

# Annanhill Primary School

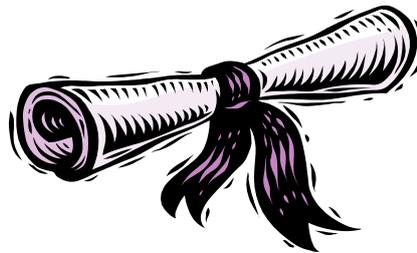
## School Handbook

### 2013-2014





## ***STATEMENT OF COMMITMENT***



### **East Ayrshire Council: Department of Education & Social Services is committed to:-**

Providing a choice; Maximising opportunity for all; Developing the potential of individuals; and Meeting needs through inclusion.

### **Care Enough to Care?**

Foster Carers and Adoptive Parents needed for children from birth upwards  
Full training, support and attractive allowances  
Call the family placement team on:

**0800 434 6633**  
[fosteringandadoption.org.uk](http://fosteringandadoption.org.uk)



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# SCHOOL INFORMATION

**Annanhill Primary School  
Grange Campus,  
Beech Avenue,  
Kilmarnock. KA1 2EW**

**Telephone No: 01563 549988**

**Fax No: 01563 545955**

**Website Address: [www.annanhillschool.btck.co.uk](http://www.annanhillschool.btck.co.uk).**



Annanhill is a non-denominational, co-educational school. The present roll of 447 pupils are organised into 17 classes.

P1H	-	20 Pupils	P3F	-	30 Pupils	P5O	-	27 Pupils
P1M	-	21 Pupils	P3M	-	31 Pupils	P5M	-	28 Pupils
P1J	-	20 Pupils	P4D	-	24 Pupils	P6G	-	32 Pupils
P2M	-	23 Pupils	P4F/C	-	27 Pupils	P6H	-	32 Pupils
P2S	-	23 Pupils	P4M	-	26 Pupils	P7J	-	33 Pupils
P2G	-	23 Pupils				P7W	-	33 Pupils

The intake for the next three years is likely to remain stable.

## **Class Size Policy (primary)**

In law, the present maximum number of children in classes in P1 is 25; P2 & P3 is 30; P4-P7 is 33.

The exception to this is a composite class, which has a maximum size of 25. The Council allocates its staffing to primary schools to ensure that the maximum class sizes outlined above can be adhered to at all times. Your child may be placed in a composite class during their education. Primary schools have children at seven year stages, P1 to P7. Composite classes occur where children from two or more year stages are grouped together e.g. P2/3 or , in the case of some small schools, P1/2/3. An information leaflet on composite classes is available online at:

<http://www.east-ayrshire.gov.uk/Resources/PDF/C/CompositeClasses2012.pdf>

The total capacity of the school is 480 with the current planning capacity standing at 467. Parents should note that the working capacity of the school may vary depending upon the number of pupils at each stage and the way in which classes are organised.

**The associated Secondary School is:-Grange Academy**

**Grange Campus,  
Beech Avenue,  
Kilmarnock.**

**KA1 2EW Telephone No: 01563 549988**

**The associated pre-5 Establishments:- Annanhill has no nursery class but enrolls from a number of nurseries and pre-5 establishments within the Kilmarnock area.**

The Community Education Centre offers a variety of facilities. For further information and application for use of any part of the school then contact:- **Gateway Community Education Centre, Foregate Square, Kilmarnock KA1 1LN. Telephone No: 01563 554947**

A copy of the School's Improvement Plan and Standards & Quality Report can be obtained from the office.

# WELCOME TO ANNANHILL PRIMARY SCHOOL



Dear Parents/Carers

The school handbook is compiled to give you, as the parent of a new pupil to the school, basic information regarding the school and what we can offer your child. We hope that the time your child spends in the school will be productive and enjoyable.

Education involves co-operation between home and school and we would hope that you would wish to become involved in educational activities whenever possible.

Our aim is to provide in partnership with parents a well-balanced curriculum that will enable each child to reach their full potential, not only in the more formal aspects of education, but also in the many other activities which the school aims to provide. We hope to create in all children a positive attitude to learning, the ability to co-operate with others, to make reasonable moral judgements and to have a caring attitude to the community as well as fostering an appreciation of the world in which he/she lives. In addition, children have to be equipped with the skills required for a technological age and be prepared to take part in leisure activities.

Every child of school age has the right to a school education provided by an education authority. **(Standards in Scotland's Schools etc. Act 2000)**. If you have any problem or query regarding your child, please do not hesitate to contact the school as soon as possible. Similarly, the school will contact you, if there is any concern regarding your child's development, welfare or behaviour in order that minor problems are prevented from developing into major issues.

The following information is intended as a guide to parents of pupils in Session **2013/2014** and will be supplemented by regular newsletters throughout the session.

The school handbook can be made available on request, in other formats e.g. Braille, large print, recorded on to tape or translated into another language. It is also available on the school website <http://annanhillschool.btck.co.uk>

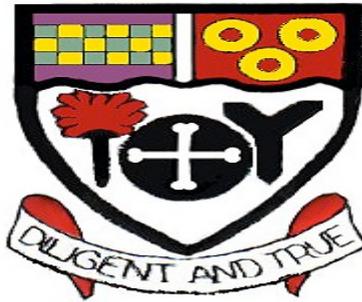
Yours sincerely,

*Jacqueline Hanlon*

**Head Teacher**



## SCHOOL AIMS



Annanhill Primary recognises the importance of the partnership between parents, carers, teachers, pupils and the wider community in achieving it's aims which are to promote an inclusive educational environment.

By developing the skills needed for life-long learning we encourage every child to reach their full potential.

Working together we will provide a curriculum and create an ethos of the highest quality that will develop;-

◆ **SUCCESSFUL LEARNERS**

Enthusiastic with a determination and willingness to fulfil their true potential.

◆ **CONFIDENT INDIVIDUALS**

Positive young people with the ambition to express their values and beliefs.

◆ **RESPONSIBLE CITIZENS**

Open minded young people with respect for others in their community.

◆ **EFFECTIVE CONTRIBUTORS**

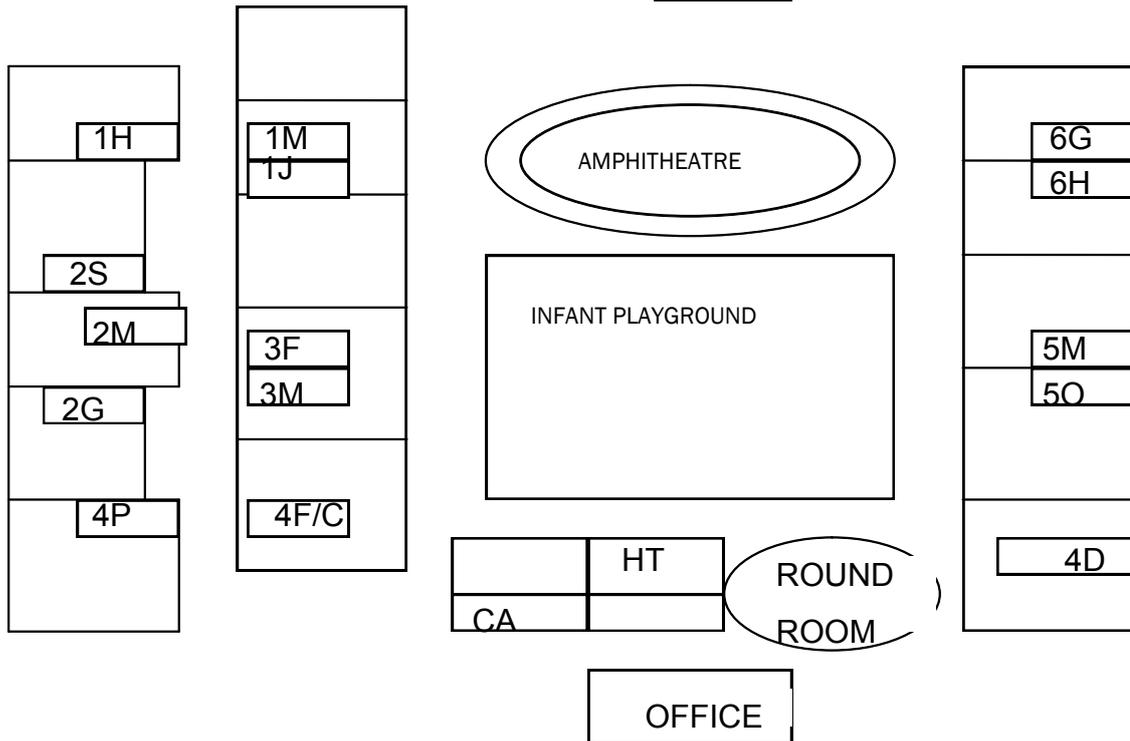
Creative young people with the initiative to take on different roles within the wider community.

