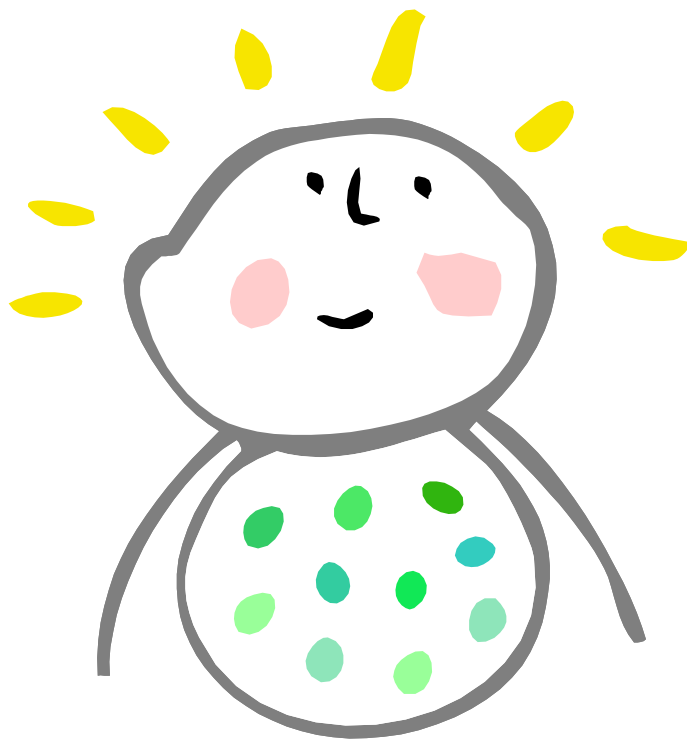


Barr Early Years Centre



Handbook
2022/2023

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SECTION A - GENERAL INFORMATION

INTRODUCTION BY HEAD TEACHER



Dear Parent

A very warm welcome from everyone here at Barr Primary and Early Years Centre.

I hope you enjoy reading our handbook and that you will find it interesting and helpful. It is intended as a short introduction to our Early Years for parents of new pupils in session 2022/2023. In it I have tried to give you a picture of life in our Early Years Class and of the ways in which we try to cater for the individual needs of each child. If you still have questions or would like further detail, please do not hesitate to contact me.

Parental involvement and working in partnership with parents is an important feature in our school life and we actively encourage close liaison in many ways. Staff members are extremely approachable and always willing to meet with you to talk over any concerns you may have.

I look forward to getting to know you and hope that you will feel a welcome and valued member of our school community.

Yours sincerely

Paula Murphy

**Paula Murphy
Head Teacher**

STATEMENT OF VISION, VALUES, AIMS



VISION

Our School Community is a place where everyone is encouraged to grow and learn in an inclusive and nurturing environment. Pupils are motivated and challenged to be the very best they can be.

VALUES

Kindness Respect Confidence Honesty Achievement

AIMS

- We aim to create a welcoming atmosphere with a positive ethos where there is a safe, relaxed and secure teaching/learning environment.
- We aim to involve and encourage parents, carers, partner agencies and the wider community to play an active role in supporting learning and celebrating success both at school and at home.
- We aim to ensure that school staff work within a professional environment where they can take advantage of opportunities for further training and development in order to enhance learning and teaching, ensuring that we offer the highest quality learning experiences for our pupils.
- We aim to promote the well-being of all children through opportunities to develop socially, emotionally, physically and intellectually, developing a positive attitude and high self-esteem.
- We aim to provide the highest quality of learning and teaching by providing experiences that enable children to enjoy their education, through a variety of teaching approaches and learning styles.

