

St John's Primary School, Ayr  
2024/25



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# **1. Welcome from Mrs Patterson, Acting Head Teacher**

Welcome to St. John's Primary School. This handbook, updated annually, is designed to give you some essential information about our school and will answer some questions you may have.

At St. John's Primary we value partnership working. We work very closely with many agencies including; speech and language therapists, educational psychologists, social workers, health professionals, our local community and parishes and of course parents and carers. It is only through these partnership links that we can fully ensure that each child will reach their potential.

We aim for every child to have a safe, happy, active and creative primary education in an environment that is caring and supportive. We encourage our children to be independent and successful learners, confident individuals, effective contributors and responsible citizens. We pride ourselves on our achievements and continually strive to improve our high levels of attainment.

We are proud of our Catholic ethos and promote a broad and balanced curriculum, including preparation for Sacraments, which is delivered by competent and caring staff. We are active participants in the Pope Francis Faith Award at both primary 6 and 7.

We are a multicultural and inclusive school and we celebrate and share the cultures and traditions of our school community.

The school has a very supportive Parent Council which meets regularly throughout the year. Should you wish to consider becoming a part of the Council, elections are held at the Annual General Meeting in September.

In addition, there is an active Fundraising Group who organise wonderful events for the whole family, providing opportunities to make new friends and contribute to the life of the school.

Our School team consists of highly dedicated and committed individuals, all of whom look forward to working with you to help your child/children achieve success.

Mrs Rona Patterson  
Acting Head Teacher

## Contact details

**Name:** St. John's Primary School

**Acting Head Teacher:** Mrs R. Patterson

**Address:** Whitletts Road  
Ayr  
KA8 0JB

**Telephone Number:** 01292 612711

**Email Address:** [StJohns.mail@south-ayrshire.gov.uk](mailto:StJohns.mail@south-ayrshire.gov.uk)  
<https://blogs.glowscotland.org.uk/sa/stjohnsps>  
<https://twitter.com/StJohnsPSAyr>

**Named Person:** Mrs R. Patterson or Miss C. Casey, in H.T. absence

**Catchment Area/Map:** 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 (available from the Resource Planning Section, Education Services, County Buildings, Wellington Square, Ayr, KA7 1DR).

Useful links to additional information to be found in Appendix 2.

**Stages of Education:** Primary 1 to Primary 7

**School Roll:** Current School Roll 238 across Primary 1 to Primary 7 Parents should note that the working capacity of the school may vary dependent upon numbers of pupils at each stage and the way in which the classes are organised.

**Denominational Status:** Roman Catholic Co-educational

**Parent Council:** <https://www.facebook.com/StJohnsPrimaryPC>

**House Structure:** The School operates a House Point system.

House Colour	House Name
Yellow	St. Paul Miki
Green	St. Josephine Bakhita
Blue	St. Mary MacKillop
Red	St. Kateri Tekakwitha
White	St. Ninian

**Nursery Provision:** The School has positive links with all nurseries in the surrounding area.

**Pupil Support:** Miss C Casey

**Pupil Absence:**

If your child is unwell and/or will be absent from school, please contact the school as soon as possible prior to the start of the school day. You can contact the school by telephone, Parents Portal, Expressions or by email. Please provide detail of the absence and indication of when the child can be expected to return to school. If the school is not notified the Office will message parents from Expressions, to ascertain the reason for the pupil's absence.

**Placing Request:**

Please see Section 13, Choosing a School

**Concern/Complaints:**

The class teacher knows your child better than anyone else and they are all keen to work with parents to support children. With reasonable notice, teachers are able to meet parents before and after school. If you feel the matter is not resolved, then contact our Principal Teachers; Miss Ross P1-P4 and Mr Winning P5-P7. In the unlikely event that the matter is still not resolved, then please contact the Acting Depute Head Teacher, Miss Casey or the Acting Head Teacher, Mrs Patterson. Please make an appointment by phoning the school office on 01292 612711.

**School Hours:**

P5-P7            - Start 8:55am > Finish 2:55pm  
 P1-P4            - Start 9:00am > Finish 3:00pm

Name	Designation
Mrs Rona Patterson	Acting Head Teacher
Miss Clare Casey	Acting Depute Head Teacher
Miss Tracy Ross	Principal Teacher P1-P4
Mr Jaimie Winning	Acting Principal Teacher P5-P7



<b>ST JOHN'S PRIMARY SCHOOL STAFF LIST 2024 – 2025</b>	
<b>SENIOR LEADERSHIP TEAM</b>	
MRS PATTERSON	ACTING HEAD TEACHER
MISS CASEY	ACTING DEPUTE HEAD TEACHER
MISS ROSS	P.T. (P1-4)
MR WINNING	ACTING P.T. (P5-7)
<b>CLASS TEACHERS</b>	
MISS STRANG	P1
MRS KEAN	P2
MISS ROSS	P2/3
MISS SHORTALL (Probationer)	P3/4
MRS WALKER	P4
MRS BOWIE	P5
MISS LEE (Probationer)	P5/6
MS MACK	P6
MR MULLAN	P6/7 – MON, TUES/ SPORT NURTURE
MRS FLEMING	P6/7 – WED, THURS, FRI
MISS TOLLAND	P7
MRS HUNTER	P2/3 & P4 - WED, THURS, FRI
MRS MCCANN	NURTURE
MISS MCKEOWN	PUPIL SUPPORT
<b>CLERICAL ASSISTANTS</b>	
MRS WINNING	
MRS MCKECHNIE	MON, WED (PM), THURS
<b>SCHOOL ASSISTANTS</b>	
MS DUNLOP	
MRS CLARK	
MRS MCNAUGHTON	
MRS CLUCKIE	MON, TUES, WED, THURS
MRS KIRKPATRICK	
MRS KIRKPATRICK	
MRS DRYNAN	
JOSH GOUCK	
CHLOE PIRRIE (EYP)	WED, THURS, FRI (9:15 -13:15)
ASHLEY KENNEDY	
<b>JANITOR</b>	MR GORDON
<b>CATERING</b>	GINA BOZNER
<b>INSTRUMENTAL INSTRUCTION</b>	
<b>MUSIC ROOM</b>	
MR WALKER (BRASS)	FRIDAY – 11AM – 12.30PM
MR O'CONNELL (CELLO)	TUESDAY – 11AM – 12:15PM
MISS MACLEOD (VIOLIN)	WEDNESDAY – 9AM – 10:15AM

**THE SCHOOL YEAR:** The dates for session **2024/2025** are as follows.

<b>SOUTH AYRSHIRE COUNCIL Educational Services Amended School Holiday Arrangements: 2024/2025</b>					
<b>Term</b>	<b>Break</b>	<b>Dates of Attendance</b>		<b>Cumulative Working Days</b>	
First Mid Term	Teachers ( <b>Inservice</b> )	Fri	16 Aug 2024	84	
	Teachers ( <b>Inservice</b> )	Mon	19 Aug 2024		
	Pupils Return	Tues	20 Aug 2024		
	<i>Local holiday</i>	Fri	*20 Sept 2024		
	<i>Local holiday</i>	Mon	*23 Sept 2024		
	Close	Fri	11 Oct 2024		
	Teachers ( <b>Inservice</b> )	Mon	21 Oct 2024		
	Re-open (Pupils)	Tues	22 Oct 2024		
	Close	Fri	20 Dec 2024		
	Second Mid Term	Re-open	Mon		06 Jan 2025
Close		Fri	07 Feb 2025		
<i>Local holiday</i>		Mon	10 Feb 2025		
Teachers ( <b>Inservice</b> )		Tues	11 Feb 2025		
Re-open (Pupils)		Wed	12 Feb 2025		
Close		Fri	04 Apr 2025		
Third	Re-open	Tues	22 April 2025	195	
	May Day	Mon	05 May 2025		
	Close	Fri	23 May 2025		
	<i>Local holiday</i>	Mon	26 May 2025		
	Teachers ( <b>Inservice</b> )	Tues	27 May 2025		
	Re-open (Pupils)	Wed	28 May 2025		
	Close	Fri	27 June 2025		
Session 2023/24	Teachers ( <b>Inservice</b> )	Mon	18 Aug 2025		
	Teachers ( <b>Inservice</b> )	Tues	19 Aug 2025		
	Pupils return	Wed	20 Aug 2025		

NB. Good Friday: 18 April 2025

\*Please note that the September weekend is provisional subject to confirmation of the date of the Ayr Gold Cup

*Pupil's attendance will be 190 days after deducting 5 in-service days.*

### **3. Enrolment**

At St. John's Primary we are committed to working in partnership with parents to support all.

The main enrolment exercise for primary 1 takes place in January when pupils register for education. At all other times parents should contact the school office and make an appointment to meet the Head Teacher (unless you are making a placing request, see section (choosing a School)).

The date and time for the enrolment of Primary 1 children is the week of the 15<sup>th</sup> January 2024. Enrolment usually takes place in January each year for children whose 5<sup>th</sup> birthday will fall between 1<sup>st</sup> March of that year and 28<sup>th</sup> February of the following year, inclusive.

Parents may, if desired, make a request to the local authority for your children to be placed in a school other than your local school. Further details and any other matters relating to enrolment can be obtained from the school.

A special induction programme for children starting school will begin in March to enable new pupils to start the transition from nursery to primary.

Early in the new session, parents/guardians of P1 pupils are invited to the school to an address by the Principal Teacher and P1 Staff.