Working together, across the campus, we strive to provide a wider education to give each child a quality learning experience which allows for learning that is set in real life contexts, is engaging, motivating and relevant.

Our commitment is to achieve our goals by regularly reflecting upon and evaluating our success.



# PLAN



7W and 7J classrooms are in Grange Academy.



The main entrance to the school is at Beech Avenue where the main campus reception and offices are located. **All parents and visitors to the school are asked to use this entrance.**

In these days of more stringent measures everyone is asked to sign the visitors book and wear identification.

Parents who deliver/collect their children by car are asked to park with care in the designated parking areas and not to block entrances or present traffic hazards to users of the campus.



## Teaching staff



Teaching Staff of 19.7 is currently as follows:

- Head Teacher** - Mrs Jacqueline Hanlon
- Depute Head Teacher** - Mrs Emma Johnstone
- Principal Teachers** - Mrs Gillian Todd
- Mr Graeme Crossley

Marisa McColgan	-P1	Hazel Fergusson/Tricia Cowan	-P4
Gillian Jarvie	-P1	Nicola Dasgupta	-P4
Lorna Howie/Paula McAllister	-P1	Karen Moncur	-P5
Natalie Mason	-P2	Ruth O'Neill	-P5
Elaine Smith	-P2	Linda Hay	-P6
Lauren McCall	-P3	Fiona Grieg	-P6
Claire Findlay	-P3	Claire Wallace	-P7
Sonia Perez	-P4	Claire Johnston	-P7

- Mrs Morag Ferguson/Ms Cindy Wong - **Science**
- Mrs Netta Hart - **Network Support Teacher**
- Mrs Aileen Henderson - **Bi-Lingual Support**

From time to time the school has the services of various personnel if and when the need arises. Such personnel include Instrumental Instructors, Teachers of English as a second language,

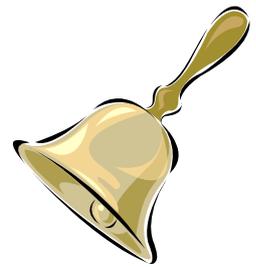
## Support Staff

- Senior Clerical Assistant** - Mrs Sheila Martin
- Clerical Assistants** - Mrs Ann Cuthbert
- Mrs Una McKenzie
- Classroom Assistants** - Mrs Janice Cook
- Mrs Elizabeth McIlwraith
- Mrs Margaret Boyce
- Mrs Karen Duncan
- Mrs Morag Gemmill
- Mrs Rosie McGrane
- Mrs Alison McConnell
- Ms Maureen Love





# School hours



## The School Day

<b>Starts</b>	<b>9.00 a.m.</b>
<b>Ends</b>	<b>3.00 p.m.</b>
<b>Interval</b>	<b>10.40 a.m. - 10.55 a.m.</b>
<b>Lunch</b>	<b>12.00 noon - 12.45 p.m.</b>

## The School Year

The following is a list of the main school holiday dates for the session 2013-2014.

Teachers (In Service)	Thursday	15th August 2013
Pupils return	Friday	16th August 2013
Local Holiday	Friday	20th September 2013
Local Holiday	Monday	23rd September 2013
October Holiday	Monday	14th October 2013 to
	Friday	18th October 2013
Re-open (In-Service Day)	Monday	21st October 2013
Pupils return	Tuesday	22nd October 2013
Christmas Holiday	Monday	23rd December 2013 to
New Year Holiday	Friday	3rd January 2014
Teachers/Pupils Return	Monday	6th January 2014
Local Holiday	Friday	7th February 2014
Local Holiday	Monday	10th February 2014
(in Service)	Tuesday	11th February 2014
(In-Service Day)	Wednesday	12th February 2014
Pupils return	Thursday	13th February 2014
Holiday	Monday	7th April 2014 to
	Monday	21st April 2014
Teachers/Pupils return	Tuesday	22nd April 2014
May Day	Monday	5th May 2014
Teachers (In Service)	Friday	23rd May 2014
Local Holiday	Monday	26th May 2014
School Closes	Friday	27th June 2014 to
	Thursday	14th August 2014
Teachers (In Service)	Friday	15th August 2014
Teachers (In Service)	Monday	18th August 2014
Pupils return	Tuesday	19th August 2014





## Learning community



The school is a member of the **Grange Learning Community** which brings together a wide range of services to benefit young people.

The principal purpose of the learning community is to:-

- ◆ Ensure that services are better co-ordinated in order to meet the needs of young people and raise attainment.

Learning Communities support the government's approach to **GIRFEC (Getting it Right for Every Child)**. This means that if a child/young person needs support then, where possible, there will be one co-ordinated assessment and one plan for that child/young person.

## School security



In the morning parents should drop their children off outside the school gates at Grange Terrace and Beech Avenue and collect them there at 3.00 p.m.

To ensure safety of all pupils I would ask that no adults enter the playground. The school gates and playground are supervised by school staff.

A one way system is in operation and disabled parking bays are provided in the school car parks. For the safety of all please observe the markings.

For security reasons, school doors will be locked whilst the school is in session. Parents and visitors should enter the building by the main campus entrance at Beech Avenue. They will be directed to their appropriate school office where they should sign in. On leaving the building they should again call at the office to sign out.





# Enrolment



Enrolment takes place annually in January when exact details are given in the local press and posted in pre-5 establishments. Children who reach the age of 5 years before 1st March of the following year are eligible for enrolment for the primary class beginning in August.

Parents should bring their child's birth certificate along with them when they come to register their child.

Parents who are seeking to place their children in the school may arrange a visit to view the school and ask any questions they may have about provision. Appointments can be made by telephone/letter.

Children who live in the catchment area of a particular school are required to enrol at that school. They will then be informed of their right to make a placing request to another school of their choice and the conditions pertaining to this. **Information and forms regarding placing requests can be obtained from the school and/or East Ayrshire Council, Transport & School Support, Holmquarry House, Holmquarry Road, Kilmarnock KA1 4EP. Tel No: 01563 555516/7.**

It is vitally important that parents inform the school when updates to their child's records are required. This is particularly important for telephone numbers, addresses and other emergency contact details.