EYC information

| | |
|-----------------------------------|--|
| Name | Barr Primary School and Early Years Centre |
| Address | Changue Road Barr South Ayrshire KA26 9TT |
| Telephone Number | 01465 716804 |
| Email address | barr.mail@south-ayrshire.gov.uk |
| Website address | https://blogs.glowscotland.org.uk/sa/barrpsandeyc/ |
| Denominational status | Mixed - Non Denominational |
| Accommodation and capacity | Maximum Roll - 14 Present Roll - 4 |
| Catchment area | There are no catchment areas for early years provision. South Ayrshire residents can apply to any South Ayrshire Early Years Centre school/class or partnership centre of their choice. Early education and childcare places are allocated in line with South Ayrshire Council's admission policy guidance which can be found on the council's website. |
| General information | All staff have either a teaching or an Education and Care qualification and regularly attend training to update their knowledge and skills. Added to this all staff and students have been Disclosure checked or are a member of the PVG scheme. Staff are also registered with either the General Teaching Council for Scotland or the Scottish Social Services Council, dependent on their qualifications. |

EYC staff

Paula Murphy

Emma Burton

Catherine Chesterman

Katie Millarvie

Sharon Trotter

William Forey

Head Teacher

Early Years Teacher/Principal Teacher

Early Years Practitioner

Early Years Practitioner

Clerical Assistant

Janitor

EYC year and hours



Barr Early Years Class runs for 5 days per week during school terms. Sessions are 9.00am to 3.00pm. The Early Years Centre has the same holidays as the Primary school, which are shown on the following page.

SOUTH AYRSHIRE COUNCIL

Educational Services

Approved School Holiday Arrangements : 2022/2023

| Term | Break | Dates of Attendance | | | Cumulative Working Days |
|--------------------|----------|-------------------------------|-------|---------------|-------------------------|
| First | Mid Term | Teachers (Inservice) | Thurs | 18 Aug 2022 | |
| | | Teachers (Inservice) | Fri | 19 Aug 2022 | |
| | | Pupils return | Mon | 22 Aug 2022 | |
| | | <i>local holiday</i> | Fri | *16 Sept 2022 | |
| | | <i>local holiday</i> | Mon | *19 Sept 2022 | |
| | | Close | Mon | 17 Oct 2022 | |
| | | Teachers (Inservice) | Mon | 24 Oct 2022 | |
| | | Re-open (Pupils) | Tues | 25 Oct 2022 | |
| | | Close | Fri | 23 Dec 2022 | |
| | | | | | 85 |
| Second | Mid Term | Re-open | Mon | 9 Jan 2023 | |
| | | <i>Close</i> | Fri | 10 Feb 2023 | |
| | | <i>local holiday</i> | Mon | 13 Feb 2023 | |
| | | Teachers (Inservice) | Tues | 14 Feb 2023 | |
| | | Re-open (Pupils) | Wed | 15 Feb 2023 | |
| | | Close | Mon | 3 Apr 2023 | |
| Third | | | | | 145 |
| | | Re-open | Mon | 17 Apr 2023 | |
| | | <i>local holiday(May Day)</i> | Mon | 1 May 2023 | |
| | | Close | Mon | 8 May 2023 | |
| | | Close | Fri | 26 May 23 | |
| | | Teachers (Inservice) | Tues | 30 May 2023 | |
| | | <i>Re-open (Pupils)</i> | Wed | 31 May 2023 | |
| | | Close | Fri | 30 Jun 2023 | |
| Session 2022/23 | | Teachers (Inservice) | Thurs | 17 Aug 2023 | |
| | | Teachers (Inservice) | Fri | 18 Aug 2023 | |
| | | Pupils return | Mon | 21 Aug 2023 | |
| | | | | | 195 |

NB Good Friday: 7 April 2023

* Please note that the September weekend is provisional subject to confirmation of the date of the Ayr Gold Cup
Pupil's attendance will be 190 days after deducting 5 in-service days.

Enrolment

We are able to offer places to 3 and 4-year-old children with enrolment taking place each year in February. All places are allocated according to South Ayrshire Council's 3-5 Admissions guidelines - a copy of which is available in the Early Years centre. Qualifying 2-year-old children are also able to enrol at Barr Early Years Centre.

