some point to help them develop to their full potential during their education journey. Most children are supported within their own class with class teachers using appropriate strategies and supports. If a child needs more help than the class teacher can provide, we begin assessing the

child holistically in order to identify the necessary additional support required. This is called a staged intervention approach as there are many levels of support available, ranging from in class support, in school support, or specialist support from services such as; psychological services, speech and language therapy, occupational therapy etc.

### **My Plans (formally Child's plans)**

A Plan is created for any child who requires extra support to address their needs. Plans are developed in partnership with the pupil, their parents/carers and any services involved. In most occasions, it will be written and regularly reviewed by the class teacher. Plans are monitored and progress is discussed during regular TWTF (team with the family) meetings. Views of pupils, as well as parents/carers, should be incorporated into the plan as per the UNCRC to ensure that views are taken seriously. Where more targeted, individual support is required within school or from a multiagency team to allow a pupil to access the curriculum, an Individual Learning Plan (ILP) will be written and included as part of the Plan. Additional and more specific information on Additional Support Needs can be found on the East Ayrshire Council website:

[Additional support for learning · East Ayrshire Council](#)

## Staffing 25/26

<b>Early Childhood Centre</b>	
<b>Senior Lead</b>	<b>Vacancy</b>
<b>Equity &amp; Excellence Lead</b>	<b>Elaine Love</b>
<b>Early Learning &amp; Childcare Practitioner</b>	<b>Holly Bryce</b>
<b>Early Learning &amp; Childcare Practitioner</b>	<b>Hayley Bone</b>
<b>Early Learning &amp; Childcare Practitioner</b>	<b>Arlene Chalmers</b>
<b>Early Learning &amp; Childcare Practitioner</b>	<b>Stacey Chalmers</b>
<b>Early Learning &amp; Childcare Practitioner</b>	<b>Isaac Woodford</b>
<b>Early Learning &amp; Childcare Support Assistant</b>	

<b>Primary School</b>	
<b>P1 Teacher</b>	<b>Emma Connelly</b>
<b>P2/3 Teacher</b>	<b>Jenni McCallion</b>
<b>P3/4 Teacher</b>	<b>Lisa Teasdale</b>
<b>P5 Teacher</b>	<b>Carly Nicol</b>
<b>P6/7 Teacher</b>	<b>Sarah Bell</b>
<b>NCCT</b>	<b>Lorraine Lawrie</b>
<b>Pupil Support Assistant</b>	<b>Sarena Dunn</b>
<b>Early Learning &amp; Childcare Practitioner</b>	<b>Aileen Richmond</b>
<b>Pupil Support Teacher</b>	<b>Tracy Shepherd</b>

<b>Supported Learning Centre</b>	
<b>SLC1 Teacher</b>	<b>Cheryl Graham</b>
<b>SLC2 Teacher</b>	<b>Rebecca Walker</b>
<b>SLC3 Teacher</b>	<b>Kelsey Moffat &amp; Emma Raleigh</b>
<b>NCCT</b>	<b>Alex McKnight</b>
<b>Pupil Support Assistant</b>	<b>Wendy Gillespie</b>
<b>Pupil Support Assistant</b>	<b>Samantha Ramsay</b>
<b>Pupil Support Assistant</b>	<b>Holly McKinstry</b>
<b>Pupil Support Assistant</b>	<b>Donna Deans</b>
<b>Pupil Support Assistant</b>	<b>Joanne Elder</b>

<b>Senior Clerical Assistant</b>	<b>Sandra Riggans</b>
<b>Clerical Assistant</b>	<b>Jody Mulholland</b>
<b>Cleaning Supervisor</b>	<b>Janet Purdie</b>
<b>Janitor</b>	<b>William Brown</b>
<b>Catering Manager</b>	<b>Eisbeth Edgar</b>
<b>Active Schools</b>	<b>Ross Stormonth</b>
<b>Campus Police Officer</b>	<b>Daryl Shirkie</b>

### **The School/Centre Day and Year**

Our school day begins at 9am and ends at 3pm

Morning Interval is from 10.30 – 10.45

Lunch is from 12.15 – 1 for P1-3 & 12.30 – 1.15 for P4-7

Our ECC pattern of attendance is: 9 – 3 Term Time

### **The School/Centre Holidays and In-Service Days**

Our school holidays are in line with East Ayrshire Council's school holidays 2025/2026.