### **4. Parental Involvement**

Every stage presents an assembly on a Friday morning as part of a rolling programme where parents/guardians/carers are invited to visit the school to hear about what and how your child has been learning. Once per term we have an Access Hour/Progress and Achievement Afternoon for parents and carers from 3-4pm. This is an opportunity for you to come into school and talk to your child in the classroom about their learning. We also have two formal parents' evenings per year for all children and an additional parents' evening for children who receive additional support in their learning.

#### **Parents as partners – 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 welcome 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 school.

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 the school;
- be invited to be involved in ways and times that suit them;
- identify issues they want the parent council to work on with the school;

- be asked their 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 parents;
- promote contact between the school, parents, pupils, providers of early education and the community;
- report to the parent forum;
- be involved in the appointment of senior promoted staff; and
- raise funds for the school for the benefit of pupils (in some schools the PTA/PA fulfils this role).

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)

Parent Council Contact: <https://www.facebook.com/StJohnsPrimaryPC>  
 Mrs Shirley Taylor is the Chair of the Parent Council  
 Email address: [shirls130882@yahoo.co.uk](mailto:shirls130882@yahoo.co.uk)

The Scottish Parent Teacher Council is a 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 474 6199, fax 0870 706 5814 or email [sptc@sptc.info](mailto:sptc@sptc.info) or write to SPTC, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB.

National Parent forum of Scotland – [enquiry@parentforumscotland.org](mailto:enquiry@parentforumscotland.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.

The Parent Fundraising committee is mainly responsible for arranging events for families and raising funds for the school. Volunteers are welcome - please contact Mrs Shirley Taylor who is the Chair of the Parent Council if you would like more information.

## 5. School Ethos

### **Our vision for our school:**

*St John's Primary school is a diverse catholic community with Faith at the centre. Children and families are at the heart of all our efforts, celebrating achievements and reflecting through prayer. Our mission is to work together to ensure a safe, respectful and inclusive environment. We ensure that our pupils receive rich learning experiences that encourage them to become creative, independent and ambitious learners.*

### **School Houses**

To complement the refresh of our vision and values we refreshed our house system. We now have five houses which have a direct link to Saints associated with five of the world's continents.

<b>Green House Africa</b>	<b>Blue House Oceania</b>	<b>Red House Americas</b>	<b>Yellow House Asia</b>	<b>White House Europe</b>
Green represents the forests and grasslands of Africa.	Blue is for the ocean surrounding the islands of the Pacific.	Red symbolizes the fire of faith that brought the missionaries to Americas.	Yellow is for the morning light of the east, representing Asia.	White symbolizes Europe, home of the Holy Father, shepherd of the world.
Saint Josephine Bhakita	Saint Mary MacKillop	Saint Kateri Tekakwitha	Saint Paul Miki	Saint Ninian

We feel that our new choice of house saints, decided upon in consultation with staff and students, reflect the growing diversity of our school community. It is important that our pupils also see themselves reflected in the images of the saints and therefore our new saints are associated with almost every part of the world - not only Europe.

## **SCOTTISH CATHOLIC EDUCATION SERVICE**

### **A Charter for CATHOLIC SCHOOLS in SCOTLAND**

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

**All Catholic schools in Scotland**, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- A commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children.
- An inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God.
- A commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents.
- A commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes.
- The provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life.
- A commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church.
- A commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all.
- A commitment to ecumenical action and the unity of Christians.
- The promotion of respect for different beliefs and cultures and for inter-faith dialogue.
- A commitment to support the continuing professional and spiritual development of staff.

**All staff appointed to a Catholic school are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.**

To support the work of our Catholic school we work very closely with our Parish Priest

Fr. David Borland. We use the support of SCES (Scottish Catholic Education Service) and CHAPS (Association of Catholic Primary Head Teachers)

We have achieved Rights Respecting School Gold Level and the children and staff were commended on their commitment to respecting rights.

## 6. Teaching and Learning

### The Curriculum for Excellence

Curriculum for Excellence has been 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 skill 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.

### Broad General Education

#### Literacy

In English language, work is split into four main outcomes, Listening, Talking, Reading and Writing. The acquisition of the skills is essential to every aspect of the curriculum since language is the principal medium of learning.

We aim to enable pupils to:

- Develop their ability to communicate their thoughts and feelings and respond to those of other people
- Develop the high-level skills of listening, talking, reading and writing which are essential for learning, work and life
- Use different media effectively for learning and communication
- Develop a secure understanding of how language works and use language well to communicate ideas and information in English and other languages
- Exercise their intellectual curiosity by questioning and developing their understanding and use creative and critical thinking to synthesise ideas and arguments

- Enhance their enjoyment and their understanding of their own and other cultures through literature and other forms of language
- Develop competence in other languages so that they can begin to understand and communicate

We use a variety of resources, including the North Lanarkshire Active Literacy Programme, Big Writing Adventures, Talk for Writing and Oxford Owl to deliver language in the classroom and ensure that classrooms are dyslexia friendly. Pupils requiring support are closely monitored, as are those showing a special aptitude. This applies to all curricular areas.

St John's Primary is part of the phase one South Ayrshire Reads project which is an ambitious, focused, long-term plan to effectively develop the reading skills of all learners in a consistent, sustainable way through high quality pedagogy. It is the aim of the project to read to a level which allows them to effectively participate in their learning at each stage of the school.

### **Numeracy and Mathematics**

We aim to enable pupils to:

- Develop essential numeracy skills, including mental maths skills which allow them to participate fully in society
- Develop a secure understanding of the concepts, principles and processes of mathematics and apply these in different contexts
- Have an understanding of the application of mathematics, its impact on our society and its potential for the future

Our approach to teaching Maths and Numeracy is grounded in the CPA (Concrete, Pictorial, Abstract) method, which ensures that pupils develop a deep understanding of mathematical concepts. We begin by using **concrete resources** such as manipulatives—cubes, counters, and other hands-on tools—to help children physically explore numbers and problem-solving. This is followed by **pictorial representations**, such as bar modelling, allowing pupils to visualise mathematical ideas through drawings or diagrams. Finally, pupils progress to the **abstract stage**, using symbols and numbers to solve problems independently. To further enhance learning, we incorporate **ICT tools**, such as interactive whiteboards, educational apps, and online resources, which provide dynamic and engaging opportunities for pupils to consolidate their skills. This holistic approach ensures that all learners, regardless of their starting point, can confidently build a strong foundation in Maths and Numeracy.

### **Health and Wellbeing**

Using a variety of resources we aim to enable pupils to:

- Experience positive aspects of healthy living and activity for themselves
- Develop the knowledge and understanding, skills, abilities and attitudes necessary for their physical, emotional & social well-being now and in the future
- Make informed decisions in order to improve their physical, mental, emotional and social well-being
- Apply their physical, emotional and social skills to pursue a healthy lifestyle
- Make a successful move to the next stage in education through effective transition programmes
- For some, open up opportunities to participate at local club or National level.



## **Social Subjects**

Using a variety of resources we aim to enable pupils to:

- Broaden their understanding of the world by learning about human activities and achievements in the past and present; current political, social and environmental issues and the values underlining their own society and other societies
- Develop the capacity for critical thinking through accessing, analysing and using information
- Form their own beliefs and view of the world and develop their understanding of different values, beliefs and cultures
- Establish firm foundations for lifelong learning

## **Sciences**

We aim to enable pupils to:

- Learn about their environment by observing, exploring, investigating and recording
- Demonstrate a secure understanding of the big ideas and concepts of science
- Make sense of evidence collected and presented in a scientific manner
- Recognise the impact science makes on their lives, on the lives of others, on the environment and on culture
- Express opinions and make decisions on social, moral, ethical, economic and environmental issues informed by their knowledge and understanding of science

## **Technologies**

We aim to enable pupils to:

- Develop an understanding of technologies and their impact on society – in the past, present and future
- Apply knowledge, understanding and practical skills to design and create products, processes and solutions that meet needs in play, work and daily life
- Gain the confidence and skills to embrace and use technologies now and in the future
- Evaluate technological processes and products critically and constructively, taking account of cultural, ethical, environmental and economic factors

## **Religious Education**

Learning through religious education enables children and young people to:

- develop their knowledge and deepen their understanding of the Catholic faith
- highlight, develop and foster the values, attitudes and practices which are compatible with a positive response to the invitation to faith
- develop the skills of reflection, discernment, critical thinking, and deciding how to act in accordance with an informed conscience when making moral decisions
- nurture the prayer life of the individual and of the school community
- understand and appreciate significant aspects of other Christian traditions and major world religions
- make a positive difference to themselves and the world by putting their beliefs and values into action.

Religious Education permeates the life of the school. St. John's follows 'This is Our Faith' and 'God's Loving Plan' syllabus to support learning through religious education.

## **Expressive Arts**

We aim to enable pupils to:

- Express themselves in different ways and be creative
- Experience enjoyment (and contribute to other people's enjoyment) through creative and expressive performance and presentation
- Develop important skills specific to expressive arts and also transferable skills
- Develop an appreciation of aesthetic and cultural values and ideas

Expressive Arts encompasses three subjects: Art & Design, Drama and Music. Tuition is available to some pupils in voice coaching, brass, violin and cello. The school is very proud of its musicians and choir who support events and masses within the local community and parishes.

St. John's has a strong heritage of developing creativity and skills in pupils through a wide range of musical and drama performances. We have developed strong artistic links with the local area through community arts projects.