Eligibility:-

Pre-school children will be eligible if your child's date of birth is on or between: **1 March 2018 and 28 February 2019** They will be eligible for a funded early learning and childcare place from **August 2022**

Ante pre-school children will be eligible if their birthday is on or between: **1 March 2019 - 31 August 2019**

He/she will be eligible for a funded pre-school education place from **August 2022**

Ante pre-school children will be eligible if their birthday is on or between: **1st September 2019 - 28th February 2020**

He/she will be eligible for a funded pre-school education place **the first Monday after their third birthday.**

Following enrolment children and parents will be invited to visit the Early Years Centre and meet the staff and other pupils.

Settling in

Once your child has been offered a place at our EYC, visits will be organised. On the first visit you will be introduced to staff and shown around. All consent forms will have been completed and you must provide the name, address and telephone numbers of two people we can contact in case of emergencies.

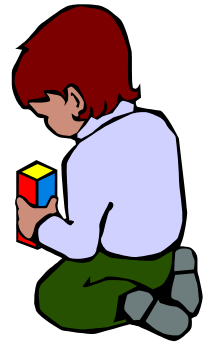
Generally children only stay for a short period of time on their first day. This is gradually built up with your agreement, depending on how quickly the child settles. As his/her confidence grows, their time will be lengthened until they are staying for a full session. The length of time for settling varies from child to child.



SECTION B - LEARNING AND TEACHING

The curriculum

We provide a broad and balanced range of activities and experiences in line with A Curriculum for Excellence. A Curriculum for Excellence aims to achieve a transformation in Education in Scotland by providing a coherent, more flexible and enriched curriculum for 3-18. Planning also takes account of National Guidance as set out in "Realising the Ambition...Being Me."



Numeracy and Mathematics

- Count, create sequences and describe order
- Count on and back
- Share
- Spot and explore patterns
- Investigate objects and shapes
- Match, sort and count numbers

Literacy and English

- Extend language through books, stories
- Explore and play with the pattern and sounds of language
- Development of conversation, lengthening of listening skills
- Further speech and listening through more complex activities
- Ask questions and link what is being learned to what is already known
- Explore interesting materials for writing and different ways of recording experiences, feelings, ideas and information

Sciences

- Allow children to experience changes in their world
- Develop and stretch this knowledge further eg. water-ice, ice-water
- More science activities e.g. growing, baking, mixing colours
- Looking at life cycles e.g. caterpillar-butterfly. Talk about seasons

Expressive Arts

- Introduce new experiences e.g. sand, water, "gloop" to help with further activities
- New textures and ways of creating pictures
- Develop drawing, painting skills and colour knowledge
- Pre-writing skills and more detailed activities

Health and Wellbeing

- Develop running, climbing, riding bikes, feeding and dressing skills
- Use of jigsaws, pencils, paint brushes
- Master scissors, buttons, zips, hopping, skipping and catching
- Help the very young become aware of others, begin to encourage independence
- Enable children to share equipment with friends and adults
- Encourage the development of friendships with others
- Prepare for future experiences in school and out

Social Studies

- Discover interesting features of the local environment and develop an awareness of the world around us
- Explore and appreciate the wonder of nature within different environments
- Learn outdoors in different weathers
- Explore the local community

Technologies

- Help care for the environment
- Explore ways to construct models or solve problems
- Explore and use technologies to communicate with others within and beyond the early years centre
- Take photographs or record sound and moving images
- Gain confidence whilst using computer technology and use the skills in new and different situations

Religious and Moral Education

- Explore Christian stories, images, music and poems
- Develop an understanding of what is fair and unfair and the importance of caring for, sharing and co-operating with others
- Become aware of the importance of celebrations, festivals and customs in Christian people's lives
- Become familiar with the beliefs of other world religions

When your child comes to the Early Years Centre he/she will bring a wealth of experience that has been gained from you. Our aims are to build on that learning and, in partnership with home, lead your child on through guidance, help and encouragement. We aim to enable your child to gain the greatest benefit from play by providing a caring, stimulating safe environment containing a balance of play activities.

Our present Early Years Programme contains play experiences which provide for all aspects of your child's growth, and which can be varied and extended, according to the needs and interests of the child.



