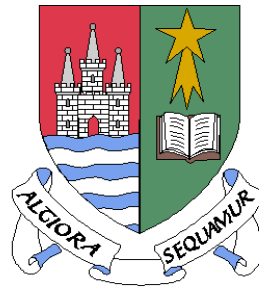




# Holmston Primary School



## School Handbook 2017 - 2018



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# Welcome

Dear Parents,

Welcome to our school handbook. I hope that you will find it interesting and valuable. It is designed to give you an accurate picture of life in Holmston Primary School and what we offer our pupils and their families.

Holmston Primary is at the heart of the local community that it serves and is very much a community school. It has been called “the village school in the town”. We work hard to create a safe, welcoming and positive ethos, which ensures that all pupils have the opportunity to have their individual learning needs met.

Our school places a strong emphasis on tailoring learning and teaching to ensure that every child’s needs are met. Pupil attainment and their wider achievements are important to us in ensuring that every child is given the opportunity to reach their full potential.

We aim to work in partnership with parents and actively encourage you to take a positive role in the education of your children. With your support we can work together to make sure your child gets the very best primary education available.

Please feel free to visit the school at anytime. We aim to ensure that any queries are dealt with speedily and courteously. Please also visit our website for further information.

We look forward to getting to know you, your children and your family better in the future.

Welcome to Holmston!



R Hardy  
Head Teacher





# Contact Details

## School Address

Holmston Primary School  
Holmston Road  
Ayr  
KA7 3BB

Tel: 01292 612705  
E-mail: [holmston.mail@south-ayrshire.gov.uk](mailto:holmston.mail@south-ayrshire.gov.uk)  
Website: [blogs.glowscotland.org.uk/sa/holmstonps/](http://blogs.glowscotland.org.uk/sa/holmstonps/)

## Opening Hours

Open	.....	9.00am
Interval	.....	10.45 am - 11.00 am
Lunch	.....	12.30 pm - 1.15 pm
Close	.....	3.00 pm

Please note that pupils in Primary 1 finish school at 12.30pm until the 1<sup>st</sup> Monday in September. After this they stay until 3.00pm.

## Catchment Details

Details of the school's catchment area and street names are available for inspection at the school and parents can also access them on the Council's website at [www.south-ayrshire.gov.uk](http://www.south-ayrshire.gov.uk). Catchment map and area are available from the School Management Section, Educational Services, County Buildings, Wellington Square, Ayr KA7 1DR

Holmston Primary School is part of the Belmont Academy Cluster alongside Alloway, Doonfoot, Braehead, Kincaidston, Tarbolton and Southcraig schools. Although certain streets are also part of the Ayr Academy catchment.

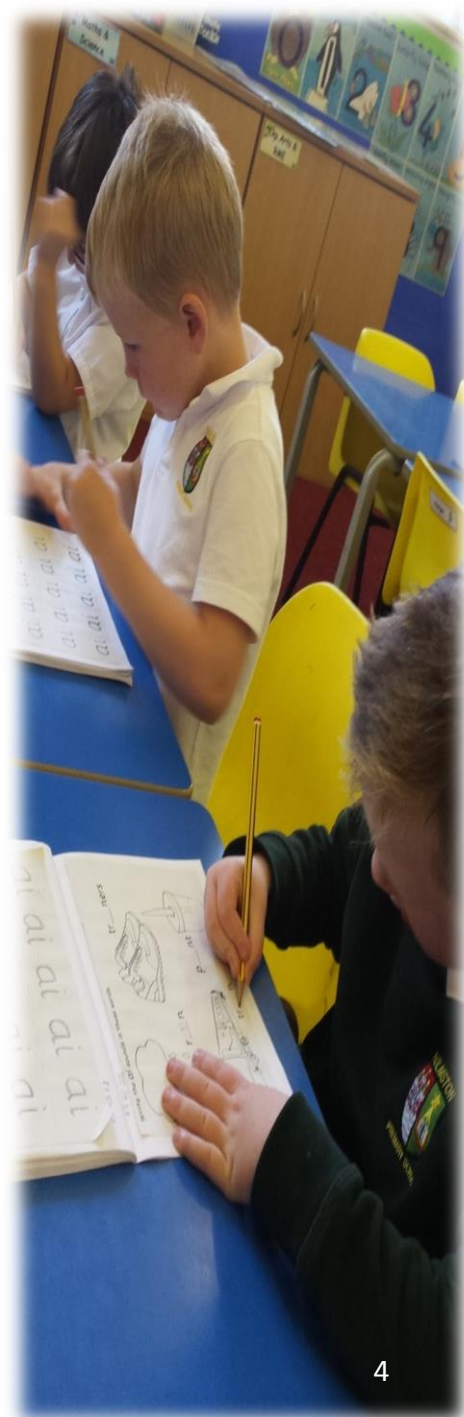
Holmston Primary is a non-denominational co-educational school situated in the centre of Ayr. At present the school roll is 192 from P1 to P7. The capacity of the school is 216. Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised. We do not have a nursery but several feeder nurseries from the local area.

The origins of Holmston Primary School can be traced back to the early nineteenth century when Captain John Smith, a mariner, bequeathed the sum of £2000 to fund a school for educating the children of the poor. The original school was built in Smith Street in 1825. In 1884 the school transferred to the present site in Holmston Road and in 1930 changed its name to Holmston Public School and later to Holmston Primary School.

The school has been extended and added to. We have a Gym Hall/Dining Room, library, Work Room, classrooms for each class and a fully resourced ICT suite. Our lunches are provided from Kincaidston Primary School.

Each pupil is part of a house: Belmont, Craigie, Castlehill and Greenan and our House Captains are elected from our Primary 7 class.

Useful links to additional information to be found in Appendix A



## Holmston Primary School Staff List

### Senior Management Team

Head Teacher / Named Person	R Hardy
Depute Head Teacher	K Reid

Janitor	J Wilson
Cleaner	L McDowall
Cleaner	L MacInally

### Teaching Staff

P1 Teacher	D Slider
P2 Teachers	A Dickson
P3 Teacher	G Mackenzie
P4 Teacher	E Pollock / G Davies
P5 Teacher	C Taylor / R Shanta
P6 Teacher	S Hunter
P7 Teacher	T Gunning
Creativity	H Messner

Catering Assistant	S Heathcote
Catering Assistant	A Cuthbert
Catering Assistant	J Kirk

Violin Teacher	Ms Burns
Brass Teacher	Mr McGraten

Minister	Rev. D Gemmell
Campus Cop	S Gilmour

### School Assistants (Classroom Assistants)

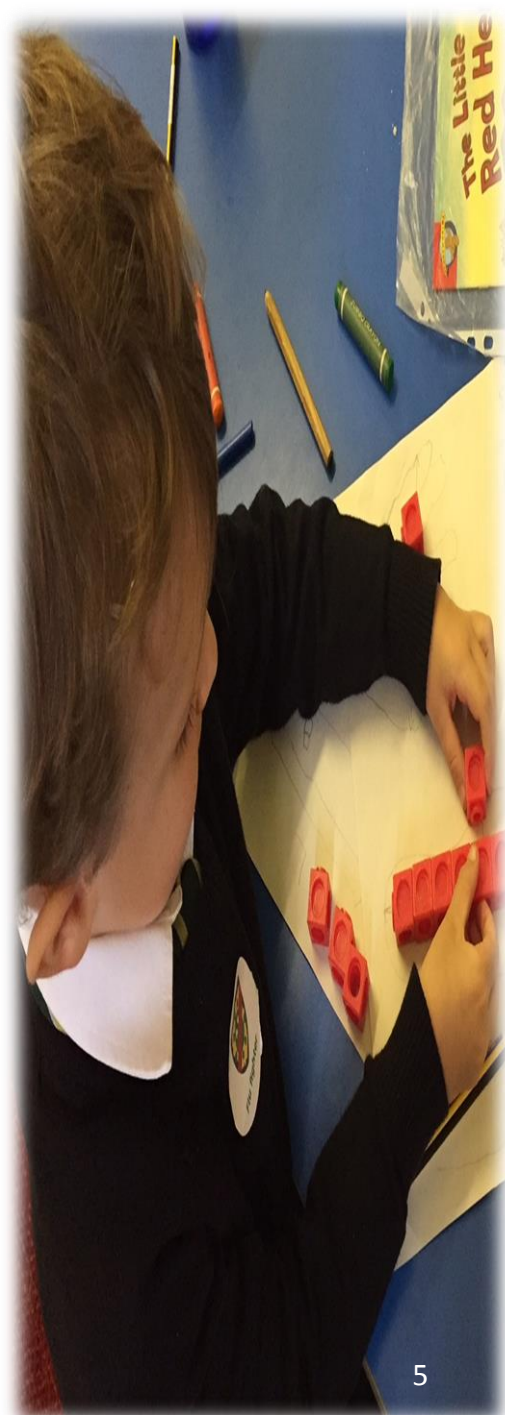
F McLaren  
N Rae  
E Scott  
L Bell  
L McKelvie

### Clerical Assistants

R Duffy  
S Young

### Parent Voice

Chair	Mrs Hannigan
Vice Chair	Mrs Curragh
Treasurers	Mrs Fraser and Mrs Russell
Secretary	Mrs Shields



## Registration and Enrolment

In South Ayrshire the main enrolment exercise takes place in January when pupils register for education. The dates and times are selected by the Education Authority and published in the local press. Enrolment dates are also displayed in all local nurseries.

Prospective parents and their children are welcome to visit the school, have a look around and have an informal chat about any aspect of school life.

At all other times please telephone the school prior to a visit in order to arrange a mutually convenient time to meet with the Head Teacher.

Please note:

The definition of 'parent' used is the broadly framed definition set out in the 1980 Act which is as follows: 'Parent' includes guardian and any person who is liable to maintain or has parental responsibilities in relation to, or has care of a child or young person. This is a wide definition which can include, by way of example, non-resident parents who are liable to maintain or have parental responsibilities in respect of a child and others with parental responsibilities, e.g. foster carers or kinship carers

## Transition

Pupils are normally transferred between the ages of 11½ and 12 ½ so that they will have the opportunity to complete at least four years of secondary education. Parents will be informed of the school arrangements no later than December of the year preceding the date of transfer.

There are excellent transition opportunities available to our pupils. These include transition days, STEM workshop days and visits from staff. There are extended transition arrangements for identified pupils to support this process.

Pupils from Holmston Primary usually transfer to :

**Belmont Academy**  
**8 Nursery Road**  
**Ayr**  
**KA7 3SN**

**Tel: 01292 612054**

**Website: <http://www.belmont.sayr.sch.uk/>**

Certain streets within the Belmont Academy catchment are also part of the Ayr Academy catchment. Please see the South Ayrshire website for further details.





## Parental Involvement

### Parents as Partners

At Holmston we value our links with parents as partners in their child's education. We have an open door policy where parents can contact the school at anytime to discuss their child. If the head teacher is not available parents can discuss the matter with the depute head teacher or make an appointment at a mutually suitable time. At all times parents are kept informed of events taking place at school, through regular e-mailed newsletters and letters sent home in school bags. Parents' views are sought through parent focus groups, questionnaires and evaluations.

Teachers provide information for parents on processes pupils use for example in mathematics to allow parents to support their child at home.

Homework is sent home regularly and parents are encouraged to communicate through the homework diaries.

Parents' meetings are held twice a year in October and March where an appointment system is used. Classrooms are open to allow parents to see the work going on which is displayed on the wall, through class or group projects and individual pupil work. Parents then meet with the class teacher. Parent information evenings on aspects of Curriculum for Excellence and open days are held throughout the year and we also encourage parents into the school to help out in classes, lead workshops and share their expertise.

Parents can contact the school on 01292 612705 or through the school e-mail:  
[Holmston.mail@south-ayrshire.gov.uk](mailto:Holmston.mail@south-ayrshire.gov.uk)



## Parent Council and Parent Forum

Parent Councils are the formal representative body for parents with children attending school. Parent Councils are different in each school to enable them to meet the needs of parents locally.