[School holidays 2025 to 2026](#)

### **Attendance and Timekeeping**

Section 30 of the Education (Scotland) Act 1980, lays a duty on every parent of a school age child to "provide efficient education for him/her suitable to his/her age, ability and aptitude, either by causing him/her to attend a public (local authority) school, or by other 8 means". Most parents choose to meet this duty by enrolling their children at local authority schools and therefore must ensure that their children attend school regularly. We take attendance at Patna Primary School seriously and follow up on unauthorised absences, or continued absence from school, involving other partners if necessary. Regular and punctual attendance is linked closely to achievement and we will work with parents/carers to ensure that children can achieve their full potential. The law requires that educational establishments maintain an accurate record of attendance and absence of each pupil. Parents are requested to assist in this process by informing the school if children are to be absent for any reason. Where your child's absence is approved, for example a medical appointment or the school is notified of a sickness absence, it is marked as an authorised absence. Where an absence is unexplained by the parent the absence is marked as unauthorised. If your child is not going to be attending school, please telephone to let us know by 9.15 am on the first day of absence, explaining the reason. If no contact is made, the school will send a text message as a reminder, followed up by a telephone call if no response.

# Attendance Matters

Regularly attending school helps children and young people to build strong peer relationships, achieve academically and develop important life skills. Our aim is that children and young people achieve 95% attendance or above where possible, to maximise these opportunities.

Percentage attendance:	Days in school over the year:	Days absent from school over the year:	What this means:
100%	190	0	Nothing has been missed
95%	180.5	9.5	1 day missed every 4 weeks
90%	171	19	1 day missed every 2 weeks
80%	152	38	1 day missed every week
70%	133	57	3 days missed every 2 weeks
60%	114	76	2 days missed every week

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If you need support to ensure a child in your care maintains regular attendance talk to the school – staff are there to help.

## **Anti-Bullying**

We are committed to providing a safe and caring learning environment for all children and follow East Ayrshire Council's Respectful Relationships Policy. Bullying is hurtful and never acceptable. Everyone has the right to be treated with respect and live a life free from bullying and harassment. It should be emphasised that there is a difference between one-off incidents amongst peers in the classroom/playground and the systematic and ongoing targeting of a pupil or group. Our shared definition of bullying is to repeatedly hurt someone physically and/or emotionally, on purpose, resulting in them feeling scared, sad or weak. Children accused of bullying may need support as much as those being bullied. We always take bullying seriously and will endeavour to investigate fully, supporting all children involved, consulting parents/carers, implementing appropriate strategies for support and recording details using appropriate systems. Our Leadership Team have undertaken training with 'Respect Me', Scotland's anti-bullying Service.

## **Dress Code**

Our school uniform comprises of:

- black school trousers/skirt
- white shirt/polo shirt, tie and black school jumper/cardigan

School uniform can be ordered from [www.myclothing.com](http://www.myclothing.com) or online at BE Uniform.

Football colours are not permitted, this includes accessories.

## **Security and Visitors**

All visitors should report to the main office where they will be requested to show ID and sign in on arrival. There are 2 secure doors to the school corridor. Visitors will be provided with a visitor badge which should be returned when signing out and leaving the building.

## **Homework and Study**

We encourage children to take responsibility for their own learning. In line with Curriculum for Excellence it is our aim to make homework more active, manageable and enjoyable for the children. Homework should enable children to consolidate learning, take responsibility for their learning, promote independent working and demonstrate to parents the type of learning they are doing at school. We use several online platforms such as Sumdog to reinforce learning in numeracy, Bug club and Giglets for literacy tasks. Class Teachers will share homework on Learning Journals.



## **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 food each day. All pupils in P1-5 are now entitled to a free school meal. All other pupils can either purchase a school lunch or bring a healthy packed lunch. Children from P6-7 entitled to a school meal can apply for this from the local authority. Cashless Catering - We operate a cashless catering system called ParentPay. ParentPay accounts can be topped up online or via PayPoint stores. Parents/carers are asked to order school lunches in advance through ParentPay.

Menus and other information can be found at

[School meals menus and price list · East Ayrshire Council](#)



## **Complaints Handling**

We encourage Parents/Carers to speak directly to the Head Teacher, Mrs Claire McPhail, if they have any complaints about any element of the services we provide. We aim to resolve complaints at school level. However, if you have made the school aware of your complaint and you are unhappy with our response, you can make a formal complaint to East Ayrshire Council. Please see the link below for more details. East Ayrshire Council: [Complaints handling procedure · East Ayrshire Council](#)

## **Emergency Procedures / Medical matters**

In the event of an emergency affecting Patna Primary School, Supported Learning and Early Childhood Centre, we have well established procedures in place to cope with almost all situations: Group Texts are sent out to parents/carers to advise of an emergency. Parents/carers should provide the Head of Establishment or school/centre office with an up to date mobile phone number to enable automatic contact via text messaging. The School app is also used to share information and updates. In the event of an emergency, the Council’s Communications Team work quickly to update the Council website, Facebook and Twitter with the latest developments and advice on what to do. We understand an emergency can be a very stressful time and phone lines are often used by emergency services, so it is important that we try and keep lines clear. As parents, you are advised that before telephoning your child’s educational establishment, you should first check the Council webpage, for news and announcements: [www.east-ayrshire.gov.uk](http://www.east-ayrshire.gov.uk)