Examples of various play activities are:-

- Loose parts play covering a range of curricular areas and experiences;
- Play with sand, water, clay and dough;
- Creative activities including painting, drawing, collage and construction with junk materials;
- Story telling and relaxing with a favourite book in the book corner;
- Introduction to the work of technology through using computers;

- Activities which develop manipulative skills, eg threading, cutting, fastening clothes, hammering, screwing and construction with bricks, Lego, etc;
- Activities which develop early reading skills and early mathematical skills, eg jigsaws, picture matching, recognising and naming shapes and colours;
- Activities to encourage physical development, eg regular exercise, balancing planks, Balance Bikes, bats, balls, hoops;
- Music and drama activities;
- Imaginative and social play;
- Continuous provision of outdoor play throughout the session;
- Seasonal activities, eg bulb planting, cooking and baking.

Throughout these activities your child is learning the importance of talking and sharing, listening to others and taking turns. Awareness of good manners also features in our programme.

Outings and parental consent forms

When outings are planned you will be asked to complete a consent form giving your permission for your child's participation. Please note that children can only take part in outings when the necessary consent forms have been received by the Early Years Centre.

We ask permission to take photographs of the children for educational display, website and Twitter.

Additional support needs/Accessibility Strategy

Legislation concerning the provision for children with additional support needs came into effect in Scotland on the 14th November 2005. The term "additional support needs" refers to a child or young person who experiences a barrier to learning, however temporary in nature. Please ask if you would like more information on what constitutes an additional support need.

The school and EYC have a duty to ensure that all our children have equal access to the curriculum and that support is appropriate to the child's needs is offered. Not only does this cover the provision of appropriate experiences and activities but also the physical environment e.g. ramp access into the building.

Sometimes we know before a child starts the EYC that he/she will require extra support and can, in consultation with parents and other professionals, make plans/adaptations. Sometimes it is not until a child has been attending for a little while that it becomes apparent that they require some extra support. At this point parents will be consulted and, with their permission, the child may be referred to other professionals e.g. Speech and Language Therapy, Educational Psychologist, Community Paediatrician. When a child is involved with other services/agencies a Team Around the Child meeting may be convened from time to time to review the child's progress with parents and all others involved.

Equal opportunities and inclusion

We are committed to ensuring that no service user will be subject to discrimination. All children are encouraged to develop positive attitudes towards others whose gender, language, religion or culture for example is different from their own. All incidents of racism are treated seriously and reported to the education authority for follow up.

Promoting positive behaviour

In the school and EYC we aim to encourage a high standard of behaviour and achievement through a wide range of strategies, experiences and activities. Children are encouraged to develop friendships, learn to share, take turns and show consideration to others. This is generally achieved by setting simple rules relating to our vision and values and responding to situations with a calm, fair and consistent approach. Children are encouraged and praised for their efforts, achievements and demonstration of the school values. If challenging behaviours do occur we will try to divert the child away from the cause and re-engage them in an alternative activity.

We hope our strategies are very similar to those used in the home and consistency is important. Should a child's behaviour be causing concern and

the child is not responding to strategies used, parents will be consulted and joint strategies planned in order to support the child.

SECTION C – HOME/EYC/COMMUNITY

Attendance

Children enjoy coming to our Early Years Centre and regular attendance is encouraged to gain maximum benefit from their time with us. Your child must be brought and collected by a responsible adult, and the Early Years Staff should be told when a different adult is collecting your child. This avoids difficult situations arising when a child cannot be allowed to leave with an adult who is a "stranger" to staff. Please let us know or telephone the school (01465 716804) if your child is going to be absent.

Clothing and toys

Children learn and enjoy themselves having fun and taking part in a variety of activities including messy ones. We provide aprons to protect clothing but would encourage you to dress your child in play clothes e.g. tracksuit bottoms, tee-shirts and sweat shirts. These are all easy to manage and encourage independence when toileting and for P.E.



Your child will learn to put on and take off their own shoes. The school can supply the waterproof clothing needed for outdoor play or for an outside visit but it would be helpful if your child could bring a jacket each day and hat, scarf and gloves when required. It is also a good idea to have a change of old clothes which can be kept in the Early Years Centre. We would prefer you not to allow your child to wear jewellery, especially earrings as they could be pulled out, causing injury during energetic play.