Parents are welcomed to be:

- Involved with their child's education and learning;
- Be active participants in the life of the school; and
- Express their views on school education generally and work in partnership with their children's schools

All parents / carers are automatically members of the Parent Forum at their child's school. As a member of the Parent Forum all parents can expect to:

- Receive information about the school and its activities;
- Hear about what partnership with parents means in our school;
- Be invited to be involved in ways and times that suit you;
- Identify issues you want the Parent Council, to work on with the school;
- Be asked your opinion by the Parent Council on issues relating to the school and the education it provides;
- Work in partnership with staff; and
- Enjoy taking part in the life of the school in whatever way possible.

The Parent Forum decides how their representatives on the Parent Council are chosen and how the Parent Council operates. Parents are encouraged to volunteer or put themselves forward to be chosen as representatives of the Parent Council if they wish.

The main aims of the Parent Council are to:

- Support the school in its work with pupils
- Represent the views of the parents
- Promote contact between the school, parents, pupils, providers of early years education and the community
- Report to the Parent Forum
- Be involved in the appointment of senior promoted staff
- Raise funds for the school for the benefit of pupils (in some schools the PTA/PA fulfils this role)

The Parent Council at Holmston Primary School is known as **The Parent Voice**.





## Parent Council and Parent Forum

We would encourage all parents to come along to the Parent Voice meetings and work in partnership to further enrich the pupils' experiences. The Parent Voice can be contacted through their email: [Holmstonparentvoice@yahoo.co.uk](mailto:Holmstonparentvoice@yahoo.co.uk)

The Office Bearers for the Parent Voice – Holmston's Parent Council are:

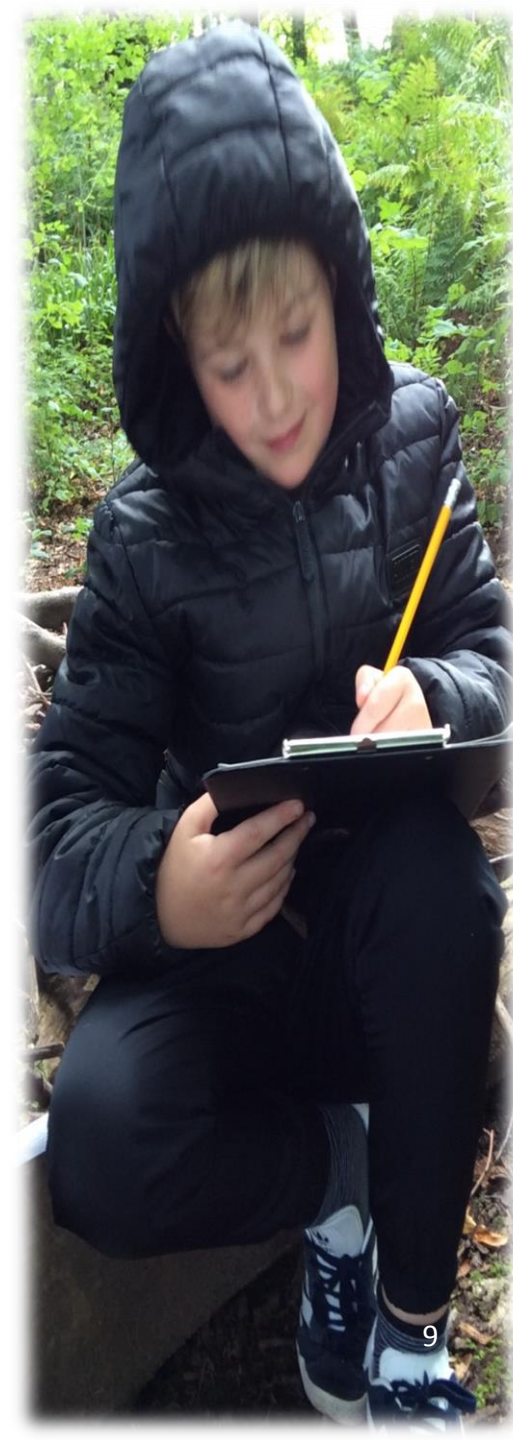
Chair	Mrs J Hannigan
Vice Chair	Mrs M Curragh
Treasurers	Mrs Fraser and Mrs Russell
Secretary	Mrs Shields

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

The Scottish Parent Teacher Council is the national organisation for PTAs and PAs in Scotland, Parent Councils can join too, and it runs an independent helpline service for all parents. They can be contacted by phone on 0131 226 4378, fax 0870 706 5814 or email on [spct@sptc.info](mailto:spct@sptc.info) or write to SPTC, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB.

**National Parent forum of Scotland –**  
[enquiry@parentforumsotland.org](mailto:enquiry@parentforumsotland.org)

The National Parent Forum of Scotland has been set up to give Parent Councils and parents an opportunity to discuss and raise educational issues of mutual interest or concerns at a national level.



## School Ethos, Aims and Values

South Ayrshire Council's vision is to establish South Ayrshire as the most dynamic, inclusive and sustainable community in Scotland. At Holmston we are committed to this.

At Holmston, staff work with parents to teach pupils respect for themselves and for one another.

The school motto, "Altiora sequamur" or 'Aim for the Highest', embraces the ethos of the school, which has consistently high standards and expectations and encourages innovation and creativity. The following values have been identified by pupils and staff as being the ones that should direct the work of the whole school community:

Our Values:

**Honesty      Respect      Fairness      Courage      Responsibility**

From our Primary 1 class to Primary 7 we are committed to ensuring that children experience the highest quality learning and teaching experiences possible. We promote active involvement of pupils in their own learning which should be motivating, challenging and fun!

This means:

- Children should have the opportunity of engaging with a broad range of learning experiences
- Pupils should be clear about the nature and purpose of learning activities. They should be involved in the setting and sharing of their goals
- Pupils need time and space to learn in order to consolidate and master learning
- Pupils should be encouraged to think creatively and encouraged to take responsibility for their own learning

*Altiora sequamur*



# School Ethos, Aims and Values

## **We aim to create a positive school ethos based on inclusion, equity and equality by:**

- Helping every pupil benefit from education, with particular regard to pupils with additional support needs
- Ensuring relationships are based on mutual respect and understanding
- Creating a climate where pupils, staff and parents feel valued and proud of their school
- Providing a wide range of experiences and opportunities to enable all pupils to develop in the four capacities
- taking account of children's views and opinions in making our plans for the school.

## **We aim to provide a stimulating and enjoyable curriculum for our pupils that will:**

- Equip pupils with the skills, knowledge, attitudes and expectations necessary for learning, life and work
- Encourage problem-solving, creativity and ambition
- Cater for all needs and abilities
- Foster creativity in education encouraging children to think independently, take risks and experiment
- Be delivered through quality teaching and a wide variety of learning opportunities underpinned by the principles of curriculum design

## **We aim to continue to improve the standard of achievement and attainment within the school by:**

- Promoting an ethos of effort and achievement
- Encouraging and supporting all pupils to work to the best of their ability, achieving the highest possible standards of attainment
- Raising standards of attainment in the core skills of numeracy and literacy
- Providing a high quality service with quality assurance and quality improvement built in
- Monitoring pupil attainment and achievement closely





## School Ethos, Aims and Values continued...

**We aim to assist our pupils' personal and social development and to teach them the values and responsibilities of citizenship in a democratic society by:**

- Promotion of the United Nations Convention of the Rights of the Child (UNCRC)
- Teaching pupils respect for themselves and others
- Encouraging pupils to take responsibility and leadership roles
- Promoting social confidence

**We aim to promote an effective partnership that links home, school and community by:**

- Keeping parents fully informed by reports, newsletters and workshops
- Actively involving parents in their children's education
- Supporting the work of the Parent Council
- Building relationships with businesses and services in the local area
- Contributing to the community through partnership working

**We aim to develop an effective framework for learning by:**

- Providing a quality programme of staff development and review
- Supporting and encouraging the self-discipline of pupils
- Striving to achieve an attractive, stimulating and safe school environment that is conducive to teaching and learning and takes into account the different learning styles of our pupils
- Delivering Curriculum for Excellence through the South Ayrshire Council's curricular frameworks



## The Curriculum – Curriculum for Excellence

Curriculum for Excellence is implemented across Scotland for all 3-18 year olds – wherever they learn. It aims to transform Scottish education, raise standards of achievement, and provide young people with the skills, knowledge and attributes they will need for learning, life and work in the twenty first century. This is encapsulated in the aim to improve the life chances of every young person in Scotland and develop their four capacities as: successful learners, confident individuals, responsible citizens and effective contributors.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth and builds on what they have learned at each stage. They will ensure that children continue to work at a pace that is appropriate for them but which also challenges and supports them to achieve their very best.

Every child is entitled to a broad general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and numbers skills that unlock other subjects and are vital to everyday life. All teachers are also responsible for the health and wellbeing of children and young people.

Curriculum for Excellence develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge and skills in one subject area to another, helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

All pupils are entitled to personal support to help them fulfil their potential and make the most of their learning opportunities with additional support wherever that's needed.



# The Curriculum

At Holmston we fully embrace Curriculum for Excellence. Our aim is to educate pupils to be successful learners, confident individuals, responsible citizens and effective contributors. We actively promote developing growth and mathematical mindsets. This involves learning from mistakes, embracing challenges with effort and perseverance, learning from and with others and believing in the power of 'yet'.

Pupils experience the totality of the curriculum across different contexts of learning. Subjects can be taught discreetly or through interdisciplinary approaches. Opportunities are provided for pupils to share their achievements and learn through the life and ethos of the school. Pupils work independently and in groups and are taught using a range of styles and approaches. Learning experiences are planned using the principles of curriculum design: personalisation and choice, relevance, coherence, challenge and enjoyment, breadth, depth and progression. We teach creativity skills through a range of contexts and this is linked to the Developing the Young Workforce agenda.

Learners are motivated and engaged across the four contexts for learning Throughout the school year, staff work collaboratively to plan a series of IDL themed weeks linked to the Developing the Young Workforce (DYW) agenda. During 'The Big Splash' fortnight, pupils were given a variety of opportunities to apply their skills in a range of familiar and unfamiliar situations as they found out more about the local businesses and employment opportunities in the local area linked to the seashore and coast. Visitors from Naval engineers, port authority workers and fishermen enriched the learning experiences of the pupils across the curricular subjects. This year the focus will be on Rural Ayrshire – Forests, Farms and Mines.

Pupils contribute to the planning and assessment process and are actively engaged in their learning. Curriculum for Excellence is a skills based curriculum developing skills for learning , life and work. This means that the focus is on developing these skills and not on the resources used. A variety of resources will be used across the subjects.

For further information about Curriculum for Excellence and ways in which you can support your child at home can be found on the 'Parentzone' website:

[www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone)





# Literacy and English

The Literacy and English curriculum includes reading, writing and talking and listening.

## Reading

In the earliest stages of learning to read, the look and say method is taught, i.e. look at the word and the picture and try to remember what the word looks like.

‘Phonics’, the sounding of the letters, is taught alongside the look and say method. The focus is on phonological awareness, which builds upon the work already started before children come to school when they learn nursery rhymes. A structured programme is used in Holmston for the teaching of phonics. Most of this work is done orally and aurally, both within and outwith the contexts of the class or group reading lessons.

From First Level onwards, the focus for teaching and learning moves to more complex skills of comprehension, and children are encouraged to ‘interrogate’ reading materials to ensure they fully understand what they have read. A variety of resources are used to meet the needs of the learners. These included: Story Worlds, Story Street, Street Wise, Project X, Oxford Reading Tree, Literacy Evolve and a range of group and class novels.

Pupils in P1 sit an online baseline test at the start of the school year and again at the end of the year.

Pupils in Primary 1, 4 and Primary 7 sit the Scottish National Standardised Assessments (SNSA) during the summer term.

## Writing

Children are encouraged to write independently from the earliest stages. Displays are used in every classroom to support the work in this area of language and are a useful reference point for all children.

Pupils are also given plenty of opportunities to practise and develop their writing skills across the curriculum, writing for a range of different purposes and genres. They are encouraged to link their reading to their writing.

## Talking and listening

Talking and listening are linked closely to reading and writing. Children are given a range of experiences to develop their talking and listening skills throughout the curriculum. This includes class-led assemblies, debates, pupil-led services, class discussions and leadership opportunities.