## **Opportunities for Wider Achievement**

St John's primary includes the use of the outdoor environment as a context for delivering its education. By capitalising on the potential of outdoor learning experiences, from simple learning activities close to the school through to residential experiences, we engage the children in many different ways. Primary 7 pupils have a residential opportunity at Dolphin House for 2 days and one night. This encourages the children to become involved in emotional, physical, and cognitive experiences as part of their learning. Within these contexts are opportunities to develop skills for learning, life and work. Children in primary 6 and 7 have the opportunity to achieve the Pope Francis Faith Award and those children who are actively involved in their Parish can also achieve a Parish Commendation.

We also aim to include at least one live theatre experience each year – this may take the form of attending a show at our local theatre or enjoying a company performing in the school. The children themselves have fabulous opportunities to develop and showcase their many talents through a variety of performances they put on throughout the year – children from primary 1 to primary 7 participate in these events undertaking a number of different roles. These are always well attended by parents, local councillors, members of our local community and parishioners from both our parishes of St. Paul's and St. Margaret's.

Some of the opportunities that we offer throughout the school are;

**Football Rugby Boccia**  
**Athletics Swimming**  
**Choirs – Parent/Child Craft Clubs**  
**Dance Homework Club Tennis**  
**Gymnastics Basketball**

We aim to ensure that all of our opportunities are accessible for all of our children.

We have a full-time Active Schools Assistant who is new to post this year. They have enhanced and continued to engage with organisations and individuals, including P.E staff, local sports clubs and Sports Development. These organisations aid our school in providing our pupils with a wide range of opportunities connected to physical education, school sport

and club sport. Active Schools along with Competitive School Sport give our pupils the experience of competing in a large number of sporting events throughout the year. This gives pupils from all stages and abilities the opportunity to attend venues and compete against other schools from South Ayrshire.

Active Schools work in conjunction with school staff to ensure young people are given a voice to allow them to participate in sports they want to take part in.

### **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 the 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.

### **Religious and Moral Education**

Religious Education in St. John’s covers the social, personal and moral development of the child. In the Roman Catholic School, the witnessing of Faith through daily action drives the entire ethos.

We follow the national guidelines called ‘This Is Our Faith’. This covers all of the religious education for Roman Catholic schools, experiences and outcomes for curriculum for excellence as agreed by the Scottish Government. It also fulfils the demands of the Scottish Hierarchy and has been fully ratified by the Vatican in Rome. We meet the requirement of 2.5 hours per week as per the guidelines of the Catholic Education Commission. The school regularly celebrates faith during whole school assemblies, and through regular attendance at Mass in the local parishes.

The teaching programme delivered gives a prominent place to Christianity but also includes exploration of other faiths.

## **Holy Days of Obligation**

On Holy Days of Obligation, when attendance at Mass is obligatory, and on other important occasions, the pupils and staff attend Mass in the school or alternatively in St. Margaret's Cathedral.

Following the document 'Curriculum for Excellence – Provision of Religious Observance in Schools' Parents have the right to withdraw their children from Religious Observance and should notify the Head Teacher in Writing. Where a parent chooses a denominational school for their child's education, they choose to opt into the school's ethos and practice which is imbued with religious faith and religious observance. In denominational schools, it is therefore more difficult to extricate a pupil from all experiences which are influenced by the school's faith character however parents do have the right to withdraw their children from Religious Education and Observance

Parents with different faiths or beliefs other than Christianity may request that their children be permitted to be absent from schools 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.

## **Preparation for Sacraments**

In school the children are supported in their Sacramental journey. Parents support the children at home using the Sacramental Workbooks provided by the school. The local Parish provides additional meetings for parents/guardians and supports the work of the school.

## **Sensitive Aspects of Learning**

God's Loving Plan guides teachers in Catholic primary schools on how children can be helped to develop healthy and respectful attitudes to their bodies and to relationships with families and friends. This important resource connects children's learning about who they are and how they relate to others, to their learning about God and their relationship in faith. It helps children to understand how love can be at the heart of their lives.

In using this resource, teachers are encouraged to work closely with parents and carers to ensure that young people are supported as they grow, particularly when coming to deal with the physical and emotional impact of puberty. Good communication between home and school is encouraged to ensure that the more intimate aspects of children's growth are dealt with sensitively and skilfully by parents and teachers working together.

## **Health and Wellbeing – including 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 should feel happy, safe, healthy and active; to be nurtured; to achieve their potential; to be 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.

Following consultation with parents, carers, pupil and staff an updated relationships policy was introduced in December 2023. Please see appendix 2 for a copy of this policy. For this policy to be successful it is essential to have parental cooperation.

We have two permanent staff trained on the Place2Be, Mental Health First Aid and Seasons for Growth. This training is used to provide support to children or parents within 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.

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 (the ASL Act);
- **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 Team Around the Child meetings to assess and plan with available resources (the ASL Act). 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 out with 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 (the ASL Act);
- **Involvement of child and parent/carer:** It is vital that the child, 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. (UNCRC) (the ASL Act) and the Children (Scotland) Act 1995);
- **ASN legislation:** all processes and meetings will comply with the timescales of the ASN legislation.

Each school has a Pupil Support Coordinator or named Individual (if this is not the same individual) has pastoral care 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 Managers.

If you need further information on any of the above contact your school Pupil Support Coordinator Ms Clare Casey, Acting Depute Head Teacher.

## **Equity for all learners**

At St. John's Primary, we know our children and families. We know who is at risk. We work closely with our partners within education to ensure that we identify obstacles to learning and wellbeing and take steps to address these. We work with agencies out with education to support vulnerable children and families. We have a very robust tracking system in place which ensures we identify and respond appropriately to pupil needs. SIMD data and risk matrix data are used to help us monitor progress and opportunities for children.

## **7 Assessment**

### **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 (SNSA) 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. Schools across South Ayrshire use a wide range of assessments.

### **Scottish 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 when the teacher feels that it is appropriate. The assessments will, as far as possible, accommodate the needs of children who require additional support.

## **Tracking and monitoring Progress**

The progress of individual learners is tracked and monitored during the session. Class teachers keep records of individual progress and use these in termly discussions with the Head Teacher and senior leadership team to ensure that appropriate progress is happening or that interventions have been implemented effectively.

## **8 Reporting**

### **How will your child's progress be reported?**

In St. John's Primary we have two Parents' evenings each year, one in October and one in April for all parents. In 2020 we introduced an additional parents' night for children who require additional support in February to discuss personal targets and progress. A written report is sent out in April. There is an Access Hour/Progress and Achievement visit every term where parents can come into school and meet with the class teacher and view pupil work and achievements. Each term there is also a parent assembly where children can share their learning.

The new Standardised Assessment and Curriculum for Excellence levels for South Ayrshire schools are reported to members of the public in the annual performance report which is published in February each year.

## **9 Transitions**

### **How do we ensure that there is a smooth transition between stages?**

- Follow South Ayrshire curricular frameworks for all 8 curricular areas which are designed to ensure continuity of learning.
- This is Our Faith and God's Loving Plan to ensure progression and continuity within RCRC.
- We use the Benchmarks from Education Scotland to ensure planning appropriate assessments of the experiences and outcomes is in line with national expectations.
- Teachers' planners include pupil support and wider achievement overviews that track pupil opportunities and supports that were in place to ease transition from class to class.
- The cluster has a new enhanced transition plan for children in primary 6 and 7. Following identification through Request for Assistance to QMA on AYRshare, P6 children start transition opportunities to Queen Margaret Academy and this continues on a number of occasions in primary 7.
- All children participate in both sporting and academic opportunities to aid transition.
- We have enhanced opportunities in place for children transferring from nursery to primary one.

### **The catchment secondary school for St. John's is:**

Queen Margaret Academy,  
Dalmellington Road  
AYR  
Telephone: 01292 612020

## **Transfer to Secondary School**

Pupils are normally transferred between the ages of 11 ½ and 12 ½ to ensure that they will have the opportunity to complete at least four years of secondary education. Parents will be informed of the transfer arrangements no later than December of the year preceding the date of transfer.

## **Welcome letter from the Head Teacher of Queen Margaret Academy**

I would like to take this opportunity to welcome you and your child to Queen Margaret Academy. The following guide outlines some of the work of the school while our website will give you regular updates of activities and events.

At Queen Margaret Academy we are an ambitious community of learning and faith where our young people are inspired, motivated and successful. We aim to offer a high-quality education for all our young people in a distinctive Catholic context empowering them to maximise their talents and achieve.

Our faith is celebrated regularly through Masses and events, largely conducted by our liturgical committee, led by Fr Stephen Latham and supported by the wider staff body and local parishioners.

Fundamental to a school is a positive culture and ethos. Queen Margaret Academy have 6 values which we base our work:  
Community, Ambition, Responsibility, Equity, Faith and Respect.

Throughout a young person's time at Queen Margaret Academy we aim to support them in partnership with home and local parishes to become resilient individuals who will add value to our school and our community.

I look forward to working with you to support our young people in their journey through secondary school.

Yours sincerely

Oonagh Browne  
Support For Pupils



## Support for Pupils

### Getting It Right for Every Child (GIRFEC)

The Children and Young People (Scotland) Act 2014 introduces an approach for all children's services to work together to meet every child's needs. The '**Getting It Right for Every Child**' (known as "GIRFEC") Practice Model is an assessment and planning framework which centres on the individual and specific needs of each child. Every child under the age of 18 is supported within the school by a pupil support co-ordinator or similar named individual within the school who should be available to help and support the child and do whatever is necessary to promote, the child's 'wellbeing'.