We understand that when children are settling into the EYC, a familiar toy or comfort item from home helps. However, when settled, we ask that toys are not brought from home as



children may get upset having to share or they may get lost or broken.

The wider community

Over the years we have built up good links with our community and we aim to continue and build upon this good practice in the future. We have regular contact with health colleagues and visiting specialists and benefit from support from Secondary/College/University students.

Choosing a school

Under the placing request arrangements parents have the right to choose a school other than the catchment school for their area. This is known as a placing request and application forms can be obtained from the primary school office or the Council Offices or website. Unfortunately, it is not possible to guarantee that a placing request will be successful but parents will have the right to appeal should it be unsuccessful. Full details of the placing request arrangements are contained in the application form. You should be aware that if you decide to make a placing request your child will no longer be automatically considered for a place in their catchment school.

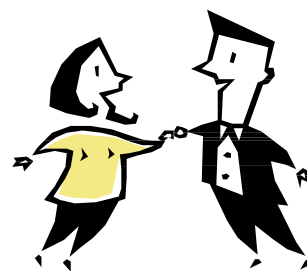
Transfer to Primary School

Children from the Early Years Centre will progress into P1 at Barr Primary School. As pupils have experience of working alongside the P1 pupils for particular sessions throughout the year, this transition is made much easier for both pupils and parents. EYC staff will have completed assessments in the child's pre-school year and these are then passed on to the P1 teacher.

A programme of transition activities are planned and implemented throughout the year to familiarise the pupils with routines/staff/classrooms.

How Can I Help As A Parent?

The Early Years Centre has an "Open Door" policy which means parents are welcome to visit. We encourage parents to become actively involved in their child's education: share your special knowledge or interest in a subject e.g. art and craft, nature, music or your job; join the Parent Council. We also hold Care Plan meetings twice per year to allow parents time to speak to a member of staff about their child's progress.



Information about the activities your child is involved in during the time he/she is in the EYC is displayed on the notice-board and is updated on a regular basis. Highlights of the learning are also shared on Twitter, the school website and pupil's Learning Journals. If you have any concerns at all about your child please feel free to come along and talk about them. Working together, we can usually sort them out very quickly. We share your goal - to provide the best for your child.

Please keep us up to date with any changes to: address/telephone number; emergency contacts; who will be collecting your child.

Please also let the school know if your child may be upset by something that has happened at home e.g. Death of a pet or illness of a family member.

Most of all, enjoy your child's time in the Early Years Centre and encourage your child to talk about his/her experiences.

Parental complaints procedures

A complaint is an expression of dissatisfaction by one or more members of the public about the Council's action or lack of action, or about the standard of service provided by or on behalf of the Council.

If you have any comments or complaints please approach the Head Teacher in the first instance. If the Head Teacher does not resolve the issue to your satisfaction, you should:

- Visit one of South Ayrshire Council's Customer Service Centres, or any local office.
- Phone South Ayrshire Council Customer Services Team on 0300 123 0900.
- E-mail: listeningtoyou@south-ayrshire.gov.uk
- Write to: Customer Services, South Ayrshire Council, Freepost NAT 7733, Ayr, KA7 1DR.

Anyone can make a complaint to us, including the representative of someone who is dissatisfied with our service.

If you have a concern regarding Early Years and wish to complain to the Care Inspectorate directly, please write to: Care Inspectorate, Sovereign Road, Suite 3, Academy Road, Irvine, KA12 8RL.

SECTION D – CARE AND WELFARE

Nurture

Staff have completed training in the principles and practices of nurture. This has given us a further insight into children's social, emotional and behavioural needs, as well as practical ideas about how to use nurture more effectively within the EYC to improve outcomes for our children. If you wish more information, the staff are happy to discuss this further.

Child Protection

The School and Early Years staff members provide support to children and young people in their daily work and have a vital role to help protect them from harm. Staff members help keep children and young people safe and well by:

- Helping them learn about their personal safety
- Being a trusted adult who children and young people may turn to for help, and who will take them seriously
- Identifying when children and young people may need help
- Understanding the steps that must be taken when there are concerns for children's and young people's safety and well-being.