# Numeracy and Mathematics

*"To face the challenges of the 21st century, each young person needs to have confidence in using mathematical skills, and Scotland needs both specialist mathematicians and a highly numerate population"*  
Building the Curriculum 1

It is the policy of our school that all pupils will be given the opportunity to develop their understanding of Numeracy and Mathematics in a variety of motivating contexts as identified in Curriculum for Excellence.

Pupils will be encouraged to develop highly positive attitudes to Numeracy and Mathematics through challenging, relevant and motivating learning experiences. They will develop an appreciation of the awe and wonder of numbers through planned active learning which provides opportunities to observe, explore, investigate, collaborate, experiment, play, discuss and reflect.

A variety of resources are used to meet the needs of the learners. These include: Big Maths, Number Talks, Heinemann, Heinemann Active Maths and TJ materials.

Pupils in P1 sit an online baseline test at the start of the school year and again at the end of the year.

Pupils in Primary 1, 4 and Primary 7 sit the Scottish National Standardised Assessments (SNSA) during the summer term.

## Problem-Solving and Enquiry

The fundamental nature of mathematics is problem-solving and enquiry.

In order to become confident, pupils must have many opportunities to practise tackling problems and investigations at all stages from Primary 1 to Primary 7 across different areas of the curriculum.

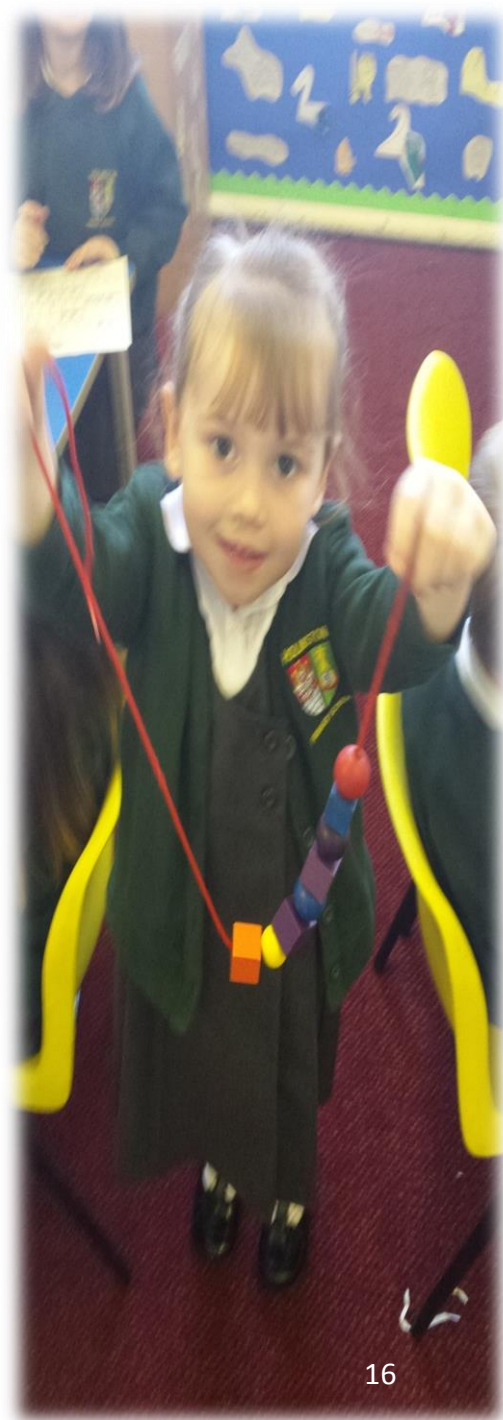
In all classes pupils will be given opportunities to tackle problems collaboratively and independently.

## Strands

The school programme is taken from the Experiences and Outcomes from Curriculum for Excellence and uses the South Ayrshire Skills framework.

This is broken down into 3 main areas:

- Number, Money and Measure
- Shape, Position and Movement
- Information Handling



## Social Studies

Social studies are structured into the following three key areas:

- people, past events and societies
- people, place and environment
- people in society, economy and business

Through Social Studies, skills and concepts that are in constant use are developed, as well as knowledge and understanding of facts and events and how these affect our lives.

Educational visits may be arranged to places of interest and members of the local community are invited to the school to add practical and personal contributions.

## Sciences

Science is an important part of everyday life. Through learning in the sciences, children and young people develop an interest and understanding of the living, physical and material world. Key concepts are identified under the following five key areas:

- planet Earth
- forces, electricity and waves
- biological systems
- materials
- topical science

Holmston is engaged with the Authority and National agenda on STEM, ensuring our pupils are equipped for the 21st century by developing the necessary skills in science, technology, engineering and maths.

## Technologies

Technologies is structured into the following key areas:

- Technological developments in society
- ICT to enhance learning,
- Business
- Computing science
- Food and textiles
- Craft, design engineering and graphics

We have a fully equipped ICT suite, class set of I-pads and interactive whiteboards in all classes. Pupils use their ICT skills to access a number of other curricular areas such as reading, maths and Social Studies as well as developing their coding and programming skills.

## Modern Languages

Learning other languages enables children and young people to make connections with different people and their cultures and to play a fuller part as global citizens. At Holmston French is taught from Primary 1 and this year Spanish is being introduced in Primaries 5, 6 and 7 in line with the National Modern Languages 1+2 agenda.





## Expressive arts

### Music

There is a progressive development of musical skills, knowledge and understanding. The children enjoy regular music making activities with a wide variety of available instruments.

Peripatetic specialist teachers undertake individual tuition in violin, cello, bass and brass. All pupils in primaries 4, 5, 6 and 7 can join the Glee club, where they prepare for performances throughout the year, both within school and at various venues in the community.

### Art and Design

Through Art and Design, children are encouraged to express themselves visually and to appreciate and enjoy their own and the work of other artists. Their imaginations are stimulated through various media. All children are encouraged to develop their creative talents through participating in activities that include the use of different materials.

### Dance

Through Dance, pupils are encouraged to develop their technical skills and the quality of their movement. They will have the opportunity of to use their imagination and skills to develop dance sequences. Scottish social dances are also taught as part of the curriculum.

### Drama

From their earliest years, children use imaginative play to explore, order and make sense of themselves and the world about them.

Drama extends and builds on this natural process and helps to build confidence and self-esteem. To help develop a range of dramatic techniques and skills, children have the opportunity to role-play, improvise, use movement and mime, and to use sound to express their own and others' ideas.

The opportunity to develop these skills often arises through other curricular areas, and in Holmston, these may often be linked to topic and language work.



# Health and Wellbeing

Health and Well Being as a curricular area consists of personal and social development, understanding of health, physical education and physical activity. Whilst integrating Health and Wellbeing across all curricular areas, some aspects will be taught through focused programmes. Learning in Health and Wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they may need for mental, emotional, social and physical wellbeing now and in the future.

Children and young people should feel happy, safe, respected and included in the school environment and all staff in the school are pro-active in promoting positive behaviour in the classroom, playground and the wider school community.

This area of the curriculum is also concerned with educating our children to cope with life. It is a vital area of learning and teaching and the work we do in this area helps our pupils to deal with difficult situations, but also helps in creating young, relaxed and confident learners.

We have a comprehensive and progressive programme in place, which focuses on developing skills such as independence, interdependence, self-awareness and self-confidence. Staff and pupils will also discuss issues such as personal safety, sexual health and parenthood, drug and alcohol abuse, Road Safety, Bully Proofing and Keeping Healthy.

We also provide pupils with leadership opportunities to develop their own skills and confidence. Senior pupils buddy younger pupils as Monitors, Playground Monitors and supporting reading through a paired reading programme.

At Holmston, our pupils have 2 hours of PE each week. Children are encouraged to be active at break times. After school clubs are provided to enable children to take part in various activities. Our Active Schools Coordinator has also worked closely with the school to set up after school clubs and supported classes with the PE Curriculum.

Each month there is a focus on one of the wellbeing indicators from the 'Getting it Right for Every Child' (GIRFEC) agenda: Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected, Included.

Any areas where children are to experience sensitive aspects of learning such as further work on emotional or physical development programmes will be communicated to parents by telephone in the first instance followed by an letter inviting the parents to discuss the programme to be delivered.



# Health and Wellbeing

## School Discipline

Learning in Health and Wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they may need for mental, emotional, social and physical wellbeing now and in the future.

Children and young people have the rights to feel safe, be healthy and active; to be nurtured; to achieve their potential; to be respected; given responsibility and to be included in the school environment and all staff in the school are pro-active in promoting positive behaviour in the classroom, playground and the wider school community.

It is our school policy to allow pupils to go to the toilet when they need it. If the teacher is in the middle of an important lesson they may be asked to wait a few minutes. If there are any medical conditions related to your child being allowed out to the toilet, please make the school aware of these. Pupils are also encouraged to bring water to school in a plastic bottle with a 'sports-cap'. A water fountain is available for pupils to fill bottles up during break or lunch time.

It is our aim at Holmston Primary, to provide a happy and secure environment for our pupils. For this to happen, pupils need to be aware of the school rules and behaviour policy.

### Our school rules

Our rules were decided by the pupils. Each class decided on what they thought should be our rules and then each class' suggestions were taken to a whole school assembly where it was decided to have four classroom and four playground rules.

#### Our classroom rules:

- Keep hands feet and unkind words to yourself
- Do as asked first time
- Do not interrupt when others are talking
- If you take it out, put it back

#### Our playground rules:

- Keep hands, feet, objects and unkind words to yourself
- Do as asked first time
- Use the toilet facilities properly
- When told, tidy playthings away and line up quietly

At the start of each session, classes agree on a class charter linked to the articles of the UN Convention on the Rights of the Child.





## Health and Wellbeing

### Our Assertive Discipline Procedures

If a child chooses to not follow the school or class rules they are given a reminder in the first instance.

If it continues a verbal warning is given and noted on the **Behaviour Record Sheet**.

After the 3<sup>rd</sup> warning pupils will be given a 10 minute time out. Parents will be informed before the time out occurs.

If the child continues to choose to display negative behaviours the consequence will be they are removed from the class for an arranged time.

Children who have difficulty managing their behaviour are given support from class teachers, school assistants, pupil support teacher and pupil support co-ordinator. If behaviour becomes extreme we will call in help from our partner agencies such as psychological services and home link.

At every stage in the proceedings parents will be kept informed and are welcome at any time in school to work alongside staff or offer information at support meetings.

Parental co-operation and support is paramount in ensuring that pupils follow the school rules.



## Religious and Moral Education

Religious Education makes a distinctive contribution to the curriculum in helping pupils towards a consistent set of beliefs, attitudes and practices within our own community and beyond. We have a structured programme, which is taught by class teachers and includes input from the school chaplain. Through the work in RME we encourage harmony, appreciation and consideration for the beliefs of others. Our school's associated church is The Auld Kirk, Ayr.

Religious and Moral Education with Personal and Social Development and Health are undertaken in accordance with national guidelines set out in SOIED Circular 6/9. The Education (Scotland) Act 1980 and the Scottish Government circular dated February 2011, "Curriculum for Excellence – Provision of Religious Observance in Schools"

Religious education is taught throughout the school. The aim of RE is to help pupils to explore and understand religion as it is found in the local community and in the wider world. Pupils will become familiar with Christianity and other major world religions – Judaism, Hinduism and Islam. Pupils will learn what other people believe, how they worship and celebrate and how religion affects their everyday life. Religious observance is held at regular intervals and reflects South Ayrshire's policy. The purpose of religious observance is to celebrate important occasions in the life of the school and community. Any parents wishing further information should contact the Head Teacher.

The Christian faith is upheld in the school. Hymns, Carols, Christian songs, and Bible stories are an integral part of the curriculum.

Any parent, who wishes, has the right to withdraw his/her child from religious education. The head teacher must be notified of any such request and where possible a meeting with the parents will be arranged in order to make appropriate provision for pupils withdrawn from religious education or observance.

Parents from religions other than Christianity may request that their children be permitted to be absent from school in order to celebrate recognised religious events.

Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on not more than three occasions (days) in any one school session and the pupil noted as an authorised absentee in the register.



## Wider Achievement

We recognise that pupils should have a wide range of opportunities and experiences from which they can realise success and achievement.

There are out of class activities most days. These usually take place from 3.00pm – 4.00pm. Classes are mainly run by Active Sports coaches, staff members with the help of some parents and partners in education.