All children have rights in terms of the UNCRC to be Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included, (sometimes referred to as 'SHANNARRI indicators'). All assessments of 'wellbeing' needs or what support and help is needed for a child will take account of these indicators.

If a child needs help or support, the Pupil Support Co-ordinator will liaise with additional agencies and a Team with the Family (TWTF) will be arranged. If the child is receiving additional support or assistance in school, or from other services, (for example from social work; health services or 3<sup>rd</sup> sector or charity partners) then in consultation with parents/carers the Team With the Family will assess whether there are any wellbeing needs and if necessary, review the **Child's Plan**.

### How do we ensure that there is someone in school who knows your child really well and can support them through challenging times?

- Through the staged intervention process children are supported and targets are agreed with parents and children
- The school follows the GIRFEC practice model and ensures Team with the Family (TWTF) meetings are held throughout the year to support children with additional support needs.
- An additional Parents' evening in February has been added to the annual calendar for children on Staged Intervention.
- Any initial concerns from parents should be made to the class teacher which will be passed to Mrs Patterson who is the pupil support co-ordinator.
- There is a clear school homework policy and a homework club for children.

## 10 Homework

### Rationale

Effective home-school partnerships are essential to ensure that children achieve their full potential. Homework allows parents the opportunity to become familiar with aspects of the curriculum currently being taught in the classroom. Tasks are carefully planned and integrated with class work and the activities differ throughout the week, are varied in nature and the amount to be completed is stage dependant. Children are able, through these activities, to consolidate skills, develop new skills, deepen their understanding of subjects and experience a sense of satisfaction and achievement.

In St John's Primary School, it is the expectation that homework procedures and expectations do not vary from class to class and that a whole school approach has been implemented. We understand that pupils are involved in a wide range of activities out with school, therefore homework tasks will be spread across the week. If you wish your child to be exempt from homework, please contact your class teacher or the school office.

## **Aims and Objectives**

The aims and objectives of setting homework are:

- to consolidate work taught in classes.
- to develop self-discipline.
- to maintain and build on links between home and school and provide information for parents which is clear and well structured.
- to develop skills in research using learning resources out with school.

## **Dyslexia Friendly School**

Our home learning ensures a variety of learning experiences to encourage, maintain, practise and extend the learning previously introduced and used at school. There are a variety of activities used to meet all children's needs which can be adapted to suit their style of learning. Additional resources required to complete tasks will be supplied if necessary.

## **Roles and Responsibilities**

### **Head Teacher/ Depute Teacher**

It is the responsibility of the head teacher and depute head teacher to ensure that:

- A minimum standard of homework is agreed from P1-P7.
- Information on the range, amount and type of homework tasks issued at each stage is shared with parents at the start of each new session.

### **Class Teachers**

It is the responsibility of class teachers:

- To set meaningful and appropriate homework tasks to pupils at their age and stage.
- To ensure a variety of homework tasks with a focus on literacy and numeracy.
- To work across their stage to ensure a consistent approach to learning.

### **Parents and Carers**

Parents and carers should support homework by:

- Encouraging children to develop good homework routines.
- Raising any concerns through the comment box in the homework diary in the first instance.

### **Pupils**

It is the responsibility of pupils:

- To ensure that they are clear on the instructions given by the class teacher to complete the given tasks
- To ensure that appropriate tools and materials are taken home to complete set tasks.
- To return homework on the agreed date.

## **Rights Respecting School**

As a Rights Respecting School, these articles are particularly relevant to our homework policy:

Article 12-we have a right to be listened to

Article 28-we have a right to an education

## Stage Homework

The **minimum** standard of homework to be expected across each **stage** is as follows:

Stage	Homework
Primary One	<ul style="list-style-type: none"> <li>• Reading book (s)</li> <li>• List of Phonemes/Common words to be consolidated</li> </ul>
Primary Two	<ul style="list-style-type: none"> <li>• Reading book (s) /My On</li> <li>• List of Phonemes/Common words to be consolidated</li> </ul>
Primary Three	<ul style="list-style-type: none"> <li>• Reading book (s) /MyOn</li> <li>• List of Phonemes/Common words to be consolidated</li> <li>• Sacramental Preparation (when required)</li> </ul>
Primary Four	<p>A paper copy of:</p> <ul style="list-style-type: none"> <li>• Literacy based activity</li> <li>• Numeracy activity</li> <li>• Other curricular area activity</li> </ul> <ul style="list-style-type: none"> <li>• Sacramental Preparation (when required)</li> </ul>
Primary Five	<p>On Teams, there will be:</p> <ul style="list-style-type: none"> <li>• Literacy based activity</li> <li>• Numeracy activity</li> <li>• Other curricular area activity</li> </ul>
Primary Six	<p>On Teams, there will be:</p> <ul style="list-style-type: none"> <li>• Literacy activity</li> <li>• Numeracy activity</li> <li>• Other curricular area activity</li> </ul>
Primary Seven	<p>On Teams, there will be:</p> <ul style="list-style-type: none"> <li>• Literacy activity</li> <li>• Numeracy activity</li> <li>• Other curricular area activity</li> </ul>

All homework will be uploaded to Microsoft Teams. If you require a paper copy of any homework, please do not hesitate to contact your child's class teacher. Online login details will also be provided to consolidate learning online using MyOn and SumDog.

# 11 Support for Pupils

## Additional support for learning

South Ayrshire Council has duties outlined in the Standards in Scotland's Schools etc. 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 highly 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.

### 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 – In class support

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

## **Stage 2 – Within school/ Outwith class 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 2. An action plan should be created and reviewed.

## **Stage 3 – 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 Pupil Support 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 4 – Specialist help from a multi-agency team**

At this stage a **wellbeing assessment** will be completed. The Pupil Support 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 with the family meeting (TWTF) will be convened to determine how agencies can provide support.

All children at Stage 4 will benefit from **at least one targeted support**. Further universal supports may also be part of the support provided to children at this level.

## **Stage 5 – Supported Learning Centres/Communication Bases and Extended Learning Facilities**

At this stage a **wellbeing assessment** will be completed. The Pupil Support 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 with the family meeting (TWTF) will be convened to determine how agencies can provide support.

## **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 out with 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;
- Counselling Services for children over 10

Educational Services will also access support, where appropriate, from colleagues within the 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 plan. Parent's and children's views should be taken into account and recorded through the child's 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 considered and recorded through their plan. They will be encouraged to take part in any meeting where people are discussing them. They will help to set their own targets and to review these.

### **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 the child and 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 individual.

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 teacher of their child's school. If this is not possible, parents can also speak to the Quality Improvement Manager linked to their child's school.

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

## **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 612504

### **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 612426 or 612292

### **Enquire**

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.

### **Scottish Child Law Centre**

54 East Cross Causeway  
Edinburgh  
Midlothian

EH8 9HD  
Tel: 0131 667 6333  
Email: enquiries@sclc.org.uk

The Scottish Child Law Centre provides free legal advice and information for and about children and young people.

### **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 core functions to their service delivery including:

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

This can be delivered at different levels, including the level of the child, the school or 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 Co-ordinator. 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.



Educational Psychologists maintain a note of young people's names who have been discussed with them and will 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.

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

Further details on the service can be found on their website: [www.eps.south-ayrshire.gov.uk](http://www.eps.south-ayrshire.gov.uk).

## **Information Sharing**

In South Ayrshire educational establishments /schools we work closely with partner services including 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**

Procedures and guidance are important but cannot, in themselves, protect children; a competent, skilled and confident workforce, together with a vigilant public, can. 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 lead on 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', that something is not right, talk about this to the school's Child Protection Co-ordinator or another member of staff.

Mrs Patterson is the Child Protection Co-ordinator who will co-ordinate the school's response to concerns for children's and young people's safety and wellbeing.

## 12 School Improvement

**How has the school improved the last twelve months?**

**How has the school improved the attainment of young people?**

The school continually strives to ensure that pupils achieve their very best. On-going assessments of children's progress include the use of computer adaptive assessments. We use these assessments alongside classwork and teacher professional judgment to help build a holistic picture of the children. The results of the assessments for St. John's Primary were as follows: -

### HMle Inspection June 2018

Quality Indicator	Description	Grade
1.1	Self-Evaluation for Self-Improvement	Very Good
3.2	Raising Attainment and Achievement	Very Good

### Curriculum for Excellence levels

#### Literacy and English

	P1 Early Secure or above %	P4 First Secure or above %	P7 Second Secure or above %
2019-20	COVID		
2020-21	87	85	80
2021-22	88	71	82
2022-23	71	74	78
2023-24	87	86	93

#### Maths

	P1 Early Secure or above %	P4 First Secure or above %	P7 Second Secure or above %
2019-20	COVID		
2020-21	93	85	84
2021-22	88	75	84
2022-23	76	80	84
2023-24	94	89	93

## 13 School Policies and Practical Information

### What additional information is available to parents?

- A list of available school and authority policies and how they can be accessed through the school website.
- We run a number of after school clubs that the children can opt-in to which vary throughout the year. Letters will be sent home when there is an applicable club for your child.
- A free breakfast club from 8.30am is available for all children from P1-P7.

### Pupil Voice

Consultation with pupils about their views on their school environment and their learning is important and valuable to our school. We recognise that 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.