The Child Protection Co-ordinator will co-ordinate the School and Early Years' response to concerns for children and young people's safety and wellbeing. The Child Protection Co-ordinator for Barr Primary School and Early Years Centre is Paula Murphy. The Authority also has a designated officer for Child Protection who will ensure schools work effectively to keep children safe and well. If you have any concerns about the safety and wellbeing of a child or young person, including a 'gut feeling', talk about this to the school's Child Protection Co-ordinator or another member of staff.

Staff received regular training to ensure that they keep up-to-date with new developments and procedures.

Healthy Eating and Oral Health Promotion

SNACK/LUNCH

A snack and lunch are provided during the session and all food is prepared in accordance with the following guidelines:

- Setting the Table - NHS Health Scotland 2015
- Food Standards Agency-Allergens - December 2014

We are required to display details on the major food allergens and link the information to our weekly snack menu.

Please inform staff if your child has/or develops any allergies.

ORAL HEALTH PROMOTION

NHS Ayrshire & Arran implement two oral health programmes - Childsmile and the National Dental Inspection Programme (NDIP) in local schools.

The Childsmile Programme's aim is to improve the dental health of children in Scotland and it is funded by the Scottish Government. Childsmile has 3 main elements:

- A core toothbrushing programme - In Ayrshire & Arran, daily supervised toothbrushing takes place in all early years centres and many primary schools. Free Childsmile oral health packs containing a toothbrush and fluoride toothpaste are given out twice a year to children in early years centres and on entry to primary school in primary 1. During their first year of life, all babies are given an oral health pack and a drinking cup to encourage healthy weaning by swapping bottle for cup as soon as baby is able to drink from a cup. All children should be registered with a dentist (General Dental Practitioner) and visit regularly to help keep their teeth as healthy as possible. **Remember - water and milk are recommended as safe drinks for teeth for all children.**
- **An infant programme** - Childsmile Practice promotes oral health from birth. Parents of newborn children may be referred to the programme by their Health Visitor. Dental Health Support

Workers visit parents in their home to give information, oral health advice and to arrange regular visits to the local Dental Practice.

- **A early years and school programme** - this initiative provides preventive oral health programmes for children aged 3 years and upwards. It targets children in identified early years centres and primary schools, who will benefit from additional preventive care. This care will involve the application of fluoride varnish to children's teeth by Childsmile Clinical Teams in the nursery and primary schools. The Childsmile and Oral Health Promotion Teams will also deliver oral health promotion messages and be supported by Dental Health Support Workers who are the main contact point for parents, teachers, all school staff, dental practice staff and School Nurses.

For more information about the Childsmile Programme, please visit the website at www.child-smile.org

Security Measures

Entry to the school is security controlled for the safety of children and staff-please ensure the door is closed tight behind you. Visitors should call at the office and complete their details in the visitors' book and receive a badge.

Please let staff know if someone different is coming to collect your child.

Fire Drills



Fire procedure notices are displayed throughout the school. Fire drills are held once a term (4 times per session), according to South Ayrshire Council's regulations. The Early Years Centre always participates in these fire drills. Some of these drills will be announced and some are unannounced with the children and staff actively encouraged to evacuate the building as quickly and as calmly as possible. In the case of a real fire, children would be taken to Barr Village Hall from where you should collect your child.

Emergency Closure Arrangements

Should the early years centre experience difficulties with severe weather, power failures, fuel supplies, etc. it will obviously be necessary to close the building. In the event of an emergency during the school day where the children and staff are unable to re-enter the school building the children will be taken to the village hall and may be collected by parents and carers from there. Please be reassured that your child's safety and wellbeing is our prime concern and we will endeavour to keep you closely informed via telephone, notices, press or radio releases.

Transport

Transport is not normally provided for children attending pre-five establishments. The Council may, however, provide transport to and from an Early Years Centre for children with additional support needs who may require to travel some distance to take up their placement.