Out of class activities are offered to pupils in Primary 1 – Primary 7. The out of class activities have included: Glee Club, Drama Club, ICT Club, Football, Karate and Volleyball.

Personal achievements are celebrated at assemblies and displayed on the “Our Achievements” wall and in class.

## Rights Respecting School Award

The School has achieved Level 1 of this award and we are working towards Level 2. The RRSA recognises achievement in putting the Convention on the Rights of the Child at the heart of a school’s planning, policies, practice and ethos.

## Achievements in 2016 – 2017

Last sessions achievement opportunities included:

- Primary 6 Pupils took part in Euro Quiz
- Primary 6 pupils took part in the K’Nex Challenge
- P7 pupils achieved the Award of Ambition
- 30 pupils achieved the John Muir Award
- Pupils in P5 participated in Level 1 Bikeability programme
- Pupils in P6 participated in Level 2 Bikeability
- Pupils in P1, P5 and P6 took part in the Ayrshire Music Festival. They received a commendation for their performances
- A P7 pupil’s art work was included in the Energy Agency 2017 calendar
- 3 P7 pupils performed a Burns poem at the Council Burns Supper
- 3 P7 pupils participated in the Glasgow University Primary Maths Challenge
- 2 pupils had their work displayed at the Barony Hall in Glasgow as part of the Scottish Engineering Special Leaders Award
- P1-P3 pupils participated in the Christmas Nativity.
- All Pupils participated in the Scottish Showcase
- All pupils participated in the STEM fayre
- The school achieved 3<sup>rd</sup> place in the national World Book Day competition
- 1 pupil was nominated as a finalist in the ‘Show Racism the Red Card’ competition





# Composite Classes

Primary schools have pupils at seven year stages, Primary 1 to Primary 7. A year stage is defined as a group of pupils entering primary education at a common date. Composite classes are those where children of more than one-year stage are grouped together to form a class.

Schools are staffed to agreed standards based on the total number of pupils within the school regardless of the numbers of pupils at each year stage. This means that the head teachers are required to take management decisions to organise classes to make best use of available staff, resources and space. Balancing up the various factors involves both educational and organisational considerations.

Head teachers take into account a number of considerations when organising their class structures. In allocating children to composite classes, head teachers bear in mind the progress children have made in their learning. For example, a group of children of similar ability, or working at broadly the same pace - particularly in mathematics/numeracy and/or language/literacy - may be allocated to the same class. Parents should be reassured that, by using information about how pupils are progressing to inform groupings for composite classes, no child is being disadvantaged by being “kept back” or “pushed on”.

Normally such classes will be formed before the start of a new school year so that all involved know that class structures exist for the new school session. In certain circumstances class restructuring may have to take place during the summer break or after a school session has started. However such cases will be very exceptional. Parents will be informed at the earliest opportunity of likely re-classification of classes to allow appropriate discussions to take place. Further information is available at the school.



## Equal Opportunities and Inclusion

In terms of the United Nations Convention on the Rights of the Child (UNCRC) and national law and policy, our school is committed to respecting children's rights to have equal opportunities and to be included.

The national legislation around equal opportunities and social inclusion includes:

Children and Young People (Scotland) Act 2014;  
Education (Additional Support for Learning)(Scotland) Act 2004 (as amended 2009) 'the ASN Act';  
Equality Act 2010;  
Disability Discrimination Act 2005  
Human Rights Act 1998;  
Children(Scotland) Act 1995

Holmston is a Rights Respecting School. All children are aware of the rights of the child, which are taught through assemblies and class lessons. The RRS group work to ensure all children are included. Equal opportunities are a basic human right. They encompass valuing everyone regardless of gender, sexuality, race, religious beliefs, disabilities and socio- economic background.

In our school we believe that all children should be encouraged to achieve their full potential. Each school has a Pupil Support Coordinator who along with the Named Person has responsibility to ensure each child's needs are met. They will work alongside Pupil Support staff within their own school and also centrally. Central staff include Inclusion Co-ordinators, ASN teams, Psychological Services and Quality Improvement Officers.

If you need further information on any of the above contact your school Pupil Support Co-ordinator.

South Ayrshire puts this into practice through the following core beliefs:

**Presumption of mainstream:** All children and young people have the right to an education within a mainstream school (Standards in Scotland's School Act 2000);

**Most inclusive option:** Wherever possible, children and young people will be provided with an education within their own community and/ or within their own catchment school (Additional Support For Learning Act 2004)(Amended 2009)

**Staged intervention:** If there are concerns about how a child or young person is coping within a mainstream placement, the model of staged intervention will be followed and this may include multi-agency meetings to assess and plan with all available resources (Additional Support For Learning Act 2004)(Amended 2009). There is a particular focus in gathering the views of children, young people and their parents relating to the support required to minimise barriers to learning

**Links to community:** If it is agreed that a placement outwith a child's community is appropriate to meet their needs, it is important to consider ways in which a child can maintain links and relationships with peers from their own community (Additional Support For Learning Act 2004)(Amended 2009)

**Involvement of child and parent/ carer:** It is vital that the child and young person and parents/ carers are involved in all of these processes and that the child or young person's views are taken account of in any decisions made. ((Additional Support For Learning Act 2004)(Amended 2009) and The Children (Scotland) Act 1995)

**ASN legislation:** all processes and meetings will comply with the timescales of the ASN legislation.





# Assessment and Reporting

## How is Learning in the Broad General Education Assessed?

Assessment is a central part of everyday learning and teaching for children and young people. Teachers gather evidence on an ongoing and informal basis through asking questions, observing children working together and making comments on their work. Children may assess their own work or that of their classmates. Some assessment is more formal, such as projects, investigations, case studies and tests. The assessment of children's progress throughout primary school and in secondary S1–S3 is based partly on teachers' views: their "professional judgement". In making these judgements, teachers draw on their professional knowledge and understanding of the child using a very wide range of assessment information including standardised assessments.

The professional assessment judgements of teachers are expressed in terms of a child or young person's progress within and through levels. Most children are expected to have achieved the early level by the end of P1, first level by the end of P4, second level by the end of P7 and third level by the end of S3. Many will achieve fourth level by the end of S3.

All schools in South Ayrshire Council have been using standardised assessments, along with a range of other assessment information for several years, to monitor the progress of individual learners and support their learning. From August 2017, new, national standardised assessments were introduced in all schools in Scotland. These assessments will provide an additional source of nationally consistent evidence for teachers to use when assessing children's progress.

## National Standardised Assessments

Every child in P1, P4, P7 and S3 will undertake national standardised assessments covering some aspects of reading, writing and working with numbers. Assessments will be completed online and will be automatically marked by the online system, giving teachers immediate feedback to help children progress. The assessments will be used to help teachers understand how well your child is progressing with his or her learning and to plan next steps. There will be no pass or fail.

The exercises in the tests are adaptive to your child's response and offer an evaluation of your child's skills in these key areas. In other words, the system is designed so that if a child is struggling with the questions they will get easier, and if a child is doing well the questions will become more challenging.

A time limit of 50 minutes for each assessment has been set. This is an absolute maximum, to ensure that no child feels an unnecessary time pressure when undertaking the assessments. Your child will not be expected to take assessments covering reading, writing and working with numbers in one sitting. In South Ayrshire, national standardised assessments will usually take place at the end of a year in the summer term. The assessments will, as far as possible, accommodate the needs of children who require additional support.





# Assessment and Reporting

## Curriculum for Excellence Levels

### Tracking and Monitoring Progress

The progress of individual learners is tracked and monitored during the session. Staff have termly meetings with the SMT to report on progress of individuals in the core areas. Progress through the curriculum is reported to parents during parents' meetings in October and March and in the end of year written report.

Level	Stage
Early	The pre-school years and Primary 1 or later for some
First	To the end of Primary 4, but earlier or later for some
Second	To the end of Primary 7, but earlier or later for some
Third and Fourth	Senior 1 to Senior 3, but earlier for some. The fourth level broadly equates to SCQF level 4
Senior Phase	Senior 4 to Senior 6 and college or other means of study

Progress through the levels is described using the terms ***developing, consolidating and secure***. These are stages in the learner's journey and not hurdles that have to be crossed. This includes:

#### Developing

The learner is beginning to make progress in an increasing number of outcomes across the breadth of learning described in the experiences and outcomes.

#### Consolidating

The learner has achieved a breadth of learning across many of the experiences and outcomes for the level and can apply what they have learned in familiar situations.

#### Secure

Has achieved a breadth of learning across almost all the experiences and outcomes for the level including significant aspects of the curriculum and can apply what he/she has learned in new and unfamiliar situations.

The Curriculum for Excellence and assessment data and the data relating to pupils performance in SQA examinations in the Senior Phase (S4-S6) for South Ayrshire schools is reported to members of the public in the annual performance report which is published in February each year.



## Assessment and Reporting

During October and March parents are given an opportunity to meet formally with teachers to discuss their child's progress. At least two weeks' notice is given for each meeting.

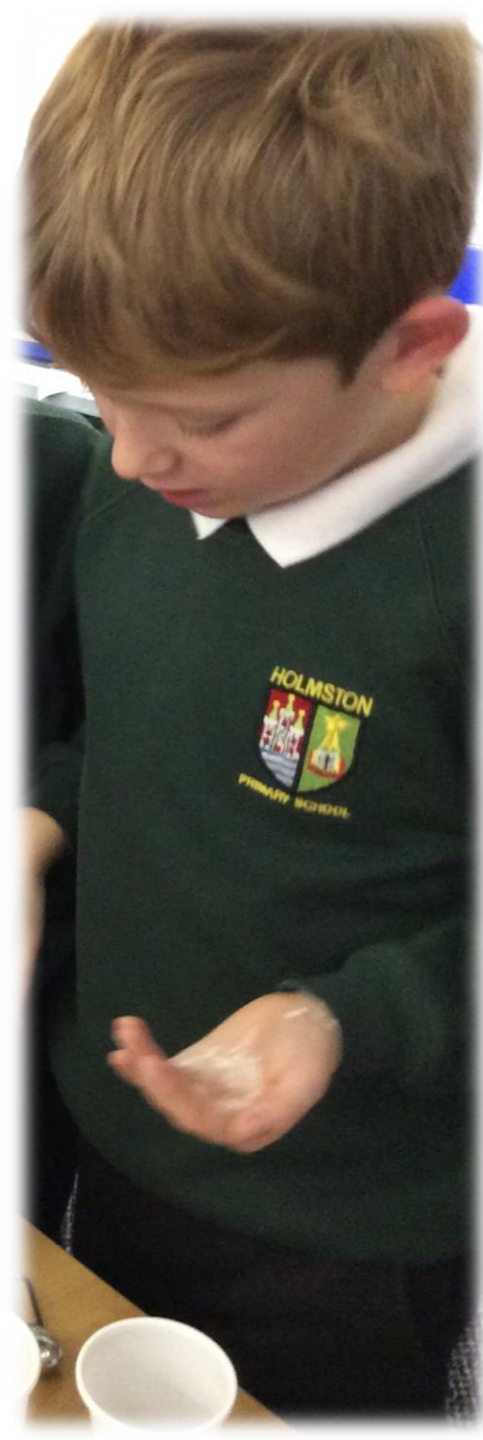
At Holmston we also have open afternoons, where parents can come to the school and see the work going on in the classroom. These are informal sessions and parents can talk to class teachers, pupil support teacher and members of the management team if they wish.

Holmston has an open door policy where parents can come in and discuss matters involving their child. If a parent would prefer to see a particular person they should contact the school where a suitable time to call will be arranged.

Parents will receive an annual written report towards the end of the school year. This gives an overview of the progress within each curricular area and the Curriculum for Excellence Levels that the child is working in.

In summary, the standards and expectations of assessment are:

- Greater breadth and depth of learning
- Greater focus on the secure development of skills and knowledge
- Progress across a breadth of learning
- Application of learning in different and unfamiliar contexts
- Effective planning and tracking of progress
- Summary of achievements
- Effective preparation of children for the next stage in learning



# Support for Pupils – Additional Support Needs

South Ayrshire Council has duties outlined in the Standards in Scotland's Schools Act (2000), and the Education (Additional Support for Learning) (Scotland) Act 2004 (As amended). These include the production of a policy for additional support needs; authority arrangements for identification and assessment of additional support needs; preparation of plans, including a CSP where appropriate; maintain and review additional support needs on an ongoing basis.