Our Pupil Council serves as a vital platform for pupil representation and leadership within the school community. It also functions as our Rights Steering Group, promoting children's rights in line with the UNCRC (United Nations Convention on the Rights of the Child). The Pupil Council works closely with our Pupil Voice groups, ensuring that pupils’ opinions and ideas are heard and acted upon across various aspects of school life. Annual elections are held to give all pupils the opportunity to participate and be elected as members of the Pupil Council and Rights Steering Group. This process encourages democratic participation and leadership skills, empowering pupils to actively contribute to decision-making, school improvements, and fostering a positive, rights-respecting environment.

All primary 4-7 children are part of a pupil voice group and one representative from This year our groups are Faith and Fundraising, Anti-Bullying, Health and Wellbeing, Library, Global Citizenship, Eco, Digital, Dyslexia Friendly School group and this culminates a cluster showcase at the end of the school session. All primary 1-3 children link weekly with each of the pupil voice groups to share their learning.

### Choosing a School

Parents have the right to choose to send their child to a school other than the catchment denominational or non-denominational school for their area they live in, this is known as a Placing Request. It is not possible to guarantee that all Placing Requests will be successful. However, but parents will have the right of appeal should their application be unsuccessful. Parents should also be aware that if they decide to submit a Placing Request their child will no longer automatically be considered for a place in their catchment school.

Full details of the Placing Request process are available on the Council’s website <https://beta.south-ayrshire.gov.uk/placing-requests> or you can contact Educational Services on 01292 612162.

### 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.

**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 out with 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)

### **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 out with School**

St. John's Primary recognises the need for young people to be regularly involved in outdoor activities and learning which will involve visits out with the school. These visits will be routine and are an expected part of the 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 out with 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 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.

The uniform for St. John's is blue.

- Dark blue blazer
- Blue/white polo shirt
- White shirt and tie
- Dark blue sweatshirt with school badge
- Dark trousers/skirts
- Indoor shoes
- P7 leavers hoodie

Sweatshirts, polo shirts, fleeces, waterproof jackets and ties are not obtainable from school but can be purchased online via Tesco for Schools, at National School Wear, Dalblair Road, Ayr.

## **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 will be carried out in the dinner hall during breakfast club 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 the 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.

## **Parental complaints procedure**

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

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

- Visit one of South Ayrshire Council's Customer Service Centres, or any local office.
- Phone South Ayrshire Council Customer Services Team on 0300 123 0900
- E-mail: [listeningtoyou@south-ayrshire.gov.uk](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.

If you have a concern (early years and childcare only) and wish to complain to the Care Inspectorate directly, please write to:

Care Inspectorate, Sovereign Road, Suite 3, Academy Road, Irvine, KA12 8RL

## **School Meals, Free School Meal Information & Clothing Grant**

St. John's Primary using a cashless system for lunches and parents have the option of paying cash direct to the school dinner hall and an online banking facility. We follow the South Ayrshire Council 3 weekly meal plan. Pupils with a particular dietary need can be supported by completing an online medical diet request form and providing supporting evidence. This can be found at [www.south-ayrshire.gov.uk/article/24679/Special-diets-and-allergens-information](http://www.south-ayrshire.gov.uk/article/24679/Special-diets-and-allergens-information) Children who have a packed lunch also eat their lunch in the dinner hall with their friends.

The current criteria for entitlement is detailed below, however this is reviewed annually and updated information is available on the Council website – Free School meals and clothing grant – South Ayrshire Council ([south-ayrshire.gov.uk](http://south-ayrshire.gov.uk)).

Children of parents receiving:-

- Child Tax Credit where income is £19,995 or less
- Child Tax Credit and Working Tax Credit where income is less than £9,552 or less
- Universal Credit where earned income is £796 or less per month
- Income-based, Job Seekers Allowance
- Income support
- Any income related element of Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999

From August 2023, free school meals are available to all P1-P5 pupils.

### **Transport guide to parents**

South Ayrshire Council has a policy of providing free school 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 suitable walking route. Parents who consider they are eligible for free school transport should complete the online Free School Transport Form which can be obtained via <https://www.south-ayrshire.gov.uk/schools/school-transport.aspx>. Applications should be completed and submitted by 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.

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 first 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 their 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.

### **Seatbelt Statement**

All dedicated home to school transport services operating within South Ayrshire and all transport used to provide educational off-site visits must be fitted with seatbelts. All children and young people are expected to use the seatbelt provided and remain seated with their seatbelt fastened for the duration of the journey.

Strathclyde Partnership for Transport will monitor compliance with these requirements on all dedicated home to school transport services through roadside inspections. School staff will

monitor compliance with these requirements on vehicles used to provide educational off-site visits.

Signage will be prominently displayed in vehicles or an announcement will be made by drivers to remind children and young people that seatbelts are provided on the vehicle.

South Ayrshire Council, transport contractors and school staff will work in partnership to promote the wearing of seatbelts across the Authority. Parents should also encourage their children to wear the seatbelts provided.

### **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.

### **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.

### **Use of Mobile Phones**

Children are not permitted to use mobile phones within the school day. All contact between a child and home will be made via the school office. To ensure mobile phones are not lost or damaged they should be handed into the office at the start of each day.

### **Use of Social Media**

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 private and personal relationships with pupils;
- take care to avoid becoming personally involved in 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.

## **Health and Medical Information**

It is vitally important that parents and carers provide the school with any relevant medical information for your child. If your child takes ill at school, we will endeavour to phone a parent in the first instance. If unable to contact a parent, we will telephone the emergency contact number. Please ensure telephone numbers are always kept up to date. Failure to contact a friend or relative will result in your child staying in school, or in an emergency, being taken to hospital by members of staff.

If your child requires medication to be taken or be kept in school, please complete the relevant medical form which can be obtained from the school office. Staff will not administer any medication without this form being completed.

At St. John's primary we request that if your child is unwell and not coming to school, that you telephone the school before 9.00am. A message will then be passed to your child's teacher. Our school nurse is Libby McAlpine and she can be contacted on 01292 885501.  
Email - [Elizabeth.McAlpine@aapct.scot.nhs.uk](mailto:Elizabeth.McAlpine@aapct.scot.nhs.uk)

## **Routine Medical Health Examinations**

Medical inspections are carried out with Primary 1 pupils by the school nurse. Dental inspections are also carried out at select stages and a report provided for the school. No inspections will be carried out without parental permission.

## **Information in Emergencies**

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which may lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failure or difficulties of fuel supply.

In such cases we will do all we can to let parents know about the details of closure or reopening. Letters, notices in shops and community centres, announcements in local churches and announcements in the press and local radio will keep parents/guardians up to date.

## **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 and young people to opt for healthier choices, not only in school but also outside school.

Further guidance can be found at:

[www.scotland.gov.uk/Resource/Doc/222395/0059811.pdf](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.

### **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 tooth brushing programme** – In Ayrshire & Arran, daily supervised tooth brushing 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 new-born 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)**

### **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.

### **Data Protection Act**

When you enrol your child at school or early years centre you are required to provide some personal information about yourself and your child in order to access services provided by Educational Services.

### **How we will use the information about you and your child**

All personal data is processed by Educational Services staff. We will only collect personal data from you that we need in order to provide educational services and oversee the provision of these services to your child. We will use your personal data to contact you; if the school requires to discuss your child’s education, in an emergency and to keep you fully involved in your child’s educational journey.

### **Who we share your information with**

Your child’s personal information will only be shared where it is appropriate to do so in order to ensure full access to services such as national assessments, health promotion, transport, school meals, careers and online services.

In addition, the Council has a duty to protect public funds and to this end, we may check the information you have given with other information we hold, share your information with other Council Services and share your information with other local authorities, for the purpose of protecting public funds and to prevent or detect fraud or crime.

### **What are my rights?**

You have various rights in relation to the personal data that the Council holds about you. This includes the right to ask us to provide you with access to your personal information and to rectify any inaccuracies contained within the personal information.

For more information about these rights please see the full privacy notice.

### **If you have a complaint**

If you are unhappy with the way the Council has dealt with your personal data, you can complain to the Council's Data Protection Officer:

Data Protection Officer, Information Governance Team, Legal & Democratic Services, County Buildings, Wellington Square, Ayr KA7 1DR

Email: [DataProtection@south-ayrshire.gov.uk](mailto:DataProtection@south-ayrshire.gov.uk) | Telephone: 01292 612223

If you remain dissatisfied, you have the right to complain to the Information Commissioner.

Information Commissioner's Office, 45 Melville Street, Edinburgh, EH3 7HL

Email: [scotland@ico.org.uk](mailto:scotland@ico.org.uk). | Telephone: 0131 244 9001 | (<https://ico.org.uk/for-the-public/>)

### **If you have no Internet Access**

Please contact us at the above postal address or telephone number if you wish a copy of any of the above information and you do not have access to the internet, we will provide you with a hard copy of the information.

### **How to access our full Privacy Notice**

The Educational Services full privacy notice is available from the school website or please ask staff in the school office and they will provide you with a hard copy.

### **Education 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

The full Education Statistics Privacy Notice can be found at the undernoted link or by requesting a copy from the school office.

<https://www.gov.scot/topics/statistics/scotxed/schooleducation/ESPrivacyNotices>

### **Your Rights and Further information**

Parents have the right to request access to their child's education record under the Pupils' Educational Records (Scotland) Regulations 2003.