Insurance

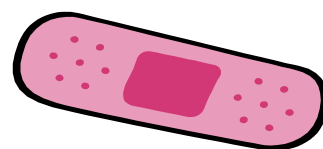
South Ayrshire Council holds Public Liability, Employers' Liability and Officials Indemnity Insurance. In addition, South Ayrshire Council has an on-site and off-site activities insurance policy. Further information regarding insurance and an appropriate claim form can be obtained from the school or Educational Services, County Buildings, Wellington Square, AYR KA7 1DR, telephone 01292 612264.

Valuable Items

The Council is concerned at the level of claims being received regarding the loss of pupils' clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessary expensive items of clothing are not brought to school. Parents should note that the Council does not carry insurance to cover loss of such items and any claims submitted are likely to be met only where the Council can be shown to have been negligent.

Health and Medical Information

If your child had any medical problems, it is important that staff are informed and made aware of any difficulties.



If your child suffers from asthma you must tell the staff if there are any activities that are likely to bring on an attack. A 'blue' inhaler with your child's name clearly marked on it should be left with staff for reliever treatment. **A permission slip signed by you must be left with the staff allowing them to help your child administer the inhaler.**

If your child requires medication during his/her time at early years centre - please inform the staff and complete the appropriate request form. It is essential for you to keep us up to date with relevant medical information.

The early years centre staff would appreciate a telephone call if your child is not able to attend early years centre on a particular day.

If your child becomes ill while at early years centre we will try to contact you or the emergency contact which you give us on your child's admission to early years centre.

If your child has an infectious disease such as chickenpox, please inform the early years centre as this will help to contain outbreaks.

Please note that there is a 48 hour exclusion policy if your child has had sickness or diarrhea.

We will always inform you about any minor accidents when you collect your child. These will be dealt with within the early years centre by Mrs Chesterman who is a qualified First Aider. If your child is seriously injured we will make every effort to contact you immediately. All accidents are recorded with a note of action taken.

All children in their pre-school year will be seen by the orthoptist. Appointments are issued in advance and parents are welcome to attend with their child.

Data Protection Act

Each year parents are asked to complete the Annual Data Check and a Disability Monitoring form to allow the school to update the information held about children and young people.

Personal information which you supply to us may be used in a number of ways, for example:

- to ensure the rights of pupils in school;
- to make the appropriate contact in an emergency;
- for teaching, registration, assessment and other administrative duties;
- to target resources appropriately.

Sharing information

The information may be shared with other services or public bodies for statistical, operational and analysis purposes. **For example**, with other Council services areas and external partners which may include Universities and similar organisations for research purposes, Glow (the national secure intranet for schools), Strathclyde Partnership for Transport and Transport Contractors (where appropriate), Ayrshire Valuation Joint Board (Electoral Register pupils over the age of 14 years only) NHS Ayrshire and Arran in relation to health programmes in school, annual data collections by the Scottish Government and provision of national examinations.

South Ayrshire Council has a duty to protect the public funds it administers and to this end may exchange information with other parts of the Council to ensure the data it holds is accurate or for the prevention or detection of fraud.

Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 enables any person to obtain information from Scottish public authorities. The Act applies to all Scottish public authorities; Scottish Government and its agencies; Scottish Parliament; Local Authorities; NHS Scotland; Universities and further education colleges; and the Police.

Public Authorities have to allow access to the following information:

- o The provision, cost and standard of its service;
- o Factual information or decision-making;
- o The reason for decisions made by it.

The legal right to access includes all types of 'records' information of any data held by the Scottish public authorities. From 1st January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

Helpful Addresses and websites

| Organisation | Address | Telephone Number |
|--|---|------------------|
| Educational Services South Ayrshire Council | County Buildings Wellington Square AYR KA7 1DR | 01292 612201 |
| Councillor Alec Clark | Ward 8 Girvan | |
| Councillor Gavin Scott | Ward 8 Girvan | |
| Councillor Peter Henderson | Ward 8 Girvan | |
| Education Scotland | https://education.gov.scot/parentzone/ | |
| HMIE | www.hmie.gov.uk | |

Although this information is correct at the time of printing, there could be changes affecting any of the matters dealt with in the document

- (a) Before the commencement or during the course of the school year in question, and/or
- (b) In relation to subsequent school years.