South Ayrshire Council is committed to a policy of inclusion to carry out these duties of support. The authority is also committed to maintaining a range of specialist establishments and services to support the whole continuum of needs.

## What are additional support needs (ASN)?

Some children and young people need extra help in school to make progress. It is the duty of the education authority to support all children and young people with additional support needs.

Children and young people may need help with their reading or writing; to make sure they can get into and around the school; or to support their learning through difficult family circumstances. Additional support needs can last for any length of time. Further examples of situations where additional support may be needed for a child or young person who:

- has a learning difficulty
- is able
- has emotional or social difficulties
- is bereaved
- is deaf or blind
- is being bullied
- is not attending school regularly
- is 'looked after' by the local authority





# Support for Pupils – Additional Support Needs

## How do we make sure we can meet the additional support needs of pupils in South Ayrshire?

All children and young people may need additional support at some point to help them make the most of their education. Most children are supported through their own class teacher and appropriate class based strategies and supports.

If a pupil needs more help than the class teacher can provide, then a process of providing the right support begins. We call this staged intervention. Staged intervention is our way of assessing, identifying and then providing the necessary additional support and/ or strategies for a child or young person.

Staged intervention can be broken down into the following stages:

### Stage 1 (a) - In class support

Where additional supports can be delivered through the use of class based strategies/interventions.

### Stage 1(b) – In School Support

Where a child's additional support needs require intervention from a specialist teacher (e.g. Additional Support for Learning staff) or targeted support from a School Assistant they will be deemed to be supported at Stage 1(b). An action plan should be created and reviewed.

## Stage 2 - Additional Support from a service that is universally available

Where support for a child's Additional Support Need cannot be met solely through school based interventions the school and family may seek support from other universal services . The Named Person will contact the appropriate service/agency to discuss/identify what supports are universally available to meet the identified wellbeing need. **Consent from parents and child (12+) will be sought prior to a request being made.** An action plan will be created and formally reviewed.

## Stage 3 - Specialist help from a multi-agency team

At this stage a **wellbeing assessment** will be completed. The Named Person will contact the appropriate multi-agency team, and work in partnership with parents and learners to discuss/identify what targeted supports are required to minimise the barriers to learning.

A team around the child meeting (TAC) will be convened to determine how agencies can provide support.

All children at Stage 3 will benefit from **at least one targeted support**. Further universal supports may also be part of the support provided to children at this level.



## Support for Pupils

## Coordinated Support Plan (CSP)

For a small number of children or young people, a Coordinated Support Plan (CSP) may be needed. This is prepared when there is 'significant' involvement from professionals from one or more agencies outwith education that will last for longer than 1 year. For further information see [www.enquire.org](http://www.enquire.org)

## Supports available

Educational Services have developed a range of enhanced services to help meet the identified needs of children and young people. These services assist establishments in responding to the additional supports required. These can be accessed throughout the staged intervention process. These supports include:

- Psychological Services
- Peripatetic Services e.g. Visual Impairment and Hearing Impairment
- Home Link Team
- Looked After and Accommodated Service
- Learning and Inclusion Team
- School Support Assistants
- Additional Support for Learning Teachers
- Home Tutoring
- Outreach services from Specialist Centres

Education will also access support where appropriate from colleagues within Health and Social Care Partnership in order to address a range of concerns. Where necessary, establishments can access advice and direct support from e.g. Speech and Language Therapy, Occupational Therapy and Physiotherapy.

## How can parents help to support children and young people with additional support needs?

As parents/carers, you will be fully involved in both the assessment of your child's needs and the plan of any outcomes detailed on your child's support plan (Action Plan or CSP). Parent's and children's views should be taken into account and recorded through the Child's Assessment and Plan. Opportunities are also given by South Ayrshire Council to parents/carers to contribute to policy and procedure development including the Additional Support for Learning Parents Forum, engagement during improvement visits and consultation on the Children's Service Plan

Parents should be fully aware of and be involved in the arrangements to support their children. They can bring supporters or advocates to any meeting at school to discuss their child.

## What role do children and young people play?

All children and young people will have the opportunity to make their views known about decisions that affect them. Children and young people's views should be taken into account and recorded through the Child's Assessment and Plan. They will be encouraged to take part in any meeting where people are discussing their additional support needs. They will help to set their own targets and to review these.



# Support for Pupils – Additional Support Needs

## How can parents make requests for assessment?

Assessment is a process of gathering information to inform and direct strategy and intervention to support a child's additional support needs. It should take account of a child's strengths and areas of difficulty. Assessment can take the form of observations, samples of work, specific assessment tools, discussions with staff involved with children, discussion with parents, etc.

As a parent or carer you will be fully consulted and kept informed at all stages of the assessment process by the Pupil Support Co-ordinator or Named Person.

The Education (Additional Support for Learning) (Scotland) Act (2004) makes sure that parents or young people can ask an education authority to arrange for an assessment or examination. The request can be for an educational, psychological or medical assessment or examination. Requests for assessment must be in writing or some other permanent form which can be referred to in the future. The request should contain the reasons for the request and the education authority must meet this request unless it is unreasonable.

Parents can expect a response to such requests within four weeks and will be notified of the person in the authority who is dealing with the request. These requests should be sent to the Inclusion Co-ordinator.

## What can parents do if they don't agree with the authority?

Initially parents should discuss their concerns with the head of their child's school. If this is not possible, parents can also speak to the Quality Improvement Officer for their child's school.

Parents can also use 'Listening to You'. This is an online service which allows you to log concerns and complaints.

[www.south-ayrshire.gov.uk/listeningtoyou](http://www.south-ayrshire.gov.uk/listeningtoyou)

If the above has been exhausted there are more formal avenues to resolve concerns and disputes including mediation, appeals and tribunal processes. Information on these will be available in schools and also from the education authority.

## Enquire

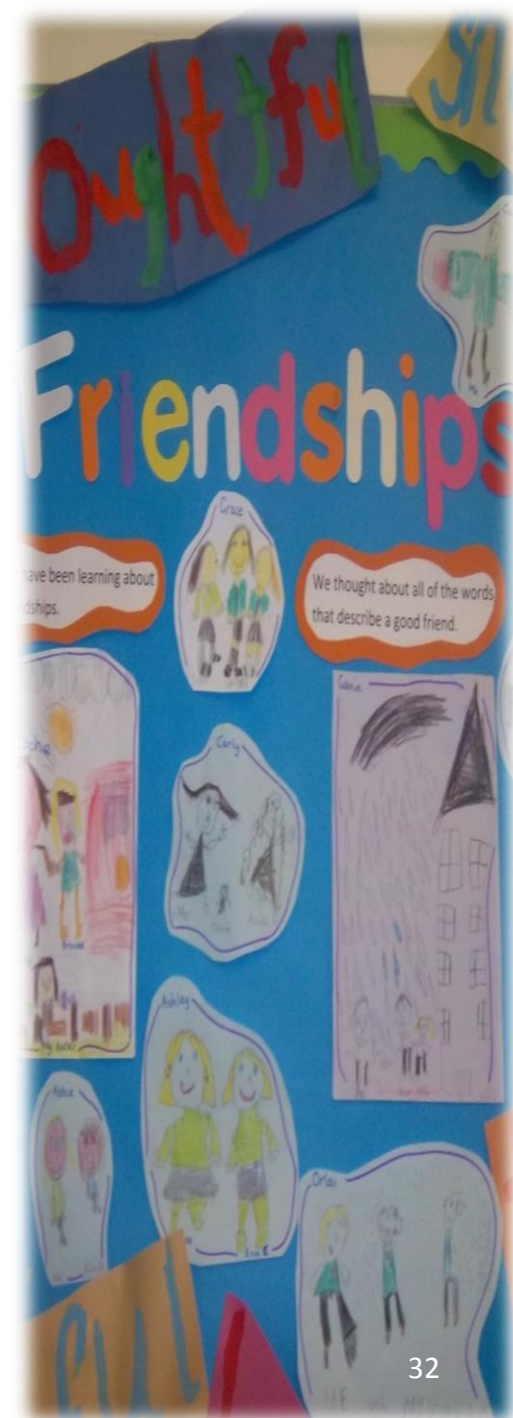
[www.enquire.org.uk](http://www.enquire.org.uk)

Scottish Enquire helpline: 0845 123 2303

Textphone: 0131 22 22 439

Email: [info@enquire.org.uk](mailto:info@enquire.org.uk)

Enquire, the Scottish advice service for Additional Support for Learning provides free, independent and impartial advice through its helpline.





# Support for Pupils – Additional Support Needs

## Where can parents get support and information relating to additional support needs?

If parents and young people are still unhappy at the decision, then they should be assisted to know their rights to seek alternative methods of resolving the matter, through mediation, for example or to make a reference to the Additional Supports Needs Tribunal for Scotland. Telephone numbers and webpages are listed below.

### Quality Improvement Manager

County Buildings  
Wellington Square  
AYR  
KA7 1DR  
Tel: 01292 612201

### Principal Educational Psychologist

Queen Margaret Academy  
Dalmellington Road  
Ayr  
KA7 3TL  
Tel: 01292 612819

### Co-ordinator (Inclusion)

Educational Services  
County Buildings  
Wellington Square  
Ayr  
KA7 1DR  
Tel: 01292 612292 or 612504

### Scottish Child Law Centre

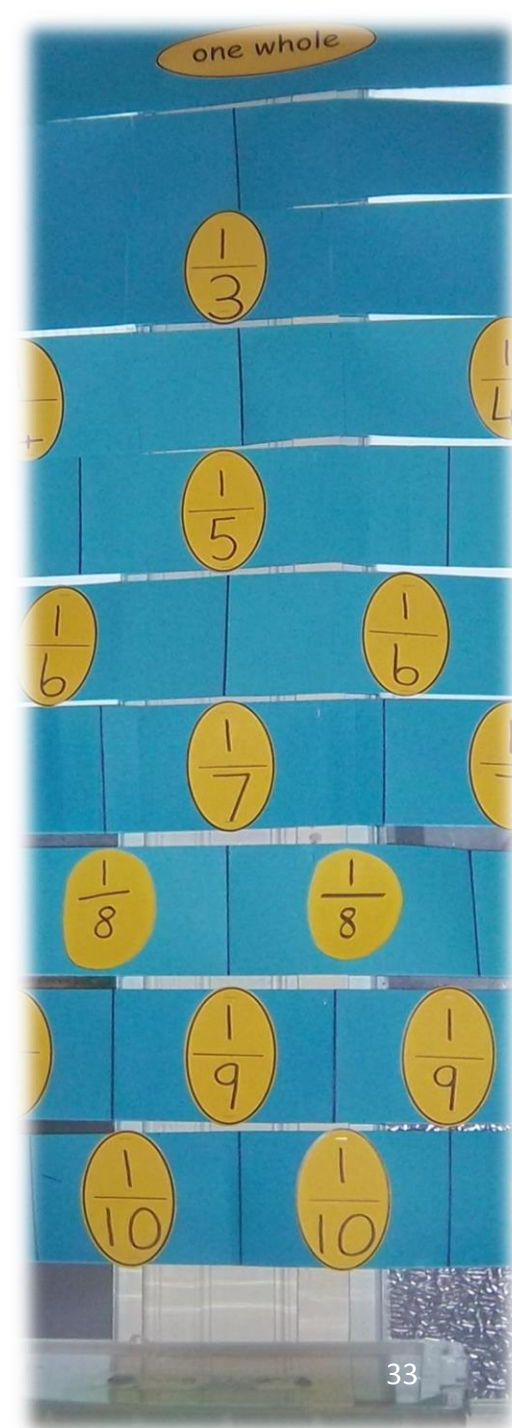
The Scottish Child Law Centre provides free legal advice and information for and about children and young people.  
54 East Cross Causeway  
Edinburgh  
Midlothian  
EH8 9HD  
Tel: 0131 667 6333  
Email: [enquiries@sclc.org.uk](mailto:enquiries@sclc.org.uk)

### Resolve

Children in Scotland  
5 Shandwick Place  
Edinburgh  
EH2 4RG  
Tel: 0131 222 2456

### Advocacy Service

John Pollock Centre  
Mainholm Road  
Ayr  
KA8 0QD  
Tel: 01292 285372



## Psychological Service

Educational Psychologists have five key elements to their service delivery including:

- Consultation and advice;
- Assessment;
- Intervention;
- Research and training;
- Policy development;

This can be delivered at different levels, from that of the child to the school to the local authority. For example the educational psychologist can work with school staff and parents/carers to assess a child's strengths and difficulties as well as work directly with a child/young person to provide support. They can also work with school staff to support them to develop policies and supports that will benefit all of the children in a school such as behaviour policies, playground supports, etc.