### **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.

### **Helpful Addresses and Websites**

Educational Services, County Buildings, Wellington Square, AYR, KA7 1DR

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

[www.education.gov.scot/parentzone/](http://www.education.gov.scot/parentzone/)

[www.hmie.gov.uk](http://www.hmie.gov.uk)

The name of the local councillor(s)

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

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

<b>Organisation</b>	<b>Address</b>	<b>Telephone Number</b>
Care, Learning and Wellbeing	County Buildings, Wellington Square, Ayr, KA7 1DR	03001 230900
Douglas Campbell Laura Brennan – Whitefield Ian Cavana – Ayr John Hampton – North	County Buildings, Wellington Square, Ayr, KA7 1DR	03001 230900

Chris Cullen – Ayr Mary Kilpatrick – East Brian McGinley	County Buildings, Wellington Square, Ayr, KA7 1DR	03001 230900
Siobhan Brown Martin Dowey – Ayr Lee Lyons – West Derek McCabe	County Buildings, Wellington Square, Ayr, KA7 1DR	03001 230900

**Parishes:**

Father David Borland  
St Margaret's Cathedral  
John Street  
Ayr, Tel: 263488

Father David Borland  
St Paul's Church  
Peggieshill Road  
Ayr, Tel: 260197

Father Stephen Latham  
St Ann's Church  
27 Annbank Road  
Mossblown, Tel: 520204

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

[www.ltscotland.org.uk/parentzone](http://www.ltscotland.org.uk/parentzone)

[www.hmie.gov.uk](http://www.hmie.gov.uk)

## Appendix 2 – Additional Helpful Websites

### School Policies and Practical Information

Children (Scotland) Act 1995 – <http://www.legislation.gov.uk/ukpga/1995/36/contents>

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/learningandassessment/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>

### **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 –  
<https://educationescotland.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>

**Scottish Catholic Education Service's resource 'This is Our Faith'** which supports the teaching and learning of Catholic religious education – <http://www.sces.uk.com/this-is-our-faith.html>

## **CURRICULUM**

**Information about how the curriculum is structured and curriculum planning** –  
<https://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** –  
<https://educationscotland.gov.uk/thecurriculum/howisthecurriculumorganised/experiencesandoutcomes/index.asp>

**Advice, practice and resources to support the experiences and outcomes on literary, numeracy and health and wellbeing** –  
<http://www.educationscotland.gov.uk/learningteachingandassessment/learningacrossthecurriculum/responsibilityofall/index.asp>

## **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://educationscotland.gov.uk/thecurriculum/howisprogressassessed/stages/index.asp>

**Information on recognising achievement, reporting and profiling** –  
<http://educationscotland.gov.uk/learningteachingandassessment/assessment/achievement/index.asp>

## **TRANSITIONS**

**Curriculum for Excellence factfile - 3-18 Transitions** - provides information on the transitions children and young people will face throughout their education and beyond –  
[http://educationscotland.gov.uk/publications/c/publication\\_tcm4660285.asp](http://educationscotland.gov.uk/publications/c/publication_tcm4660285.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/>

### **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>

**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>

### **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/scottishscholsonline/>

**Education Scotland's Inspection and review page** provides information on the inspection process –

<http://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>

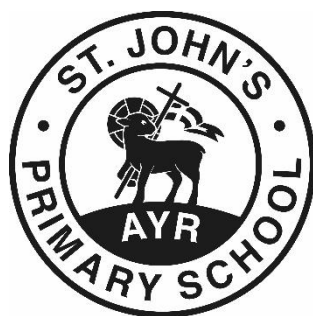
**Amazing Things** – information about youth awards in Scotland –

<http://www.awardsnetwork.org/index/hp>

**Information on how to access statistics relating to School Education** –

<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education>

# St John's Primary School



**“Bullying is both behaviour and impact; the impact is on the person’s capacity to feel in control of themselves. This is what we term their sense of agency. Bullying takes place in the context of relationships: It is behaviour that can make people feel hurt, threatened, frightened and left out. This behaviour happens face-to-face and online.”**

**Respectme, 2015**

In St. John’s primary the whole school community and Parishes are committed to supporting the formation of the whole person. We have an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God. As a Catholic school, we are a community of faith and learning, which helps our young people to come to know Jesus Christ as the son of God, to become familiar with His teaching and to use their own talents in order to give personal witness to Him in their daily lives.

The catchment area of St. John’s is very diverse and children from every decile in Ayr and the surrounding villages are represented within the school. 15% of the children in our school have English as Additional Language (EAL).

We want children to be safe, included, responsible, respected, active, nurtured, achieving and healthy. We believe that the positive promotion of the physical, emotional and social health and wellbeing of our children and their families has a direct impact on the attainment and achievement of children.

We want to support the development of a positive and respectful ethos within our school and so this policy will explain our behaviour policy and actions we take in order to support those who experience and those who display bullying behaviour.

To prevent bullying type behaviours in school, we consider the following 4 policy frameworks:

## **(1) The United Nations Convention on the Rights of the Child (UNCRC)**

Bullying is a Breach of Children’s Rights.

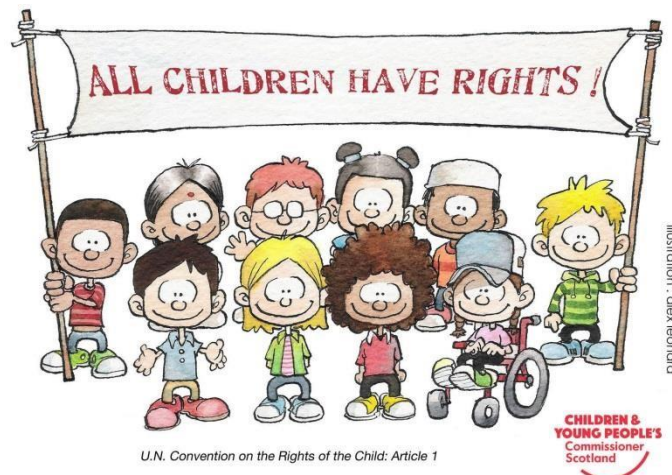
St. John’s Primary School is very proud to be a Level 2 Rights Respecting School (RRS). The UNCRC is at the heart of the school’s planning, policies, practice and ethos.

***The UNCRC, article 2 states (without discrimination) “the convention applies to every child whatever their ethnicity, gender, religion, abilities, whatever they think or say, no matter what type of family they come from”.***

Under the UNCRC, all children and young people have the right not to be discriminated against or treated unfairly; to be treated in their best interests and to have their rights respected, protected and fulfilled. Children and young people have the right to say what they think and have their opinions taken into account; to get and share information and to think and believe what they want, as long as this is not damaging to others. Children and young people have a right to meet together and join groups as long as they do not stop others. They have a right to respect their rights, freedoms and reputations. They should have a right to privacy and protection from attacks against their way of life, good name, families and homes; and they have the right to be protected from being hurt and mistreated, physically and mentally. Children and young people have a right to an education which encourages children to respect their own and other cultures.

Bullying behaviour goes against many of the United Nations Convention on the Rights of the Child articles and may prevent children and young people from enjoying their full rights and developing their full potential in learning and in life.

As a South Ayrshire school, we believe Education is an environment where children and young people’s dignity should be respected at all times and where personality, talents and abilities should be encouraged to shine and be celebrated.



**(1) Getting it Right for Every Child (GIRFEC)**

This sets out how agencies and professionals should work together to promote the welfare and rights of the children and young people, and ensure that they are safe, healthy, achieving, nurtured, active, respected, responsible and included.



**(2) Curriculum for Excellence**

Children and young people are expected to achieve Health and Wellbeing outcomes as part of their learning experience. The area of key relevance is “Relationships”.



**(3) The Equality Act 2010**

This act provides protection from discrimination, harassment and victimization based on a range of “protected characteristics”. These characteristics are defined in the Act as:

*Race, Sex, Disability, Sexual orientation, Religion or belief, Age, Gender reassignment, Pregnancy and maternity, and Marriage and civil partnership.*

In addition to the Protected Characteristics covered by the Act, there is an expectation that other groups will be considered, for example:

*Looked after children, Young carers, Children and young people living in deprivation, and Body image issues.*



The Equality Act 2010

After consultation with parents/guardians, it was decided to keep the card system within the school but to include something to go along side it.

Within this policy, a number of initiatives and programmes will be explained and intertwined to ensure we are supporting the needs of all pupils. Initiatives and programmes, which were agreed by the parents/guardians were: Mindfulness, Growth Mindset and Restorative Practice.

These will be in the forefront of how we deal with and manage behaviour, keeping in mind the expectations and responsibilities of staff, managers, pupils and parents/carers.

## **Mindfulness**

Mindfulness is noticing what is happening right now around you. Mindfulness helps us create space between a strong emotion and our actions. We learn to deal with positive and negative experiences more calmly and by making better decisions. When we pay attention to our thoughts and feelings, we can respond in a more clever way, without hurting our own feelings or the feelings of others.

In St John's Primary we are looking at ways to boost children's confidence in their ability and build a Growth Mindset in all of our pupils. Growth Mindset is all about what individuals believe about their ability to learn new things.

## **Growth Mindset**

"In a growth mindset, people believe that their most basic abilities can be developed through dedication and hard work—brains and talent are just the starting point. This view creates a love of learning and a resilience that is essential for great accomplishment."

## **Psychologist Carol Dweck**

A mindset, according to Dweck, is a self-perception or "self-theory" that people hold about themselves. Believing that you are either "intelligent" or "unintelligent" is a simple example of a mindset. People can be aware or unaware of their mindsets, but they can have profound effect on learning achievement, skill acquisition, personal relationships, professional success, and many other dimensions of life.