## Induction of new entrants

It is the policy of Annanhill that the staff in the school involved with primary 1 will liaise closely with the various pre-5 establishments linked to the school, including visiting such establishments to meet the children.

During the summer term children about to enter Primary 1 in August will be invited to the school for parts of a day. This provides the opportunity to meet peers and staff, to become familiar with the new surroundings and to experience some school activities. Staff will also have the opportunity to observe the children and to make informed allocations of children to particular classes.

A special meeting for parents will be arranged around this period to provide detailed information about school procedures and to answer queries. Parents will be invited to further meetings to discuss work programmes being used in the school and to discuss how they can help their children with these at home.

Curriculum workshops in reading and mathematics will be offered.





# DEFERRED ENTRY



Under current legislation in Scotland, parents of children aged between four and a half and five at the start of the school session (**those with September to February birthdays**) have a choice about enrolling their child for primary school. Children can start school before they are five or can defer their start until the following August.

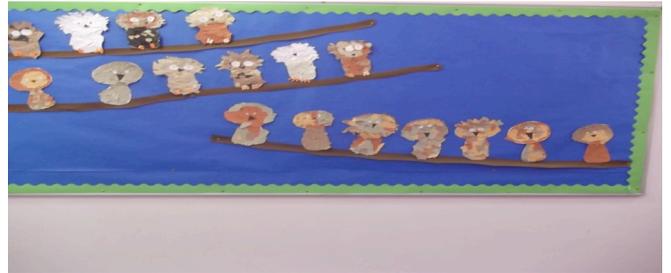
## What Must Parents/Carers Do?

- ◆ register the child at the catchment area school, where there will be an opportunity to indicate interest in deferring entry, during the period notified in the local press.
- ◆ discuss the possibility of a deferred entry with staff in an early years establishment (if attending).
- ◆ if the child does not attend an early years establishment, advice and an application form can be obtained from **East Ayrshire Council, Early Years Service, Rennie Street Office Base, Rennie Street, Kilmarnock KA1 3AR. Tel: 01563 578125**
- ◆ complete the appropriate application form and return it to the address given by **28<sup>th</sup> February.**





# OUR SCHOOL BOARDS





# Customer Care Procedure



The Head Teacher would be delighted to hear from any parent or member of the community who has any concerns or issues they wish to raise regarding any aspect of the life of the school. Although every effort will be made to make time to speak with anyone who has not made an appointment, it is preferable to have done so as unfortunately there may not always be someone available at the time you call.

A Customer Care Procedure operates within the school to ensure that the wide range of customers who interact with the Educational and Social Services Department, have opportunities to raise issues within the department with the confident expectation that their views will be considered in a positive and caring context.

Should you wish to comment on or make a complaint about any aspect of provision made by the school, you should write in the first instance to the Head Teacher whose address is given in this handbook. Once the Head Teacher has responded and you are still dissatisfied you should use the procedure set out in the East Ayrshire leaflet "A guide to making comments, suggestions and complaints". This leaflet is available from the school or from the Executive Director of Educational and Social Services, Council HQ, London Road, Kilmarnock, KA3 7BU or online at [http://www.east-ayrshire.gov.uk/Resources/PDF/C/Complaintshandling\\_procedures.pdf](http://www.east-ayrshire.gov.uk/Resources/PDF/C/Complaintshandling_procedures.pdf)

If you are still dissatisfied with our services, you can contact the Scottish Public Services Ombudsman at 23 Walker Street, Edinburgh, EH3 7HX, Tel: 08700 115378, Fax: 08700 115379. The Ombudsman is fully independent and has powers to investigate complaints about public bodies. He will not normally consider your complaint before the school and authority complaints procedures have been used or complaints made more than 12 months after the matter giving rise to the complaint arose.





## Equal opportunities



**The Race Relations (Amendment) Act 2000** places a duty on public bodies to promote racial equality and prevent racial discrimination. All establishments will have a Racial Equality and Cultural Diversity Policy.

At Annanhill Primary School all children are given the opportunity to develop to the best of their ability in all areas of the curriculum. Staff are encouraged to see each pupil as an individual and be aware of the circumstances and influences which affect the children in their care. We attempt to foster an attitude of respect and tolerance, and expect each pupil to treat others as they themselves would be treated. If you have any concerns do not hesitate to contact a member of staff.

“No one should be denied opportunities because of their race or ethnicity, their disability, their gender or sexual orientation, their age or religion”.—Scottish Government website— Consultation on the Public Sector Equality Duty Specific Duties— ongoing until 15 January 2010.

### **We aim to: –**

- ◆ **develop equality of opportunity for all.**
- ◆ **to promote a curriculum which challenges discriminatory attitudes, practices and outcomes.**
- ◆ **to promote equal opportunities by encountering stereotyped expectations.**
- ◆ **to provide a learning and working environments which help everyone reach their full potential, regardless of social-economic status.**
- ◆ **to provide support to staff and pupils who challenge discrimination and injustice in others and themselves.**





## Additional support needs



The Educational (Additional Support for Learning) (Scotland) Act 2004 has replaced the law relating to special educational needs. This has now been updated by the 2009 Act which came into effect on 17 November 2010. The majority of children and young people are able to access their curricular programme at school without the need of additional help other than that which any teacher will provide in any classroom. However, there will be a significant percentage of children/young people, who may, at some point in their education, have difficulties that will act as a barrier to their effective learning. In such circumstances the child or young person may require additional support beyond the norm in order to help them overcome these barriers. Such children/young people will be considered to have 'additional support needs'.

All schools and nursery establishments have a variety of procedures to assist in the early identification of children and young people with additional support needs. Identification and support planning will take place at the earliest possible stage.

Children and young people who have been identified as having additional support needs will be supported through an Individual Action Plan, Individual Education Plan (I.E.P) or in some cases a Co-ordinated Support Plan. In line with legislation, parents/carers/children and young people will be fully consulted at all stages.

The 2004 Act will be updated by **The Educational (additional support for Learning) (Scotland) Act 2009**. This Act will place additional responsibilities on local authorities for children who are looked after by the local authority. It will also give more rights to parents in respect of requesting assessments in relation to their child/young person.

Further information can be obtained from various leaflets, that can be accessed through council website or individual copies are available in school.

Mediation and advocacy services are also available and information about these can be obtained from the contact details below.

If you believe your child has additional support needs, East Ayrshire Council publishes a range of informative advice. **Please contact the School or the Administration Manager, Rennie Street Office, Rennie Street, Kilmarnock, KA1 3AR. Telephone No: 01563 555640.**

### MEDIATION

Enquire— the Scottish advice service for additional support for learning.

Operated by Children in Scotland, Enquire offer independent, confidential advice and information on additional support for learning through:

- A telephone helpline— 0845 123 2303
- An email enquiry service— [info@enquire.org.uk](mailto:info@enquire.org.uk)
- An online service
- Two websites— [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners) and [www.enquire.org.uk/yp](http://www.enquire.org.uk/yp) (for children and young people.)

Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'





## Additional Support Needs

# EAST AYRSHIRE PSYCHOLOGICAL SERVICE



Advice and support may be sought from other appropriate staff within the school and through consultancy with visiting professionals, including the educational psychologist.

The educational psychologist visits the school regularly to work with and, through the staff, to best support children and young people who are experiencing barriers to learning. Their role is often in giving advice to the school and in the sharing of expertise with staff. School staff may discuss the support needs of individual children with the psychologist in order to ensure that support plans are appropriate to the individual needs of the child. However, the psychologist would not observe or meet with a child without the prior consent of the parents.