You can also check the Facebook page: [www.facebook.com/eastayrshire/](http://www.facebook.com/eastayrshire/) or, Twitter: East Ayrshire Twitter/ or check our School App

## **Data Protection**

East Ayrshire Council creates, collects and processes personal information about children and we are bound by the terms of the Data Protection Act 1998. We collect information from children, their parents and guardians and we may also receive information from other sources, such as previous schools. All information is stored securely and we do not share it apart from the circumstances described below, or where the law requires us to do so. Under the Act, we are known as the Data Controller and the information we collect is needed for a number of reasons which include, but is not limited to:

- Monitoring and reporting on absence.
- Supporting teaching and learning.
- Monitoring and reporting on your child's progress.
- Providing appropriate care.
- Assessing how well your child's school/centre is doing.

The information we collect will also include details such as contact address or phone numbers and data such as ethnic group, additional support needs and any relevant medical information. Occasionally, we may make information available to other organisations, for example:

- To other schools/centres if you move away.
- To the Scottish Qualifications Authority for examination entries.
- To the Scottish Government and its agencies.

You can see the personal information we hold about you by making a Subject Access Request. A parent or guardian may make a request on behalf of children under 12. To do this, please contact the Council's Freedom of Information Officer on 01563 576094, or email: [Freedom Of Information@east-ayrshire.gov.uk](mailto:Freedom Of Information@east-ayrshire.gov.uk) A fee may be charged for this service.

## **The Curriculum**

Curriculum for Excellence is the education system in Scotland. It aims to provide young people with the skills, knowledge and attributes they will need for learning, life and work. The Curriculum for Excellence identifies **SEVEN PRINCIPLES** for curriculum design, and we aim to ensure our learning, teaching and planning has:

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

Curriculum for Excellence is divided into the following curricular areas:

- Literacy (including English and Modern Languages)
- Mathematics
- Health and Wellbeing including P.E
- Sciences
- Social Studies
- Expressive Arts
- Religious and Moral Education
- Technologies

All staff are responsible for the 3 main areas of the curriculum, which are Literacy, Numeracy and Health & Wellbeing. When planning, staff use East Ayrshire Progression Frameworks for all curricular areas to ensure adequate depth, breath and challenge. Our curriculum promotes:

- Development of the four capacities: Successful learners, responsible citizens, effective contributors and confident individuals.
- Skills for learning, life and work.

As we strive to raise attainment, we must ensure the most effective methods of teaching and learning. Our Literacy & Numeracy guidelines can be found on our GLOW Website.

## **Achievement & Improvement**

Over the last 12 months we have continued our improvement journey, supported by whole school self-evaluation, with all staff participating in appropriate CLPL to make changes to improve outcomes for our children.

The following documents can be found on our school GLOW website:

- Standards and Quality Report for session 2023/24
- School Improvement Plan for session 2024/25

## **Assessment**

Assessment is an integral part of everyday teaching and learning. Teachers gather evidence on an ongoing and informal basis. 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. More formal testing will also 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. We gather evidence in a variety of ways:

- day to day observations
- questioning
  - assessing written work
- teacher devised tests
- set tasks
- formative strategies
- standardised and diagnostic testing, for example: P1 ELLAT, P3 Quest and Scottish National Standardised Assessments for P1, 4 and 7.

Assessment is used to inform next steps in teaching and learning with pupils being involved in identifying their strengths and areas for development. In this way, pupils can set their own personal targets to progress with their learning. At Patna Primary School, Supported Learning Centre and Early Childhood Centre staff meet to share children's work and agree on attainment levels, as well as participating in termly tracking and monitoring meetings with the Head Teacher. This means that if a child is not on track to achieve expected levels, appropriate support and/or interventions can be put in place.

## **Reporting**

### **Early Childhood Centre**

Your child's care plan is uploaded to Learning Journals, with progress shared on Learning Journals and at Care Plan meetings. Pre-School Children will receive a transition report in June.

### **Primary School & Supported Learning Centre**

A termly curriculum flyer is shared on Learning Journals, as well as regular posts to share learning which has taken place. There are 2 parents' evening appointments allocated. These are planned in advance and usually in October and May. Parents/carers will receive a formal written report in advance of the 2<sup>nd</sup> parents' evening.

Should you have any questions please contact your child's Key Worker or Class Teacher in the first instance.