Dweck's educational work centres on the distinction between "fixed" and "growth" mindsets. According to Dweck, "In a fixed mindset, people believe their basic qualities, like their intelligence or talent, are simply fixed traits. They spend their time documenting their intelligence or talent instead of developing them. They also believe that talent alone creates success—without effort."

Pupils who embrace growth mindsets—the belief that they can learn more or become smarter if they work hard and persevere—may learn more, learn it more quickly, and view challenges and failures as opportunities to improve their learning and skills.

Within St. John's Primary School, we have informed parents about Growth Mindset and have offered resources and guides in order for parents to support their child's Growth Mindset at home. Within school we ask 10 'What Questions' in order to develop a Growth Mindset in our children:

- (1) What did you do today that made you think hard?
- (2) What happened today that made you keep going?
- (3) What can you learn from this?
- (4) What mistake did you make that taught you something?
- (5) What did you try hard at today?
- (6) What strategy are you going to try now?
- (7) What will you do to challenge yourself today?
- (8) What will you do to improve your work?
- (9) What will you do to improve your talent?
- (10) What will you do to solve this problem?

We ask children to recognise their own Mindset and to be mindful of their own thinking and of the messages they send with their words and actions.

A parent's guide to a Growth Mindset is included on the next page.

## **Restorative Practice**

After consultation with staff, pupils and parents, we agreed that there was a place for our card behaviour system within the school and it worked for the majority of pupils, but not all.

Although individual behaviour protocols are in place for individual children, we thought it was beneficial to actually get to the route of the problem and to try to restore relationships through talking to pupils and finding a way through.

Restorative approach offers us an alternative way of thinking about addressing discipline and behavioural issues and offers a consistent framework for responding to these issues. Restorative Intervention gives pupils a structured opportunity to learn to manage shame and/or take responsibility for their behaviour by addressing any harm done, reconciling damaged relationships and by considering how future problems can be avoided.

We agreed that we would use restorative measures, either when the situation arose or later that day or the next when the situation had calmed and pupils were more settled and able to rationalise their thinking.

All staff within St.John's Primary School use the following **5 Key questions** with pupils:

- (1) What happened?
- (2) What were you thinking?
- (3) How did you feel?
- (4) Who else has been affected?
- (5) What do you need to do?

Restorative approaches include looking at core skills such as listening, empathy, fair processes and being solution orientated.

Staff at St.John's have restorative conversations and restorative meetings with pupils if a situation arises and if this approach is required. This approach will work alongside the card system for behaviour within the school.

## **Bullying**

Bullying is defined by its impact on the person/people affected as a result of the intended or unintended behaviour and actions of others. Bullying behaviour impacts on the wellbeing of those affected and results in a reduced sense of self-esteem and a negative impact on wellbeing. Bullying behaviour is typically characterised by the individual's involved perceiving difference between themselves and others.

Bullying can be expressed through **physical, emotional, verbal or intimidating behaviour** or in the form of marginalisation. People can be bullied on the grounds of age, race, gender, sexual orientation, disability, socioeconomic status, nationality, religion or other real or perceived difference.

Bullying can be subtle or it can be overt. It can cause short-term suffering for the pupil who experiences bullying behaviour or it can have long-term effects.

### **Bullying behaviours may include:**

- Name calling, teasing, putting down or threatening;
- Ignoring, leaving out or spreading rumours;

- Pushing, hitting, tripping and kicking;
- Taking and damaging belongings;
- Online bullying: sending abusive texts, email or instant messages
- Intimidation and extortion e.g. taking someone's lunch money;
- Making people feel like they are being bullied or fearful of being bullied; and
- Targeting someone because of who they are or are perceived to be.

#### **Expectations and Responsibilities of the Head Teacher and Managers:**

- Clear policies outlining preventative measures and a range of strategies in response to bullying behaviour that are in line with authority guidelines.
- Consult with and familiarise staff, children and young people, parents and carers, including Parent Council members, with the content of these policies, working to engage staff, pupils and parents/carers as consistently active partners in minimising bullying and its impact on children and young people.
- Ensure that key staff undergo suicide prevention training, so as to be well-equipped in the appropriate language required to assess risk and support all children and young people; encourage all other staff working in schools to undergo awareness raising training.
- Regularly monitor and ensure training of all staff about bullying behaviour and responding to bullying.
- Insist upon all incidents of bullying reported or witnessed, being recorded, in line with South Ayrshire Policy as soon as possible and responded to in accordance with antibullying policies, with actions taken and outcomes being recorded.
- Liaise, as deemed necessary, with outside agencies to address the needs of individuals.
- Regularly monitor, whilst auditing annually, in consultation with staff and young people, about bullying incidents and the effectiveness of staff responses to minimise the negative impact on the young person.

#### **Expectations and Responsibilities of pupils:**

- Follow guidance detailed within the school's anti-bullying policy.
- Participate in any consultation regarding anti-bullying.
- Treat your peers with respect.
- If you think you are being bullied seek help by confiding in someone you trust.
- Discuss and agree what options are available.
- If the bullying is online there are many useful strategies that can be used
- Be aware of what you post and share online, and treat people with the same respect as you would if they were in the room.
- If you see someone else being bullied report it to a trusted adult.
- Use items such as 'worry' or 'bully' boxes if available.

#### **Expectations and Responsibilities of Parents and Carers:**

- Familiarise yourself with the schools anti-bullying policy.
- Participate in any consultation regarding anti-bullying.
- Attend any training offered on anti-bullying.
- Actively listen to your child or young person when they tell you about a suspected bullying incident.
- Stay calm.
- Take a lead from your child or young person as to what pace to go at. This will help restore their feeling of being in control.
- Ask them what they want you to do.
- Explore options together; there is never one single answer.
- Telling children or young people to 'hit back' is a common response but not necessarily the best or safest option.
- Contact the school and ask for an appointment.
- Work in partnership with the school to resolve the situation. Don't expect the situation to be fully resolved at the first meeting, that won't always be possible.

- Keep channels of communication open until the situation is resolved.

### **Preventative Measures:**

- Anti-bullying week activities, with the clear message being communicated to staff, children and young people and parents/carers, that bullying behaviour shall not be tolerated.
- Anti-bullying awareness-raising sponsored events.
- Assemblies, with the emphasis on the power of acts of kindness to improve the lives of others. Conversely, children and young people shall be educated on the negative impact of bullying.
- Drama/Musical theatre anti-bullying workshops developed by the staff and children and young people, or implemented by an outside drama group.
- Posters produced by children and young people in school, as well as by professional bodies.
- Newsletters/website pages.
- Handbook information.
- Nurture group resilience and anti-bullying themes.
- Maintaining UNICEF Rights Respecting Schools accreditation and the principles taught therein.
- Curricular inputs/PSE-to include Circle time activities and discussions.

### **Responding to Bullying Behaviour**

- Staff will use their knowledge of the children and young people and use their professional judgement when responding to incidents based on evidence and investigation.
- When a young person claims to have been experiencing bullying behaviour, each complaint will be investigated swiftly and with a consistent approach. How the person who has experienced bullying behaviour perceives his/her situation is important.
- Impartiality and confidentiality must be respected, with knowledge of the incident being limited to those directly involved with the incident and with any necessary action that follows.
- Inform Head Teacher or other designated member of staff at the earliest opportunity.
- Record reported and/or witnessed incidents in line with South Ayrshire policy.
- Assess as to whether or not immediate remedial action can be taken to resolve the situation. This can be achieved through peer mediation, or through a system whereby vulnerable children and young people receive support as part of a friendship group. Decide with the Named Person and in consultation with the child or young person if parents/carers are to be informed. Any decision to inform the parent should involve the child or young person and take into account informal advice from the named person or member of staff who is trusted by the child or young person. If the incident constitutes a child protection issue child protection procedures will be evoked.
- Consider if involvement of other agencies would be beneficial in supporting the needs of the young person.
- Actions by the children and young people involved in bullying behaviours may lead to exclusion and the nature of the incident shall be recorded.
- Should parents exercise their right to take further a complaint then they should follow South Ayrshire's "Listening to You" complaints procedure.

Here are a number of useful websites available on the subject of bullying:

[www.bullying.co.uk](http://www.bullying.co.uk)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

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

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



[www.cybermentors.org.uk](http://www.cybermentors.org.uk)  
(social networking place)

Cyberbullying and Net Safety:  
[www.childnet.org](http://www.childnet.org)

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

[www.stoptextbully.com](http://www.stoptextbully.com)

[www.ceop.police.uk](http://www.ceop.police.uk)

Further reading on children, childcare and bullying [www.unicef.org.uk](http://www.unicef.org.uk)



## Promoting Positive Behaviour in the Dinner Hall

### Dinner hall Charter

To encourage positive behaviour in the dinner hall, pupils agreed and made a dinner hall charter which is displayed in the hall and in classrooms.