The school is responsible for ensuring that parents are aware of their procedures and the psychologist's role within them. The school is also responsible for seeking parental approval, when necessary, for the psychologist to be directly involved with a child or young person.

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- an email enquiry service - [info@enquire.org.uk](mailto:info@enquire.org.uk)
- an online enquiry service
- two websites - [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners) and [www.enquire.org.uk/yp](http://www.enquire.org.uk/yp) (for children and young people)

Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'.



## Looked after and accommodated Young people



Some children and young people are unable to live at home with their parent's and the local authority has a legal responsibility to care for them.

This care can be provided in foster families, residential houses or residential schools depending on their individual needs.

Wherever possible, children and young people are expected to attend their original pre-five resource or school to minimise disruption to their lives. Where this is not possible the next preferred option would be to attend mainstream school with support if necessary

Each school has a designated staff member, usually in a senior management position, who has responsibility to know of any child or young person who attends their school and who is looked after and accommodated away from home.

This staff member should ensure that any issues or concerns around the child or young person is addressed and communicated to the social worker responsible for the child or young person.

Foster carers and residential care staff act in place of the birth parents of the child or young person on everyday matters and should be provided with the support and advice of school staff which would be given to birth parents.

If there are any issues or concerns relating to a child or young person who is looked after and accommodated within the school, the child's teacher should be informed about these in the first instance and further advice can then be pursued as appropriate with school management staff and social work staff.

The overall aspiration for children and young people who are looked after and accommodated is that they are supported, included and treated no differently in school than their peers.



# **CHILD PROTECTION**

All children and young people have the right to feel safe and be protected from harm. It is everyone's responsibility to protect children. If you are concerned about a child you should speak to someone. This may be a;

- Teacher
- Nursery Staff
- Health Visitor
- Doctor
- Social Worker
- Police Officer
- Children's Reporter.

If you are concerned about a child make sure you;

- Act without delay
- Give as much information as you know about the child and family

If you are worried or know of a child who may be at risk you can talk to staff on the following numbers:

### **Social Work**

Lugar - **01563 554455**  
Kilmarnock - **01563 528011**

Or out with office hours please call

Social Work Standby Service **0800 811 505**

**Police**- any police office or the Family Protection Unit on **01563 505092**

Further information is available at [www.east-ayrshire.gov.uk/SocialCareAndHealth/CarersAndCarers//ChildrenAndYoungPeople-ChildProtection/Concernsabout children.aspx](http://www.east-ayrshire.gov.uk/SocialCareAndHealth/CarersAndCarers//ChildrenAndYoungPeople-ChildProtection/Concernsaboutchildren.aspx)



**East Ayrshire Child Protection Committee**



## Attendance and absence at school

**Section 30 of the Education (Scotland) Act, 1980** lays a duty on every parent of a child of school age to 'provide efficient education for him suitable to his age, ability and aptitude, either by causing him to attend a public (that is local authority) school, or by other means'. The overwhelming majority of parents choose to meet this duty by enrolling their child at a local authority school and therefore must ensure that their child attends school regularly. Attendance must be recorded by the school twice a day, morning and afternoon.

If a parent chooses to educate their child by other means than sending that child to school, the parent is still under a duty to ensure that the child is being provided with efficient education. **Under Section 37 of the Education (Scotland) Act, 1980**, the parent has a duty to ensure that a child educated outwith school is provided with an education suited to age ability and aptitude and the parent must satisfy the Education Authority that the child is receiving efficient education.

Some children and young people are absent from school for long periods of time, or their learning is interrupted frequently due to ill health or hospitalisation. If this is the case, arrangements can be made for home tuition, if supported by medical information. The school can provide information about this.

**Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, Etc Regulations 1993** requires each child's absence from school to be recorded in the school register as authorised that is approved by the authority, or unauthorised that is unexplained by the parent (truancy) or temporarily excluded from school.

Parent must contact the school by telephone or in person by 0915 hours on the first day of absence, explaining the reason for non-attendance. It is important that the school is notified to prevent unnecessary procedures being followed e.g. in extreme circumstances, there may be a need to involve social services or police. The parent should provide a written note on the child's return to school, confirming the reason for absence.

Due to the avoidable disruption to children's education caused by family holidays in term time, the Scottish Government issued a new Circular on attendance and absence in 2003. This national circular makes it clear that without the prior agreement of the school, family holidays will be classified as unauthorised absence. Schools will only give such agreement in exceptional circumstances related to the well-being of the family. Within the terms of the national circular reasons which are not acceptable include the availability of cheap holidays, the availability of desired accommodation, poor weather in school holidays, holidays overlapping the end of term, and parental difficulty in obtaining leave (except in specific circumstances). The school and Authority seek your fullest co-operation in communicating to all young people the value of their time at school by ensuring that no learning and teaching is lost through unnecessary and avoidable absence.

Parents may request that their children be permitted to be absent from school to make an extended visit to relatives. Only written requests detailing the destination, the duration and the provision that will be made for their continuing education will be granted and the pupil noted as an authorised absentee in the register. Clearly with no explanation from the parent the absence is unauthorised.

Clearly with no explanation from the parent, the absence is unauthorised.



# CURRICULUM



**At Annanhill Primary School we are enabling all young people to become:-**

## **Successful learners**

### **With**

- Enthusiasm and motivation for learning.
- Determination to reach high standards of achievement.
- Openness to new thinking and ideas.

### **And able to**

- Use literacy, communication and numeracy skills.
- Use technology for learning.
- Think creatively and independently.
- Learn independently and as part of a group
- Make reasoned evaluations.
- Link and apply different types of learning in new situations.

## **Confident individuals**

### **With**

- Self respect.
- A sense of physical, mental and emotional wellbeing.
- Secure values and beliefs.
- Ambition.

### **And able to**

- Relate to others and manage themselves.
- Pursue a healthy and active lifestyle.
- Be self aware.
- Develop and communicate their own beliefs and view of the world.
- Live as independently as they can.
- Assess risk and take informed decisions.

## **Responsible citizens**

### **With**

- Respect for others.
- Commitment to participate responsibly in political economic, social and cultural life.

### **And able to**

- Develop knowledge and understanding of the world and Scotland's place in it.
- Understand different beliefs and cultures.
- Make informed choices and decisions.
- Evaluate environmental, scientific and technological issues.

## **Effective contributors**

### **With**

- An enterprising attitude.
- Resilience.
- Self-reliance.

### **And able to**

- Communicate in different ways and in different settings.
- Work in partnership and in teams.
- Take the initiative and lead.
- Apply critical thinking in new contexts.
- Create and develop.
- Solve problems.



# Curriculum for Excellence

## Curriculum for Excellence

Curriculum for Excellence is the education system in Scotland. It includes nurseries, schools, colleges and community learning from 3 to 18 and beyond.

From autumn 2010, learners from pre-school to S1 will be working to Curriculum for Excellence guidance and standards. Pupils who are in S1 in 2010-11 will be the first to take the new Curriculum for Excellence qualifications from 2013-14. Young people in S2 and above will work primarily within the existing curriculum and qualifications system, whilst benefiting from improvements in learning and teaching through Curriculum for Excellence.

The table below matches the five curriculum levels to stages of learning generally applicable, with flexibility (for example, for young people who are particularly able and/or have additional support needs).

Level	Stage
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4.  The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.
Senior phase	S4 to S6, and college or other means of study.