The educational psychologist will work collaboratively with many different people to improve the educational outcomes for children and young people. Much of their work involves consulting and working through others, especially those who see the child/ young person on a regular basis such as school staff and parents/ carers.

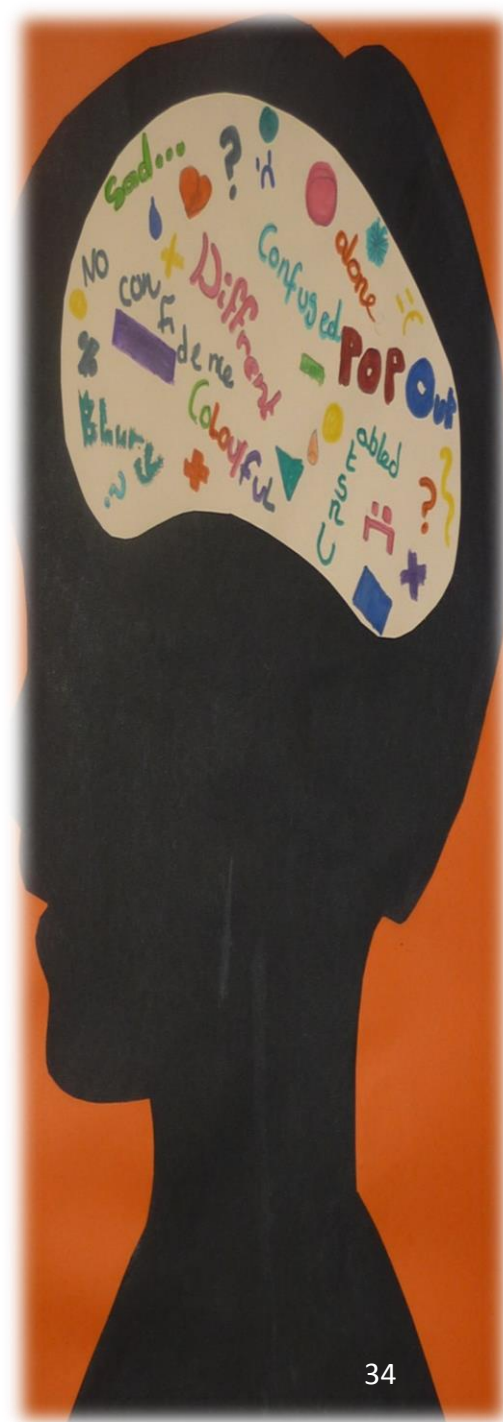
The Psychological Service works within South Ayrshire's staged approach to supporting young people with additional support needs. The first stage of the process involves support at the classroom level by class teachers and other support staff based within the school. If a school wish to consult or chat to the educational psychologist regarding a child, school staff will always ask parental permission first. Once this is provided, the school or psychologist will keep the parent or carer up to date with discussions although it is likely that the parent will be involved in discussions.

If a parent wishes to request the involvement of an educational psychologist, they should discuss this initially with staff at their child's school. This could be their child's class teacher or the school's Pupil Support Coordinator. The school can then consider what preliminary assessments and interventions may be required to support your child. If further advice or intervention is required schools can arrange a consultation with the school's educational psychologist. See the service's website for further details on what a parent can expect from a consultation with an educational psychologist.

If a parent has particular concerns they wish to discuss further with their school's educational psychologist they can contact the Psychological Service themselves to discuss any concerns. All psychologists are based in Queen Margaret Academy and can be contacted on 01292 612819.

Educational Psychologists maintain consultation notes for children who have been discussed but only open Psychological Service case files if there is to be direct work with a child or family or there is a high frequency of consultations required. Again parental permission is sought prior to opening a Psychological Services case file.

Each educational establishment in South Ayrshire has an allocated educational psychologist and the details of this can be found on their website: [www.eps.south-ayrshire.gov.uk](http://www.eps.south-ayrshire.gov.uk) as can other information on South Ayrshire's Psychological Service.



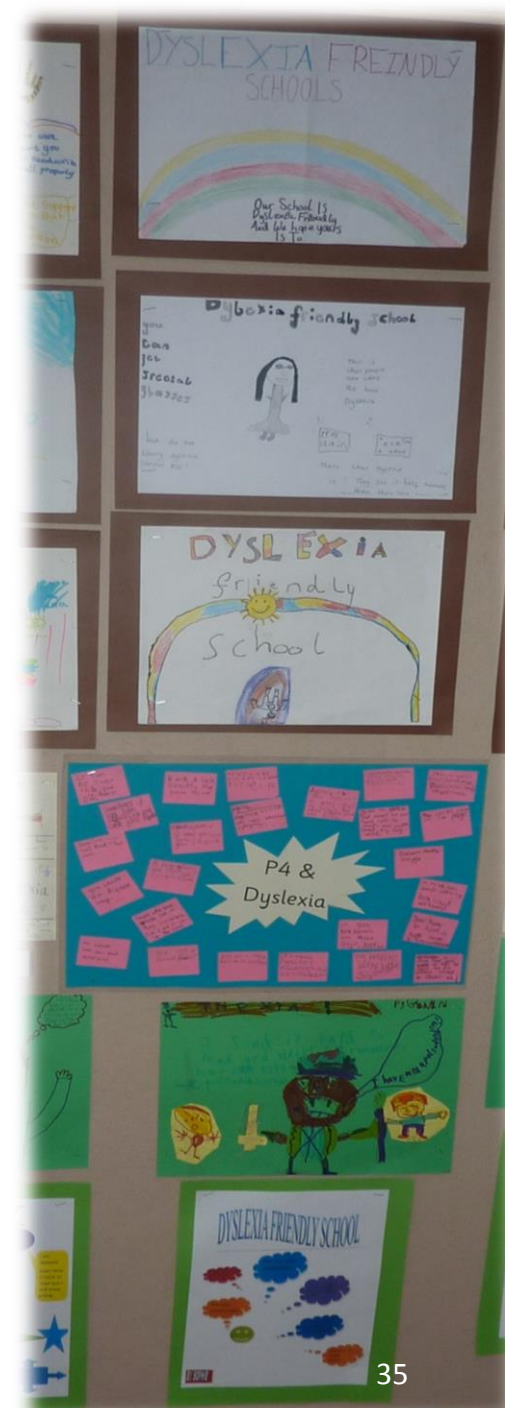
# Getting It Right for Every Child (GIRFEC)

## Information Sharing

In South Ayrshire educational establishments and schools we work closely with partner services including in health, social work, police, Children's Reporter, 3<sup>rd</sup> sectors and charities to ensure that children and families receive the help and support they need as quickly as possible. To improve the quality of the services we all provide, we may wish to share information about your child. You may therefore be asked for your agreement to share this information with relevant services. You have a choice about whether or not your child's information is shared and have the right to refuse to give your consent, in most cases.

In exceptional cases, where we consider that any child is at risk of harm, we may share information, without consent to protect them. All members of staff working in South Ayrshire educational establishments /schools are trained to follow child protection procedures.

If you would like further information please refer to the Ayrshire GIRFEC website: <http://www.girfec-ayrshire.co.uk/home/> and the Guide to Information Sharing for parents/carers in Ayrshire and Arran. <http://www.girfec-ayrshire.co.uk/wp-content/uploads/2014/08/GIRFEC-Parents-and-Carers-e-guidance-June-2017.pdf>





## Child Protection

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

Helping them learn about their personal safety, including internet 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; and

Understanding the steps that must be taken when there are concerns for children's and young people's safety.

The school has a Child Protection Co-ordinator who will co-ordinate the school's response to concerns for children's and young people's safety and where they may be at risk of significant harm.. The Authority 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.



## School Improvement

At Holmston Primary we are continually striving to raise the standard of education we provide and the attainment of our pupils. The trend is towards continual improvement. Information for 2016 - 2017 is shown below.

### Children attaining appropriate Curriculum for Excellence levels in Literacy, Numeracy and Health and Wellbeing in 2016-2017

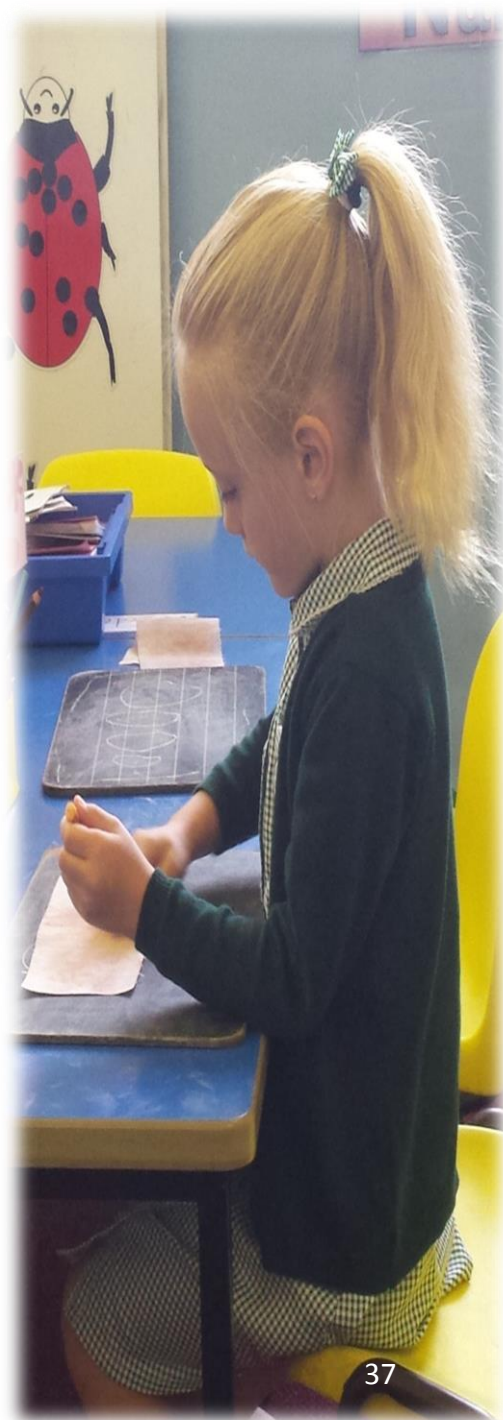
	2016 - 2017		
	Literacy	Numeracy	Health & WB
Early	81%	89%	93%
First	88%	88%	85%
Second	87%	93%	100%

### C.E.M. Data 2016-17 – pupils achieving age appropriate scores

	2016/2017	
	Reading	Maths
P1	89%	89%
P3	97%	100%
P4	92%	92%
P5	83%	86%
P6	100%	96%
P7	90%	81%

The School Standards and Quality Report and Improvement Plan detail how the school has improved and plans to improve over the next year. This can be accessed from our school website. Throughout the year parents views are sought through the Parent Council (Parent Voice), Focus groups and parental questionnaires. Parents can obtain information on the school's most recent HMIE inspection from Scottish Schools Online at the following link

<http://www.educationscotland.gov.uk/scottishschoolsonline/>



# School Policies and Practical Information

## Choosing a school

Under the placing request arrangements parents have the right to choose a school other than the catchment denominational or non-denominational school for their area. This is known as a placing request and application forms can be obtained from the school office or Educational Services, County Buildings, Wellington Square, AYR KA7 1DR, telephone 01292 612465.

Unfortunately it is not possible to guarantee that a placing request will be successful but parents will have the right of appeal should it be unsuccessful. Full details of the placing request arrangements are contained in the application form or on the Council website:

<http://www.south-ayrshire.gov.uk/schools/placing-requests.aspx>

You should be aware that if you decide to make a placing request your child would no longer be automatically considered for a place in their catchment school.