<b>Children respect this right by....</b>	<b>Rights</b>	<b>Adults respect this right by....</b>
<p>...not dropping food and litter on the floor.</p> <p>...picking up any litter on the floor.</p> <p>...by putting food in the food waste bin, litter in the litter bin and liquid into the funnel.</p>	<p><b>We all have the right to a clean environment.</b></p> <p><b>(Article 24)</b></p>	<p>...giving pupils time to tidy up.</p> <p>...helping us to use the right bins.</p> <p>...teaching us about the environment and recycling and how we are helping climate change.</p>
<p>...listening to children and adults.</p> <p>...talking in a calm voice.</p> <p>...treating everybody fairly.</p> <p>...being kind to other people.</p>	<p><b>We all have the right to be listened to.</b></p> <p><b>(Article 12 and 13)</b></p>	<p>...listening to children.</p> <p>...using a calm voice when talking to children.</p> <p>...treating everyone fairly</p>
<p>...walking in the dinner hall and not pushing or skipping others in the line.</p> <p>...using equipment safely.</p> <p>...choosing games that are safe and fun to play.</p>	<p><b>We all have the right to be safe.</b></p> <p><b>(Article 19)</b></p>	<p>...looking after the children outside to make sure they are safe.</p> <p>...helping children who are hurt or upset.</p>
<p>...playing games safely.</p> <p>...being kind to each other.</p> <p>...sharing equipment.</p>	<p><b>We all have the right to play.</b></p> <p><b>(Article 31)</b></p>	<p>...helping children to create games.</p> <p>...spending time talking and playing with children.</p>
<p>...being kind and respectful to each other.</p> <p>...letting others join in groups and games.</p>	<p><b>We all have the right to meet with friends and to join groups and clubs.</b></p> <p><b>(Article 15)</b></p>	<p>...helping children join in groups and games.</p>

# St John's Primary School



## Relationships Policy

November 2023



### Vision and Values





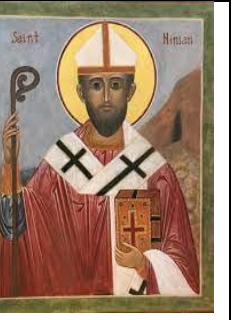
By March 2020 we had undertaken a large consultation with children, families, partners and staff around the school vision and values. We were almost at the point of defining what this would be for our school when Covid hit. In January of 2023 we started this process again, working with children in classes and parents through surveys, Access Hour tasks and Parents' night displays. We couldn't believe how much our lives, hopes and desires for our school community had changed. We wanted to ensure that our school vision and values reflected this change. Another change in our school community since 2020 is the diversity within the school. We now have children and families within our school community from across the world which enriches the learning of both children and staff. We have now agreed on 4 core values. The image just now will change following the opportunity for pupils to design the image of our core values.



Our vision for our school: St John's Primary school is a diverse catholic community with Faith at the centre. Children and families are at the heart of all our efforts, celebrating achievements and reflecting through prayer. Our mission is to work together to ensure a safe, respectful and inclusive environment. We ensure that our pupils receive rich learning experiences that encourage them to become creative, independent and ambitious learners.

### School Houses

To complement the refresh of our vision and values we are also refreshing our house system. We will now have five houses which have a direct link to Saints associated with five of the world's continents.

Green House - Africa	Blue House - Oceania	Red House - Americas	Yellow House - Asia	White House - Europe
Green represents the forests and grasslands of Africa	Blue is for the ocean surrounding the islands of the pacific	Red symbolises the fire of faith that brought the missionaries to Americas	Yellow is for the morning light of the east, representing Asia	White symbolises Europe, home of the Holy Father, shepherd of the world.
Saint Josephine Bhakita	Saint Mary MacKillop	Saint Kateri Tekakwitha	Saint Paul Miki	Saint Ninian
				

Our new choice of house saints, chosen in consultation with staff, children and families, reflect the growing diversity of our school community. It is important that our pupils also see themselves reflected in the images of the saints and therefore our new saints are associated with almost every part of the world - not only Europe. Furthermore, we hope to celebrate the breadth of cultures in our school community, by coming together for special days and events celebrated by families who have joined us from other parts of the world.

## House Merits

The Anti-Bullying Pupil Voice group have been working hard researching a new reward system to change the focus from identifying negative behaviours, to promoting positive behaviours.

We are planning to pilot the introduction of 'House Merits' which will be a whole school reward system at St John's. It encourages a team ethos across the school and allows children from all stages to have a common goal. It will also reward individual children for demonstrating the new school values.

The children will have opportunities to meet pupils from their house at termly assemblies and other whole school events.

### How are House Merits earned?

House Merits will be awarded by all staff within the school. Merits will be given as a recognition of achievement by individual children. They will include things like:

- Demonstrating our new 4 core values
- Illustrating our right of the month
- Demonstrating a Rights Respecting attitude
- Metaskills demonstrated throughout the week
- Teachers can also award certificates across the 4 contexts of the curriculum:
  - ❖ Ethos and Life of the School
  - ❖ Curriculum Areas and Subjects
  - ❖ Interdisciplinary Learning
  - ❖ Opportunities for Personal Development

When a child earns a House Merit, a member of staff will add it electronically to their SEEMIS record. Each month the house merits will be counted by P7 pupils. At the end of a term, the house merits will be collated and the winning house will be revealed. The winning house will receive a trophy/house cup with the winning colour of ribbons attached which will be on display in the reflection room for classes to see every week during their visit.



### **Individual Achievements**

The number of house merits individual children earn will also be recognised and these will be rewarded with certificates at our weekly Achievement Assemblies.

10 merits = Bronze

15 merits = Silver

30 merits = Gold

50 merits = Platinum

### **Supports for Children**

#### **Targeted Intervention Groups (TIG's)**

These groups can be active sporting groups, music sessions, art sessions or friendship groups which work on the individual targets of the child. These are planned and evaluated and fed back to parents/carers at Team With The Family (TWTF) meetings throughout the year.

#### **Nurture Groups**

These groups are more intense and work deeper into individual targets. The groups are very small in numbers and normally happen 2-3 days a week with a member of teaching staff and a school assistant.

This group will work with the 6 Nurturing Principles:

1. Children's learning is understood developmentally.
2. It is understood that all behaviour is communication.
3. The Nurture room offers a safe space.
4. Nurture is important for the development of self-esteem.
5. Language is a vital means of communication.
6. The importance of transitions in children's lives is understood.

#### **Parent Nurture Groups**

Within St John's Primary School, we also offer Parent Nurture sessions. This is an opportunity for parent, child and school staff to work together in supporting your child's targets using the above principles.

#### **Wellbeing Plan**

A Wellbeing Plan will be completed if necessary, detailing the needs of an individual child, including triggers, positive behaviours, concerning behaviours and what support strategies, de-escalation strategies and restorative practices are in place in the school. This will be read by and signed by the pupil (if appropriate), the parent/carers and whatever school staff are supporting the child. This will be evaluated and updated when needed.

### **Involvement from outside agencies**

If extra support is still required, request for assistance forms will be completed and submitted for agencies such as School Nurse, Barnardos, CAMHS, Learning and Inclusion Team and Social Work.

### **Team with The Family Meetings**

A formal Team with The Family meeting (TWTF) meeting will be called at least twice a year for individual children with targets. This is an opportunity for all agencies working with the family/child to get together to ensure the child's needs are being met. A meeting may also be called just with school staff to discuss progress with school supports.

### **Class Exclusions**

As a very last resort, if behaviour is deemed to be very serious, for example, another child or adult has been hurt, damage to school property or leaving the school grounds then a period of 1-3 days class exclusion could be given. This involves a child completing their curricular work in a supervised room and going outside for break and lunch at different times to those of their peers. Parents/Carers will receive feedback at the end of each day.

### **In the Playground**

All children should enjoy playing outside in safety. Our adults will be positive role models and our children should respect each other and treat each other with kindness. Children will be encouraged to play in a positive way and learn to resolve problems or conflicts in a non-physical way.

#### **We promote positive behaviour in the playground by:**

- Having teaching and support staff in the playgrounds to supervise.
- Staff will always be in the playground before the children can go out.
- First Aider will be available at all breaks and lunches.
- Adults will play and talk with the children modelling positive attitudes and resilience.
- Our senior pupils will organise games for the younger children at lunch times.
- Our sports nurture teacher will be in the playground at some lunch times working with children with particular targets.
- Our school football team will train once a week at lunch time.
- Our P6 and P7 children have two lunchtimes each at the MUGA where they will enjoy playing safely within those facilities.

- Adults will use positive language when talking to children about problems or conflicts, asking open questions such as 'Why do you think xx is feeling unhappy?' or 'What do you think you could have done?'
- Children will line up in playground after the bell and be collected by class teacher where they will walk in together respectfully minimising issues in the line

There are a variety of lunchtime clubs throughout the week for any children who would like a break from the playground. There are a variety of clubs for all interests including digital, languages and reading clubs.

### **Incentives to promote positive behaviour:**

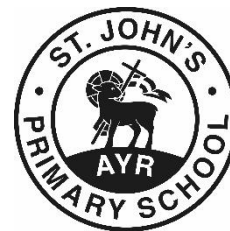
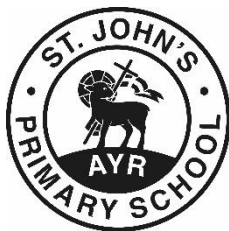
Various incentives are used to reinforce positive behaviour in the playground:

- • Responsibilities or roles
- • Stickers or stamps
- • Playground certificates presented weekly at assemblies by SLT
- • Share examples of positive behaviour class teachers

## **Assemblies**

Our Principal teachers take departmental assemblies every week. On a termly basis SLT will hold whole school assemblies throughout the year, where children will sit in houses and the trophy will be awarded.

### **Stage Assemblies**



Every term, each stage will have a stage assembly, where parents/guardians will be invited into the school. During this time, children will share learning, successes and achievements with parents/guardians. Members of the leadership team will always be present to give out termly certificates linked to the new merit system.