From pre-school to the end of S3 (3-15) young people will experience a broad general education which is designed to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor. The broad general education will include all of the Experiences and Outcomes across all curriculum areas up to and including the third level. Throughout all learning, prime importance is given to literacy, numeracy and thinking skills; skills for learning, life and work; an understanding of society, the world and Scotland's place in it, and an active and healthy lifestyle. A range of teaching methods and contexts for learning is used, including active and enterprising learning, which encourage young people to become enquiring; learning across the curriculum which helps young people make links between subjects, and learning outside classrooms in the outdoors and in the community, which gives opportunities for learners to deepen their learning in real-life contexts. Most learners will progress into the fourth level in many aspects of their learning before the end of S3, laying strong foundations for more specialised learning.

Information about how the curriculum is structured and curriculum planning-

<http://www.educationscotland.gov.uk/the-curriculum/>

Curriculum for Excellence emphasises that assessment is an integral part of day-to-day teaching and learning. Learners' progress will be closely monitored by staff, who reflect with them on their strengths, learning needs and next steps, and take action based on this. Learners themselves will be increasingly involved in this process, as they develop the skills needed to be able to make effective judgments on their own learning; skills that will be important to them throughout life. Testing will continue to be part of the framework of assessment.(cont'd)

Cont'd

providing additional evidence of what learners know, understand and are able to do and helping teachers plan learning experiences which are motivating and challenging.

**[www.youngscot.org](http://www.youngscot.org)** (learners)

**[www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk)** (parents and carers)

**[www.sqa.org.uk](http://www.sqa.org.uk)** (information on qualifications)

**[www.hmie.gov.uk](http://www.hmie.gov.uk)** (standards, inspections)

**[www.ltscotland.org.uk](http://www.ltscotland.org.uk)** (teaching practice and support)

**[www.engageforeducation.org](http://www.engageforeducation.org)** (share ideas and questions about education)

**[www.scotland.gov.uk/cfeinaction](http://www.scotland.gov.uk/cfeinaction)** (real-life examples)



# A Curriculum for Excellence







# Spiritual, Social, Moral and Cultural Values



Religious Education is taught at all stages and children take part in the religious festivals of Christianity. The study of other religions allows children to understand the other main religions of the world. A meaningful coherent, structured approach enables children to develop values which will help make informed choices in their lives and to treat other people with respect and tolerance.

Our school has introduced the Circle Time approach which provides a framework for the development of a whole school policy on raising self-esteem and positive behaviour. Every member of the school community makes a valuable contribution to the approach and as a result, feels ownership and commitment.

We have introduced Golden Time and have developed the Golden Rules, which are the moral values which inform and develop the ethos of our school.

Annanhill is a non-denominational school in which religious observance is that of the Church of Scotland. Parents have the right to withdraw children from religious education and services. If they wish to do so, the Head Teacher should be informed in writing.

Assemblies are held on a weekly basis. The school chaplain will participate with the staff and pupils in these assemblies as well as working with class groups and giving pastoral care to staff, pupils and their families.

Parents from ethnic minority religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on not more than three occasions in any one school session and the pupil noted as an authorised absentee in the register.

## Outdoor Learning

All children and young people will have regular opportunity to learn outdoors both in the school grounds and in the local community. Parents will consent to this regular localised outdoor learning once at the beginning of session, with medical and emergency contacts being requested. Thereafter parents will be notified of the venue and dates of off site visits, in order that pupils come adequately prepared. However, it is the parents' responsibility to inform the school if emergency contacts or medical conditions change or they don't wish their child to participate in a visit.



# Our Fun Activities





## Medical and Health Care



The school has the services of a Medical Officer and Health Visitor. As well as providing health care, these individuals will also contribute to the teaching of the Health Education Programme within the school.

Medical examinations, tests of eyesight and hearing are made throughout the seven years a child may be in primary school. Parents are invited to attend medical examinations, especially at Primary 1 stage, to discuss their child's health with the School Medical Officer. Children may also be offered vaccination and immunisation against **Diphtheria, Tetanus, Measles and Polio**. The inoculations and boosters will only be given when parents give their consent. Parents often arrange for these to be given by the family doctor. Regular health and hygiene check-ups are also carried out in the school as are regular dental inspections. Again, dental treatment will only be given in school with the parent's consent.

If your child takes ill or is injured at school it may be necessary to contact you quickly. To help us to do so, it is essential that information on pupil's emergency contact form is updated regularly i.e. if you change employment, your emergency contact changes. If possible a telephone number should be given to enable us to make contact quickly.

If your child appears unwell before coming to school, consider carefully whether to send him/her. If your child has been absent through illness send him/her back to school when fully recovered. Sometimes an extra day at home makes all the difference between full recovery and being off again almost immediately.

If your child requires to be sent home and you cannot be contacted, we will contact the emergency contact numbers. It is important that children know who their emergency contact is at all times. This is also necessary in the event of emergency closure of the school.

In some circumstances it may be necessary to seek immediate medical assistance. If so, the child will be taken to the Accident and Emergency Department of the Hospital.

It is essential that parents advise the school of any medical requirements that the child may have. Please note that medication can only be administered when the official form has been completed. Children will be released from class to attend any dental, doctor or hospital appointment on production of an appointment card or letter from parents. Parents or their representatives **MUST COLLECT** children from the office for such appointments and return them to office.



# Health



Our Health Education programme aims to equip pupils with relevant knowledge about their bodies as well as social and emotional issues which influence health. Pupils will be encouraged to make informed choices and decisions to ensure a healthy lifestyle. We also encourage positive relationships between school, home and the wider community.

## Oral Health



### **1. The Childsmile Programme**

The *Childsmile* Programmes' aim is to improve the oral health of children in Scotland and is funded by the Scottish Government.

The *Childsmile* Practice Programme promotes good oral health from birth. The health and development of all newborn children is assessed by the Health Visitor/Public Health Nurse at 6-8 weeks, with this assessment including the identification for potential oral health problems. If/when the Health Visitor's assessment identifies that extra support may be required, the family are offered home visits from a Dental Health Support Worker who provides information, oral health advice and help to arrange registration and appointment visits to the family's local *Childsmile* Dental Practice. This programme of support continues and integrates with the *Childsmile* Nursery and School Programmes.

The *Childsmile* Nursery and School Programmes provide preventive oral health advice and support for children aged 3 years and upwards. Daily supervised tooth brushing takes place in all nursery schools and in many primary schools. In nursery and primary schools where children will benefit from additional preventive care, the application of fluoride varnish twice a year to children's teeth by *Childsmile* Clinical Teams is offered.

The *Childsmile* Dental Health and Tooth brushing Programmes provide free oral health packs containing a toothbrush, fluoride toothpaste and oral health information leaflet for children at nursery school and in primary 1. This Programme follows on from the Early Years' baby pack, given out during baby's first year and which also contains a baby drinking cup to promote and support healthy weaning by swapping baby's bottle for a cup as soon as baby is able to drink from a cup. All oral health packs recommend that water and milk are safe drinks for teeth for children.

### **2. The National Dental Inspection Programme:**

Every school year, all primary 1 and primary 7 pupils will be offered a dental inspection in school, by a dentist. This inspection is an important assessment of a child's dental health at the start and end of primary school as it provides parents with information to ensure that they and their child are receiving all the support they need to maintain their child's dental health and take the necessary steps to remedy any problems that may have arisen. There is also a need to monitor the child populations' 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 of these functions by providing an essential source of information for monitoring changes in the dental health of Scottish primary school children.