## Homework

Homework is set to further practise work covered in class and the skills being taught in school. Homework will be set on a regular basis throughout the school. Time spent on homework should range from 15 minutes daily for younger children to 30 minutes for older children. Some teachers prefer to set homework for the whole week to allow for children attending activities outside school such as cubs, brownies and dancing. This allows the child to organise their own time.

All pupils have homework diaries. These should be signed nightly by parents. The pupils in Primary 3 – 7 have homework diaries/ personal planners. These enable pupils to discuss and note wider achievements and activities and there is an opportunity for pupils to think about and evaluate their learning.

Homework is an important part of the link between home and school. Parents are encouraged to work as partners with homework set by the class teacher. Parents are encouraged to comment in the homework diaries and are involved in evaluating aspects of class work. A copy of the homework policy is included in the class information which is issued at the beginning of the year.





# School Policies and Practical Information

## Pupil Council

Consultation with pupils about their views on their school environment and their learning is important and valuable in our school. Giving young people a “voice” as partners in the process of school improvement, leads to more effective learning organisations.

Pupil Councils are one means of ensuring that young people develop positive attitudes and an opportunity to take part in “real life” decision making within their own school setting.

## Leadership Opportunities

We offer a range of opportunities for pupils to develop leadership skills. These include Prefects, House Captains, Monitors, Head Boy and Head Girl and P1 buddies

Our Playground Leaders are trained to support younger pupils play a range of playground games and our ICT Digital Leaders are trained to teach other pupils about Lego Mindstorms alongside being responsible for the sound and visual equipment for assemblies and shows.

## Playground Supervision

The Safety and Supervision of Pupils (Scotland) Regulations 1990 sets out the legislative requirements in respect of the supervision of children.

The regulations apply to special schools and primary schools with 50 or more children and young people. At these schools, children and young people must be supervised by at least one person.

Appropriate staff will carry out playground supervision under the guidance of the head teacher. Supervision should be 15 minutes before school opens for classes, during breaks between classes and after classes finish at the end of the school day.

Regular meetings between the supervisor/s and head teacher are important to share information and to maintain the good behaviour in the school. This may include sharing information about suspected incidents of bullying or abuse etc.



# School Policies and Practical Information

## Attendance

**Section 30 of the 1980 Education Act** lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon. In secondary schools attendance is recorded each period.

**Regulation 7 of The Education (Scotland and Placing Information) (Scotland) Amendment etc. Regulations 1993** requires each child/young person's absence from school to be recorded in the school register as authorised: e.g. approved by the authority, or unauthorised; e.g. unexplained by the parent (truancy) or excluded from school.

### Family holiday not authorised by the school

Family holidays taken during term time will be categorised as unauthorised absence. Only in exceptional and very limited circumstances will schools authorise a family holiday during term time. Such circumstances may include:

- A family holiday judged to be important to the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events;
- Where a parent's employment is of a nature where school holiday leave cannot be accommodated (e.g. armed services or emergency services).

Where parents are in the emergency services and routinely take holidays outwith the school holiday when the option is available of taking leave during the school holiday, the absence will be considered unauthorised.

A family holiday classified under the 'authorised absence' category should not include such reasons as:

- The availability of cheap holidays;
- The availability of desired accommodation;
- Poor weather experienced during school holidays;
- Holidays which overlap the beginning or end of term;
- Parental difficulty obtaining leave (with local judgement applied in cases where evidence is provided by the employer that it cannot accommodate leave during school holidays without serious consequences)



# School Policies and Practical Information

## Attendance

### Extended leave with parental consent

Almost all family holidays will be recorded as unauthorised absence. Extended leave with parental consent will not be considered the same as a family holiday. Extended leave with parental consent will be recorded separately outside the figures for attendance and absence, and include circumstances such as:

- Extended overseas educational trips not organised by the school
- Short-term parental placement abroad
- Family returning to its country of origin (to care for a relative, or for cultural reasons)
- Leave in relation to the children of travelling families

### Advice to parents

Schools will follow-up all instances of pupil non-attendance in order to record accurately the reason for absence using the above coding system. **It would be extremely helpful in this regard, if parents contact school at the beginning and end of the absence period** – indicating their awareness of the absence and reason for absence at the beginning of the period and expectation of return to school at the end of the absence period. Where no information is provided absences will be considered to be unexplained and therefore recorded as unauthorised.

### Routine and expected visits outwith school

Holmston recognises the need for young people to be regularly involved in outdoor activities and learning which will involve visits outwith the school. These visits will be routine and are expected part of Curriculum for Excellence. Routine and expected visits will be to local venues, involve easily managed activities, happen on a regular basis and be completed within regular school times.

Parents/carers will be advised about the general plans for routine and expected visits. However, you will not necessarily be informed every time your child goes outwith the school. Parental consent for these visits is given via the annual parental consent which is issued to parents at the beginning of each new session





# School Policies and Practical Information

## Educational Statistics Privacy Notice

### Transferring Educational Data About Pupils

The Scottish Government and its partners collect and use information about pupils in schools (e.g. the number and characteristics of pupils, their attendance, absence and exclusions, their attainment and their destination when leaving school) to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

### Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- target resources better
- enhance the quality of research to improve the lives of young people in Scotland

### Data policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.



## School Policies and Practical Information

**The individual data about pupils in schools collected by Scottish Government through statistical surveys is used only for the statistical and research purposes for which it is collected.**

### Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (<http://www.gov.scot/Topics/Statistics/ScotXed>). Pupil names and addresses (other than postcode) are never collected in any ScotXed statistical survey.

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also to academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland's people. In order to carry out this research to support better decisions, policy making and practice, data may be linked to information from other sources.

Any sharing or linkage of data will be done under the strict control of Scottish Government, and will be consistent with our data policy and the National Data Linkage Guiding Principles. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing or linkage of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

### Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at [mick.wilson@scotland.gsi.gov.uk](mailto:mick.wilson@scotland.gsi.gov.uk) or write to Education Analytical Services, Area 2D, Victoria Quay, Leith, EH6 6QQ.



# School Policies and Practical Information

## School Uniform Policy

Given that there is a substantial parental and public approval of uniform, schools in South Ayrshire are free to encourage the wearing of school uniform. In encouraging the wearing of uniform, account must be taken in any proposals to prevent any direct or indirect discrimination on the grounds of race or gender. Any proposals will be the subject of widespread consultation with parents and pupils. Against this background it should be noted that it is the policy of South Ayrshire Council not to insist on pupils wearing uniform or having specialist items of clothing as a prerequisite to their attending and engaging in all of the activities of the curriculum.

There are forms of dress, which are unacceptable in school, such as items of clothing which:-

- potentially, encourage friction (such as football colours);
- could cause offence (such as anti-religious symbolism or political slogans);
- could cause health and safety difficulties, such as loose fitting clothing, dangling earrings, are made from flammable material, in practical classes;
- could cause damage to flooring;
- carry advertising, particularly for alcohol or tobacco; and could be used to inflict damage on other pupils or be used by others to do so.

Please note jewellery is not encouraged as this could be lost or become a risk at PE. If a child must keep stud earrings in, then these should be taped over.

At Holmston Primary School, the school uniform consists of

- A white polo shirt
- A green sweatshirt or cardigan with school badge
- Black or grey trousers or skirt / tunic
- a green checked school dress
- White shirt
- School tie
- Blazer

It is our intention to standardise the school uniform and would aim for pupils to wear white polo shirt and green sweatshirt or cardigan. White polo shirts and trousers/ skirts/ tunics can be bought from any store, while ties, blazers and cardigans can be purchased from the Trutex shop in Dalblair Road, Ayr. They can also be purchased online from Tesco at [tesco.com/ues](https://www.tesco.com/ues)





## School Policies and Practical Information

### Parental Complaints Procedure

A complaint is an expression of dissatisfaction by one or more members of the public about the Councils 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](mailto: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.**

### School Meals and Free School Meal Information

Holmston operates a pre-order meals system where pupils order their lunch in the morning. The meals are imported from Kincaidston Primary. Children will be issued with a coloured band indicating the menu they have ordered. Children are helped and supervised in the dining hall by the senior management team.

Children who have special dietary requirements will be catered for. Parents should contact the school to make arrangements.

Tables are available in the dining hall for pupils who wish to bring a packed lunch. All pupils in P1-3 are entitled to free school meals.

Children of parents receiving Income Support, Job Seekers Allowance (Income Based), Child Tax Credit (only where income is less than **£16105**), Child Tax Credit and Working Tax Credit (where income is less than **£6420**), where earned income is £610 or less per month, Universal Credit, income related element of Employment and Support Allowance and support under part V1 of the Immigration and Asylum Act 1999 are entitled to a free midday meal. Information and application forms for free school meals may be obtained from schools, customer service centres and from Educational Services, County Buildings, Wellington Square, Ayr KA7 1DR , Telephone 01292 612465.



# School Policies and Practical Information

## Footwear and Clothing Grant Information

Children of parents receiving Income Support, Job Seekers Allowance (Income Based), Child Tax Credit (only where income is less than **£16105**), Child Tax Credit and Working Tax Credit where income is less than **£16105** where earned income is £610 or less per month. Universal Credit, income related element of Employment and Support Allowance, Council Tax reduction or Housing Benefit are entitled to a footwear and clothing grant.

Information and application forms for footwear and clothing grants may be obtained from schools, customer service centres and from Educational Services, County Buildings, Wellington Square, Ayr KA7 1DR telephone 01292 612465

## 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 612294.

## 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.



# School Policies and Practical Information

## Transport Guide to Parents

In law it is the parents' responsibility to ensure that children attend school and make suitable travel arrangements for them. However where children live more than a specified walking distance from their catchment school the Council will assist with school travel by making available free school transport for all or part of the journey.

South Ayrshire Council has a policy of providing free transport to all secondary pupils whose main address is more than **three miles** and primary pupils whose main address is more than **two miles** from their catchment school by the recognised shortest walking route. Parents who consider they are eligible for free school transport should obtain an application form from the school or Educational Services, County Buildings, Wellington Square, AYR KA7 1DR Tel – 01292 612284. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made.

Strathclyde Partnership for Transport (SPT) organise mainstream school transport on behalf of South Ayrshire Council. If you have any concerns or complaints relating to the service provided you should contact the school who will forward your complaint to SPT alternatively you can e-mail SPT at [school.transport@SPT.co.uk](mailto:school.transport@SPT.co.uk).

Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made. The appropriate officer has discretion in special circumstances to grant permission for pupils to travel in transport provided by the authority, where spare places are available and no additional costs are incurred.

Children who have Additional Support Needs and/or particular medical conditions may also be entitled to free school transport. The school can advise you on how to access this support.





## School Policies and Practical Information

### Transport Guide to Parents (cont'd)

Where free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick up point. Walking distance in total including the distance from home to the pick-up point and from the drop-off point to the school in any one direction will not exceed the authority's limit (see previous paragraph). It is the parent's responsibility to ensure that their child arrives at the pick-up point in time. It is also the parent's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicles. Misbehaviour could result in your child losing the right to free transport.

The education authority does not provide transport for those pupils in receipt of a placing request.

### Privileged Seats

Pupils who are not entitled to free school transport may apply for a privileged seat. A privileged seat is where there is a vacant seat on a dedicated school contract. Parents can make an application for a privileged seat by submitting a letter to Educational Services, County Buildings, Wellington Square, AYR KA7 1DR at any time during the year. Parents should note that privileged seats are allocated in October and are not available on local service contracts. Privileged seats can be withdrawn if an entitled pupil requires transport and cease at the end of each school session.



# School Policies and Practical Information

## Use of Mobile Phones and Social Media

At Holmston, pupils are not allowed to use mobile phones within school hours. They may bring mobile phones to school to contact parents at the end of the school day, but the phone must remain switched off in their school bag during the school day. If a child is using a mobile phone this will be confiscated and held at the school office until the end of the day when it can be collected. Children can put their phone in the office at the start of the day for safe keeping. If a child needs to contact home they can use the landline phone in the school office at any time.

Online social media tools can be excellent for supporting teaching and learning, providing exciting opportunities for schools to engage, communicate and collaborate with pupils and the wider community. Their use is carefully considered by the school to ensure the safety of the school community. The benefits of using social media tools should significantly outweigh any concerns and schools should be able to demonstrate the steps they have taken to reduce any identified risks.