## 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.





# Modern Languages



Learning to communicate in a foreign language helps children to develop intercultural awareness and to understand the need to act with empathy and responsibility towards others.

French is taught from P4-P7 in Annanhill Primary School. The use of French is also encouraged in the early years.

We have been able to give pupils a flavour of Mandarin. This has been made possible due to working in partnership with our colleagues at Grange Academy.



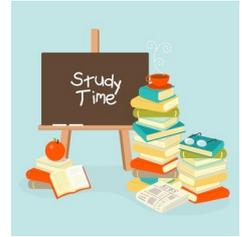
## ICT

The use of the computer is integrated into many areas of the curriculum. Annanhill Primary use I.C.T. to enhance the curriculum. We are also developing the use of Education City with our early levels to support our homework policy.





# HOMWORK



Homework is given to reinforce work already taught in school. It should take no more than 20 – 30 minutes.



**Homework is provided for a number of different reasons:–**

- ◆ To provide more practice and consolidation of work done in school.
- ◆ To encourage each child to become an independent learner.
- ◆ To allow parents to share in their child's learning.
- ◆ To have a mutually acceptable contract between child, parent and school.

## Extra Curricular Activities



The school welcomes the support of parents and members of the community in extra-curricular activities.

We offer a range of activities at various times throughout the year. These include netball, football, basketball, badminton, rugby, tig games homework club maths club, creative art, and lunchtime knitting.

These activities take place after school (except knitting) and are subject to the availability of adults to take them.





## ASSESSMENT



Curriculum for Excellence emphasises that assessment is an integral part of day to day teaching and learning. Learners' progress will be closely monitored by staff, who reflect with them on their strengths, learning needs and next steps and will take action based on this. Learners themselves will be increasingly involved in this process, as they develop the skills needed to be able to make effective judgements on their own learning; skills that will be important to them throughout life. Testing will continue to be part of the framework of assessment, providing additional evidence of what learners know, understand and are able to do and helping teachers plan learning experiences which are motivating and challenging.

Assessment is the means of obtaining information which allows teachers, pupils and parents to make judgements about pupils progress and identify where we go next.

**We do this in a variety of ways:–**

- ◆ day to day observations.
- ◆ teacher devised tests.
- ◆ set tasks.
- ◆ self assessment.
- ◆ homework opportunities.
- ◆ standardised and diagnostic testing.
- ◆ national testing.

All assessments will generally be carried out by the class teacher. Information gathered from all assessments will be used to assist the school in reporting to pupils, parents, colleagues and other agencies.



## REPORTING TO PARENTS

Parents will have the opportunity to meet with teachers twice a year. A pupil computerised report has been introduced and is issued to parents in March.

Children who may have additional support needs, or who require a Co-ordinated Support Plan will be assessed in a way suited to their individual requirements. Further information is available from the Head Teacher.







## Quality and standards



The school has a Standards and Quality Report which sets out how the school is doing and outlines what it is going to do next. It is the product of processes which build a culture of quality into the day to day work of our school



A copy of the report can be requested from the office.

## Improvement plan

Our Improvement plan outlines our priorities for the coming session. This session these have included:-

- ◆ ***Health and Wellbeing***
- ◆ ***Expressive Art***
- ◆ ***Numeracy***
- ◆ ***Literacy***

Any parents who wish to view our plan should contact the office.





## Promoting Positive Behaviour



At Annanhill we aim to create an atmosphere in which all pupils and staff can work, learn and play in safety. A variety of resources and strategies are in place to promote positive behaviour. The school aims to work in partnership with parents and will always consult parents when concerns and difficulties arise.

The school is a community in which children and staff spend considerable time together. If children are to learn and teachers are to teach, there must be agreed rules for everyone's benefit, health and safety.

## Going for Gold Initiative



As part of our improvement plan, Health and Wellbeing is being developed by introducing the Resiliency Programme called BounceBack. BounceBack involves taking forward eight clear core values which are Friendliness and Inclusion, Respect, It's OK to be Different, Responsibility, Cooperation, Honesty, Fairness and Support. The children will be expected to develop each core value to show that nobody is perfect, but if you try to put your values into practice and do what you believe is right, then you have more of a chance of succeeding. These good values are described as boomerangs as they will come back to you if you use them well e.g. "most people will treat you well if you treat them well."



## Anti-Bullying Policy

East Ayrshire Council is committed to creating and sustaining a safe, positive and inclusive environment, where respect is shown to and is given by all of its children, young people, staff and parents/carers. A number of initiatives and policy documents are in place to support, protect and encourage children and young people to lead happy and successful lives. These policies have a direct influence on the "Respect and Protect" anti-bullying behaviour policy, launched in November 2010, which outlines guidance and procedures for schools.

All schools are expected to review and revise their anti-bullying behaviour policies by October 2011, taking account of these guidelines. Information leaflets are available for parents/ carers and children and young people giving relevant information outlined in the policy.



# Supervision of Playgrounds



An adult presence is provided in playgrounds at intervals and lunchtimes, in terms of the School **(Safety and Supervision of Pupils) (Scotland) Regulations, 1990**".





## Home School Links



The school is open to parents at any time. Parents should not hesitate to contact the school about any matter concerning their child/ren. Small problems can often be prevented from becoming major ones if prompt action and co-operation is sought by teacher and parent. If wishing to talk to a teacher, parents should first contact the Head Teacher. Parents' evenings are held twice a year.

Any parent wishing to come along and meet us before enrolling their child in January can do so. The parents of children starting school for the first time meet in June when issues relevant to starting school and schemes of work discussed.

Parents are also encouraged to come along and work alongside children in the Activities Room.

A group of parent helpers come into school regularly to provide valuable assistance with a variety of activities. Volunteers for this are always warmly welcomed. New legislation requires however, that all adults working with children are Disclosure Scotland checked. The school can arrange this if necessary.

The Grange Learning Community have one **Active School's Co-ordinator** who works across the community to provide support to staff and pupils.

The school issues regular newsletters and your child will regularly bring information home in their school bag. Please encourage them to pass these on. **REMEMBER TO CHECK BAGS.**

The newsletters can also be viewed on the school website (<http://annanhillsschool.btck.co.uk>).

## School and Community

As the school is an integral part of the community, children should be aware of the importance of treating the community and those who live in the community with respect and concern.

The school endeavours to share in community projects e.g. local fairs, fund-raising for charity, old folks entertainment etc, and it is hoped that those who live in the community will recognise that the school welcomes participation by parents and friends of the school.



## Dress code



Given that there is a substantial parental and public approval of dress codes, schools in East Ayrshire are free to promote their own dress code. In encouraging the dress code, account must be taken in any proposals to prevent any direct or indirect discrimination on the grounds of race, gender, religion or disability. Any proposals will be subject of widespread consultation with parents and pupils. Against this background it should be noted that it is the policy of the Cabinet 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 rivalry (such as football colours).
- ◆ could cause offence as a result of wording or pictures.
- ◆ could cause health and safety difficulties (such as loose fitting clothing, dangling earrings).
- ◆ are made of flammable material (such as shell suits in practical classes).
- ◆ could cause damage to flooring.
- ◆ carry advertising, particularly for drugs, alcohol or tobacco.
- ◆ could be used to inflict damage on other pupils or be used by others to do so.
- ◆ Earring or other body piercing jewellery should be worn for any PE related activity.

Under no circumstances will pupils be deprived of any educational benefit as a result of not conforming to the dress code.