In South Ayrshire we want to support collaboration amongst teachers and pupils and therefore we promote and support the use of the common platform, Glow.

If pupils are using online communities where they self-register the school will encourage them to read and follow the terms and conditions of the site and ensure they are aware of how to stay safe online.

When using any form of social media to communicate with pupils (including Glow) staff will ensure that they:

- only share information that they would be willing to share in school or a school-related setting;
- maintain a formal, courteous and professional tone when communicating with pupils;
- maintain professional boundaries ;
- do not exchange personal information such as phone numbers and personal e-mail addresses;
- do not discuss their own private and personal relationships with pupils;
- take care to avoid becoming personally involved a pupils' personal affairs;
- decline pupil-initiated 'friend' requests;
- manage their privacy settings and keep them under review
- report any inappropriate use of social media by a pupil or concerning a pupil to their Head Teacher or line manager.

The school has a clear and documented process in place for the reporting and recording of inappropriate use of social media.



# School Policies and Practical Information

## Health and Medical Information

Children in Primary 1 are offered a medical examination which parents are requested to attend. An Audio Technician checks hearing in Primary 1. Primary 7 pupils have eyes, ears, height, weight and colour vision tested and a medical is offered on a selection basis.

The nurse comes into the school regularly for screening procedures, mainly for the children in P1, P3 and P7. Health education is undertaken on a regular basis, fitting in with Health topics. When children take ill during the day we try to contact parents to come and take them home. If both parents are working we contact one of the friends or relations named on the Emergency Contact forms. If no contact is made the child remains in school. In the case of accidents it may be necessary to get children to hospital quickly for treatment. Parents will be informed in case a signature is required for an operation.

Members of staff **cannot** administer medicines, inhalers etc. to children. Parents or Guardians are invited to come into the school during the day to give their children medicines or alternatively they can complete an “Administration of Medicine” form, available from the school office, giving permission for a member of staff to administer the said medication.

Pupils **should not** be given medicines/tablets to bring to school for self-administration. This is in case tablets/medicines accidentally fall into the hands of younger children.

Parents should inform the school office of change of address, change of emergency contacts and any allergies or special medical requirements which may affect their child’s well being.





# School Policies and Practical Information

## Health Promotion and Nutrition

Children and young people need the right balance of food and nutrients to develop and grow. Healthy Eating is about getting that balance right and all our menus are nutritionally analysed to meet the Scottish Government Schools (Health & Nutrition) (Scotland) Act 2007 and promote key messages to improve diet to positively influence current and future health.

The Schools (Health Promotion and Nutrition) (Scotland) Act 2007 and the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2008 build on the achievements of Hungry for Success by establishing standards for all food and drink in schools.

The focus is on getting the balance right and helping pupils make informed choices. A wide range of appealing healthy food and drinks are promoted through marketing, education and active encouragement. We educate and encourage children to opt for healthier choices, not only in schools but also outside school.

For further information go to:-

<http://www.scotland.gov.uk/Resource/Doc/222395/0059811.pdf>

## NHS Ayrshire & Arran - Oral Health Promotion Initiatives in Nursery and Primary Schools

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

### The National Dental Inspection Programme:

Each year at school, all primary 1 and all primary 7 pupils will be offered a dental inspection in school, by a dentist. It is important that each child's dental health is assessed so that the child and their parents can maintain dental health and take the necessary steps to remedy any problems that may have arisen. There is also a need to monitor children's dental health at national and regional or local levels so that reliable dental health information is available for planning and evaluating initiatives directed towards improvements. The National Dental Inspection Programme fulfils both these functions by providing an essential source of information for keeping track of any changes in the dental health of Scottish children.



## NHS Ayrshire & Arran

### Oral Health Promotion Initiatives in Nursery and Primary Schools

#### Childsmile

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 nursery schools and many primary schools. Free Childsmile oral health packs containing a toothbrush and fluoride toothpaste are given out twice a year to children at nursery school 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 nursery and school programme** - this initiative provides preventive oral health programmes for children aged 3 years and upwards. It targets children in identified nursery 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 Improvement Teams will also deliver oral health improvement 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](http://www.child-smile.org)



# 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.

# The 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:

- The provision, cost and standard of its service;
- Factual information or decision-making;
- 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 1<sup>st</sup> January 2005, any person who makes a request for information must be provided with it, subject to certain conditions.

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

- *before the commencement or during the course of the school year in question:*
- *in relation to subsequent school years.*





# Appendix A – Helpful Addresses and Websites

## SCHOOL POLICIES AND PRACTICAL INFORMATION

National policies, information and guidance can be accessed through the following sites:

<http://www.scotland.gov.uk/Topics/Education>

<http://www.scotland.gov.uk/Topics/Health>

<http://www.scotland.gov.uk/Topics/People/Young-People>

### **Children (Scotland) Act 1995**

<http://www.legislation.gov.uk/ukpga/1995/36/contents>

### **Standards in Scotland's Schools (Scotland) Act 2000**

<http://www.legislation.gov.uk/asp/2000/6/contents>

### **Education Scotland's Communication Toolkit for engaging with parents**

<http://www.educationscotland.gov.uk/learningteachingandassessment/partnerships/engagingparents/toolkit/index.asp>

**The Scottish Government guide Principles of Inclusive Communications** provides information on communications and a self-assessment tool for public authorities

<http://www.scotland.gov.uk/Publications/2011/09/14082209/0>

**Choosing a School: A Guide for Parents** - information on choosing a school and the placing request system –

<http://www.scotland.gov.uk/Publications/2010/11/10093528/0>

**A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school –**

<http://www.scotland.gov.uk/Publications/2009/12/04134640/0>

# Appendix A – Helpful Addresses and Websites

## PARENTAL INVOLVEMENT

**Guidance on the Scottish Schools (Parental Involvement) Act 2006** provides guidance on the act for education authorities, Parent Councils and others –

<http://www.scotland.gov.uk/Publications/2006/09/08094112/0>

**Parentzone** provide information and resource for parents and Parent Councils

<http://www.educationscotland.gov.uk/parentzone/index.asp>

## SCHOOL ETHOS

**Supporting Learners** - guidance on the identification, planning and provision of support

<http://www.educationscotland.gov.uk/supportinglearners/>

**Journey to Excellence** - provides guidance and advice about culture and ethos

<http://www.journeytoexcellence.org.uk/cultureandethos/index.asp>

**Health and wellbeing guidance on healthy living for local authorities and schools**

<http://www.scotland.gov.uk/Topics/Education/Schools/HLivi>

**Building Curriculum for Excellence Through Positive Behaviour and Relationships** outlines the Scottish Government's priority actions around positive behaviour in schools and is also a source of support

<http://www.scotland.gov.uk/Publications/2010/06/25112828/0>

# Appendix A – Helpful Addresses and Websites

## CURRICULUM

**Information about how the curriculum is structured and curriculum planning**

<http://www.educationscotland.gov.uk/thecurriculum/>

**Information about the outcomes a learner can expect to experience and achieve across literacy, numeracy and health and wellbeing, as well as the 8 curricular areas**

<http://www.educationscotland.gov.uk/thecurriculum/howisthecurriculumorganised/experiencesandoutcomes/index.asp>

**Advice, practice and resources to support the experiences and outcomes on literacy, numeracy and health and wellbeing**

<http://www.educationscotland.gov.uk/learningteachingandassessment/learningacrossthecurriculum/responsibilityofall/index.asp>

**Broad General Education in the Secondary School – A Guide for Parents and Carers**

[http://www.educationscotland.gov.uk/resources/b/genericresource\\_tcm4725663.asp?strReferringChannel=parentzone&strReferringPageID=tcm:4-634353-64](http://www.educationscotland.gov.uk/resources/b/genericresource_tcm4725663.asp?strReferringChannel=parentzone&strReferringPageID=tcm:4-634353-64)

**Information on Skills for learning, life and work**

<http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/skillsforlearning.asp>

**Information around the Scottish Government’s ‘Opportunities for All’ programme**

<http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/opportunities-for-all.aspx>

**Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services**

<http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/career-management-skills-framework.aspx>

**The Skills Development Scotland website ‘My World of Work’ offers a number of tools to support career planning**

<http://www.skillsdevelopmentscotland.co.uk/>



# Appendix A – Helpful Addresses and Websites

## ASSESSMENT AND REPORTING

**Building the Curriculum 5: a framework for assessment** provides guidance around the assessment framework

[http://www.educationscotland.gov.uk/Images/BtC5Framework\\_tcm4-653230.pdf](http://www.educationscotland.gov.uk/Images/BtC5Framework_tcm4-653230.pdf)

**Information about Curriculum for Excellence levels and how progress is assessed**

<http://www.educationscotland.gov.uk/thecurriculum/howisprogressassessed/stages/index.asp>

**Curriculum for Excellence factfile - Assessment and qualifications**

[http://www.educationscotland.gov.uk/publications/c/publication\\_tcm4624968.asp](http://www.educationscotland.gov.uk/publications/c/publication_tcm4624968.asp)

**Information on recognising achievement, reporting and profiling**

<http://www.educationscotland.gov.uk/learningteachingandassessment/assessment/achievement/index.asp>

## SUPPORT FOR PUPILS

**The Additional support for learning page** provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs

<http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

**Information about the universal entitlement to support that underpins Curriculum for Excellence**

<http://www.educationscotland.gov.uk/supportinglearners/whatissupport/universalsupport/roleofkeyadult.asp>

**Supporting Children's Learning Code of Practice (Revised edition)** - provides Statutory guidance relating to the Education (Additional Support for Learning) (Scotland) Act 2004 as amended

<http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

**Getting It Right For Every Child and Young Person**, is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers

<http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

# Appendix A – Helpful Addresses and Websites

## TRANSITIONS

**Curriculum for Excellence fact file - 3-18 Transitions** - provides information on the transitions children and young people will face throughout their education and beyond

[http://www.educationscotland.gov.uk/publications/c/publication\\_tcm4660285.asp](http://www.educationscotland.gov.uk/publications/c/publication_tcm4660285.asp)

**Career Information, Advice and Guidance in Scotland - A Framework for Service Redesign and Improvement** provides guidance on career information, advice and guidance strategy

<http://www.scotland.gov.uk/Publications/2011/03/11110615/0>

**Choices and changes** provides information about choices made at various stages of learning

<http://www.educationscotland.gov.uk/supportinglearners/choicesandchanges/index.asp>

**The Additional support for learning page** provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs

<http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

**Supporting Children's Learning Code of Practice** includes specific requirements on education authorities and others under the new legislation in relation to transition

<http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

**Enquire** is the Scottish advice service for additional support for learning

<http://enquire.org.uk/>

**Parenting Across Scotland** offers support to children and families in Scotland

<http://www.parentingacrossscotland.org/>

# Appendix A – Helpful Addresses and Websites

## SCHOOL IMPROVEMENT

**Scottish Schools Online** - provides a range of school information, including contact details, school roll, facilities, website, inspection reports  
<http://www.educationscotland.gov.uk/scottishschoolsonline/>

**Education Scotland's Inspection and review page provides information on the inspection process**  
<http://www.educationscotland.gov.uk/inspectionandreview/index.asp>

**The Scottish Survey of Literacy and Numeracy (SSLN)** is an annual sample survey which will monitor national performance in literacy and numeracy  
<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education/SSLN>

**Scottish Credit and Qualifications Framework (SCQF)**  
<http://www.scqf.org.uk/>

**Scottish Qualifications Authority** provides information for teachers, parents, employers and young people on qualifications  
<http://www.sqa.org.uk/>

**Amazing Things** - information about youth awards in Scotland  
<http://www.awardsnetwork.org/index.php>

**Information on how to access statistics relating to School Education**  
<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education>



**Text only versions of this publication are available in Polish, Chinese and Urdu.**

**For further Information please contact:**

**0300 123 0900**

Dostępna jest wersja tej publikacji w języku polskim, zawierająca wyłącznie tekst.

Aby uzyskać więcej informacji, proszę skontaktować się z:

**0300 123 0900**

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**0300 123 0900**

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**0300 123 0900**

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**If you do and you think that they would like a larger print version or an  
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**0300 123 0900**