Parents receiving **Income Support, Family Credit, Income based Job Seekers Allowance, Housing Benefit or Council Tax Rebates** will normally be entitled to monetary grants for footwear and clothing for their children. Approval of any requests for such grants made by parents in different circumstances is at the discretion of the Executive Director of Education and Social Services. Information and application forms may be obtained from **schools, local offices and the Department of Educational and Social Services, Rennie Street Office, Kilmarnock.**

East Ayrshire 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 unnecessarily expensive items of clothing are not brought to school. Parents should note that the authority does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the authority can be shown to have been negligent.



**Parents should also note that the authority does not carry insurance to cover the loss or misuse of mobile telephones.**



## Clothing and Dress Code

It is hoped that parents will encourage their children to wear the School Uniform:–



**School Jumper**



**School Poloshirt**



**School Cardigan**



**School Tie**



**Fleece Jacket**



**School Bag**

**Black Trousers or Skirt**

Please make sure that all articles brought to school are clearly marked with the child's name. We do have a lost property box, so please do ask if you child has lost an article of clothing.

The items of clothing can be purchased throughout the school year from **Ayrshire Schoolwear Centre, Walker and Templeton etc.**

In the interest of health and safety, shorts and gym shoes should be worn for P.E. lessons to allow the children to take part fully in the activities of the class.

**“The Physical Education Code of Practice 2.5”** forbids the wearing of jewellery. This includes earrings and belts with buckles.



# CLOTHING GRANT



The Government provides assistance to families on low income to access school clothing grant. The criteria for clothing grants is as follows:

Council Tax Rebate

CTC and or WTC with income  $\leq$  £15276

CTC only with income  $\leq$  £15860

Income Based Employment and Support Allowance

Housing Benefit

Income Based Jobseekers Allowance

Income Support

The clothing grant is £50 per eligible child. Please be aware that if your child is starting in 5th year of the school the grant will not be paid until your child starts in that year.

It is the parent or carers responsibility to apply for school clothing grants and application forms can be obtained from your child's school or by contacting Area Registration Office, Department of Neighbourhood Services, Burns Centre, Kay Park, Kilmarnock or online at:

<http://www.east-ayrshire.gov.uk/EducationAndLearning/Schools/Schools-GrantsAndBenefits/Clothinggrantsandfreeschoolmeals.aspx>



# School meals service

We are a Health Promoting School!



**The Schools (Health Promotion and Nutrition) Act 2007** sets out in detail the Nutritional Food Standards. School Meals in East Ayrshire offer nutritionally balanced well presented food in an environment that is sensitive to the needs of pupils. It offers a good lunchtime experience with an important break in the day away from the classroom, while still being in the safety of the school.

We believe that school meals should be an interesting and enjoyable time. Our philosophy is to help children toward a good diet by providing an attractive and interesting range of wholesome cooked food made from excellent fresh quality ingredients, and there is virtually no processed food offered or used at any stage in the process. Most of the food is sourced from local food providers in East Ayrshire.

Menus and other information about the school meals service in East Ayrshire schools can be found at: [www.eastayrshireschoolmeals.com](http://www.eastayrshireschoolmeals.com) In addition, menus and other information is provided each year for pupils and parents.

- The arrangements for meals and the collection of money is managed as part of the school's management arrangements.
- Medically prescribed diets and meals for ethnic and religious requirements can be provided.
- Arrangements for those who bring packed lunches.

The management of the Catering Service in your school is provided by the Council through Onsite Services in conjunction with the Head Teacher.

As a health promoting school, we try to encourage children to eat healthily at snack times and lunchtimes and would urge parents to support this. Advice can be obtained from school. We encourage children to drink water during the teaching day and they are permitted to bring bottled water to school for this purpose. Plastic cups are also available in each class for children to drink safely from the tap.

Pupils who bring packed lunches eat their meals in “**The Street**”. Parents are asked to inform the office about any special diet requirements prescribed for medical reasons. As a number of children in any school suffer from a nut allergy, a potentially fatal condition, we ask all parents that they do not include nuts in their children's snacks.

We operate a “**Cashless Meals System**” within the campus. Information will be provided to parents in order to set up your child's account.

Children, apart from those who travel home for lunch, are **NOT** permitted to leave school premises at lunchtime, for example to visit the local shops.







# Free School Meal Entitlement

## School Meals Service

The government provides assistance to families on low income to access school meals through The Education (School Meals) (Scotland) Regulations 2003 and the Education (School Lunches) (Scotland) Regulations 2009. The current regulations entitles pupils of the following groups to free school lunches:-

- Parents or carers who receive income support (IS)
- Parents or carers who receive Income-based Job Seeker's Allowance (JSA)
- Parents/carers who receive Income Based Employment and Support Allowance
- Parents or carers who receive Child Tax Credit, but not Working Tax Credit, and where their income is less than £15860 (in 10/11 as assessed by the Inland Revenue)
- Pupils aged between 16 and 18 years old who receive any of the above benefits in their own right
- Parents or carers who are in receipt of support provided under part VI of the Immigration and Asylum Act 1999.
- Parents/carers who are in receipt of both Child Tax Credit and Working Tax Credit with an income below the threshold for receipt of maximum Working Tax Credit, currently set by the UK Government as £6,420.

It is the parent or carers responsibility to apply for free school meals and application forms can be obtained from your child's school or by contacting Area Registration Office, Department of Neighbourhood Services, Burns Centre, Kay Park, Kilmarnock or online at:

<http://www.east-ayrshire.gov.uk/EducationAndLearning/Schools/Schools-GrantsAndBenefits/Clothinggrantsandfreeschoolmeals.aspx>





# **TRANSPORT**



East Ayrshire provides free transport for all primary pupils who live more than one mile from their local school (by the recognised shortest safe walking distance) and to secondary pupils who live more than two miles from their local school (by the recognised shortest safe walking distance). This policy is more generous than that prescribed by statute and therefore may be reviewed at any time. Free transport is provided for those who meet the qualifying stipulations.

Help with transport costs may also be available to pupils attending college who have been granted permission to leave school before their statutory leaving date.

Application forms and information can be obtained from the School Transport Section, Holmquarry House, Kilmarnock or by using the contact details below.

Parents who consider they are eligible should obtain an application form from the school or contact the Education Transport Section on 01563 576600. These forms should be completed and returned before the end of February for those pupils beginning the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made.

The Director of Educational and Social Services 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. Parents should write to the authority at the above address to request access and availability is subject to change. These spaces are not usually allocated until late September. Only one address can be considered as the pupil's main residence when accessing entitlement for transport. The Education Authority does not provide school transport for P1 pupils going home at lunchtime prior to the starting full.



## **PICK UP POINTS**



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 limits (see above paragraph). It is the parent's responsibility to ensure that their child arrives at the pick-up point in time. It is also the parent's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in your child losing the right to free transport.

## **PLACING REQUESTS**

The Education Authority does not provide transport for those pupils in receipt of a placing request.

In the case of Early Entry to Primary School Requests if the child is offered a place in his catchment area school, transport will be provided in accordance with East Ayrshire's policy stated above.



## Transfer from Primary To Secondary School



Pupils are normally transferred between the ages of 11 and 12, so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

The children of Annanhill Primary School normally transfer to:-

**Grange Academy  
Grange Campus,  
Beech Avenue,  
Kilmarnock.  
KA1 2EW  
Tel: 01563 549988**

Staff of Annanhill Primary, together with other schools within the Grange Learning Community meet regularly with Grange Academy to discuss pupil progress and to plan programmes of study across the curriculum.

Children from the primary schools, particularly at primary 7 level are involved with Grange in a variety of curriculum projects, including in primary 7 and extended visit to Grange in June prior to their transfer.



## Emergency Information



We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of power, provision of transport or fuel supply. In such cases we shall do all we can to let you know about the details of closure, temporary arrangements or re-opening. We shall keep you in touch by using letters, notices in local shops and community centres, announcements in local churches, the press and on local radio and *the East Ayrshire website*.

It is vital that you keep your emergency contact numbers up to date!



# The Parent Council



As a parent of a child in attendance at the school, you are automatically part of the Parent Forum of the school. The membership of the Parent Forum is made up of all parents who have a child at the school. The Parent Forum can decide to form a smaller body called the Parent Council. The Parent Council is a group of parents selected by members of the Parent Forum

## Parent Council Members

The Parent Council meets regularly in the school and consists of two sub groups – School Planning Issues and Fundraising.

<b>Chairperson</b>	-	<b>Alison Shields</b>
<b>Vice Chairperson</b>	-	<b>Pauline Paul</b>
<b>Treasurer</b>	-	<b>Steven Fraser</b>
<b>Clerk to the Board</b>	-	<b>Julia Warner</b>
<b>Chair of Fundraising</b>	-	<b>Viv Lambert</b>
<b>Auditor</b>	-	<b>Donald Smith</b>

Any parent interested in becoming involved should contact the chair above through the school.

## **Parental Involvement Opportunities**

We continually strive to work in partnership with parents and carers. We regularly hold breakfast meeting and parent meeting to seek your views and opinions on how we as a school can improve. Our website is also updated regularly updated to provide you with information as well as catching glimpses of you child's learning.



# Data Protection Act 1998



## Personal Information - Data Protection Act 1998

For the purposes of the Data Protection Act 1998, the Data Controller for the personal information we process about pupils is East Ayrshire Council.

East Ayrshire Council collects, creates and processes personal information about its school pupils. This information is needed for a number of reasons. We use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes your contact details, assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We collect information from pupils, their parents and guardians and we may also receive information from other sources, such as previous schools.

We may disclose information to other organisations, for example to other schools if you move to another authority, to the Scottish Qualifications Authority for examination entries and to the Scottish Government and its agencies.

We store your personal information securely and we do not disclose it apart from the circumstances described above or where the law requires us to disclose it.

If you wish to see a copy of the personal information we hold about you then you can make a Subject Access Request for this information. To do this you should contact the Council's Freedom of Information Officer (**01563 576094**) or email

**[FreedomOfInformation@east-ayrshire.gov.uk](mailto:FreedomOfInformation@east-ayrshire.gov.uk)** .

A fee may be charged for this service.

For pupils under the age of 12 a parent or guardian may make a request on their behalf.



# Data Protection Act 1998

Cont'd.



## **Education Records - Pupils' Educational Records (Scotland) Regulations 2003**

In addition to the rights provided by the Data Protection Act 1998, parents also have the right to examine their child's Education Record. These records are available to inspect, free of charge, at the school. If you wish to view these records you should contact the school to arrange an appointment. The records must be made available to you within 15 school days. A copy of the records can also be provided for a fee.

### **Sharing information**

As noted above, in some circumstances the Council may share your data with other organisations.

The Scottish Government collects information about school pupils. We now work together to transfer data electronically through the ScotXed programme. ScotXed aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish Education Services.

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 Careers 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.

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

The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

Fuller details of the uses of pupil data can be found on the ScotXed website

**[www.scotxed.net](http://www.scotxed.net)**



## Important addresses



<p><b>Executive Director of Educational &amp; Social Services</b> Graham Short Executive Director of Educational &amp; Social Services Council HQ London Road KILMARNOCK KA3 7BU</p>	<p><b>Kilmarnock South, Central &amp; Irvine Valley Team Base</b> Gateway Centre Foregate Square Kilmarnock KA1 1LN</p>
<p><b>Spokespersons for Lifelong Learning</b> Councillor Stephanie Primrose Councillor Iain Linton East Ayrshire Council Council HQ London Road KILMARNOCK KA3 7BU</p>	<p><b>Local Elected Member (Ward 3)</b> Councillor Tom Cook East Ayrshire Council Council HQ London Road KILMARNOCK KA3 7BU</p>
<p><b>Local Elected Member (Ward 3)</b> Councillor Lillian Jones East Ayrshire Council Council HQ London Road KILMARNOCK KA3 7BU</p>	<p><b>Local Elected Member (Ward 3)</b> Councillor Ian Linton East Ayrshire Council Council HQ London Road KILMARNOCK KA3 7BU</p>
<p><b>Local Elected Member (Ward 3)</b> Councillor Douglas Reid East Ayrshire Council Council HQ London Road KILMARNOCK KA3 7BU</p>	<p>Kilmarnock South, Central &amp; Irvine Valley <b>Community Learning &amp; Development Team Base</b> Gateway Centre Foregate Square KILMARNOCK KA1 1LN</p>
<p><b>Local Community Planning Forum</b> Kilmarnock Central South East Ayrshire Council Council HQ London Road KILMARNOCK KA3 7BU</p>	<p><b>Area Careers Officer</b> 55 John Finnie Street KILMARNOCK KA1 1BH</p>
<p><b>Area Registration Office</b> Cathy Dunlop Senior Registrar/Area Officer Kilmarnock Registration Office Burns Monument Centre Kay Park KILMARNOCK KA3 7RU</p>	<p><b>Parent Council Chairperson</b> Ms Alison Shields c/o Annanhill Primary School Grange Campus Beech Avenue Kilmarnock KA1 2EW</p>



## Important Addresses Cont'.d



<p><b>School Head Teacher</b> Mrs J Hanlon Annanhill Primary School Grange Campus, Beech Avenue, KILMARNOCK KA1 2EW</p>	<p><b>Parent Council Chairperson</b> Ms Alison Shields c/o Annanhill Primary School Grange Campus Beech Avenue Kilmarnock KA1 2EW</p>
<p><b>Associated Secondary School</b> Mr F Wildridge Grange Academy Grange Campus, Beech Avenue, KILMARNOCK KA1 2EW</p>	
<b><u>LEARNING COMMUNITY ESTABLISHMENTS</u></b>	
<p><b>Annanhill Primary School</b> Grange Campus, Beech Avenue, KILMARNOCK KA1 2EW</p>	<p><b>Bellfield Primary School</b> Tinto Avenue KILMARNOCK KA1 3RA</p>
<p><b>Crosshouse Primary School</b> Playingfield Road CROSSHOUSE KA2 OJJ</p>	<p><b>Gargieston Primary School</b> Dundonald Road KILMARNOCK KA1 1UG</p>
<p><b>Shortlees Primary School, Nursery &amp; Family Centre</b> Blacksyke Avenue KILMARNOCK KA1 3SR</p>	<p><b>Grange Academy</b> Grange Campus, Beech Avenue, KILMARNOCK KA1 2EW</p>
<p><b>Willowbank School</b> 30 North Hamilton Street KILMARNOCK KA1 2QJ</p>	<p><b>Crosshouse Nursery</b> Playingfield Road CROSSHOUSE KA2 OJJ</p>
<p><b>Flowerbank Nursery</b> 39 Portland Road KILMARNOCK KA1 2DJ</p>	<p><b>Park School</b> Grange Campus, Beech Avenue, KILMARNOCK  KA1 2EW</p>



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

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