



Article 3 The best interest of the child must be a top priority in all things that affect children.



2018/19

Struthers Primary Handbook



South
AYRSHIRE
COUNCIL

South Ayrshire Council

SECTION A**General School Information**

1. Head Teacher Welcome Statement
2. School Information
3. School Staff
4. Management Team
5. Enrolment
6. Parental Involvement
7. Nursery /Primary Induction Programme
8. School Ethos, Aims and Values
9. The School Year and School Hours

SECTION B**Teaching and Learning**

1. Curriculum for Excellence
2. The Core Curriculum
3. Opportunities for Wider Achievement
4. Composite Classes
5. Religious and Moral Education
6. Health & Wellbeing
7. Equal Opportunities and Inclusions
8. Assessment and Reporting
9. Transition
10. Additional Support for Learning
11. Psychological Services
12. Child Protection
13. School Improvement
14. Pupil Committees

SECTION C**Home/School/Community**

1. Pupil Voice
2. Choosing a School
3. Attendance
4. Routine and Expected Visits Outwith the School
5. Homework Policy
6. School Uniform
7. Transferring Educational Data about Pupils
8. Data Policy
9. Your Data Protection Rights
10. Concerns
11. Parental Complaints Procedure

SECTION D**Care and Welfare**

1. Playground Supervision
2. School Meals and Free School Meal Information
3. Footwear and Clothing Grant Information
4. Transport Guide to Parents
5. Privileged Seats
6. Insurance
7. Valuable Items
8. Use of Mobile Phones
9. Use of Social Media
10. Health and Medical Information
11. Health Promotion and Nutrition
12. NHS Oral Health Promotion Initiatives
13. Data Protection Act
14. Freedom of Information (Scotland) Act 2002
15. Helpful addresses and websites (Appendix A)

1. Head Teacher's Welcome

Dear Parents

Welcome to Struthers Primary and we hope you find this handbook helpful and informative.

Struthers is a Rights Respecting School which values each individual in our school and everyone who is part of the wider school community.

We are ambitious for all who learn and work here that they will achieve their full potential in a safe and happy environment. We work closely with our cluster schools to ensure equity for all our learners and prepare them for their next destination. We forge close links with community groups and support the work they do. Thank you for taking time to read this handbook and please do not hesitate to contact us if you have any questions.

Yours sincerely
Jane Houston



Article 6

Every child has the right to life. Governments must do all they can to make sure that children survive and develop to their full potential.



2. School Information

School Name	Struthers Primary School
Address	Staffin Road, Troon. KA10 7JB
(a) Telephone/Fax	01292 690073
(b) E-Mail	Struthers.mail@south-ayrshire.gov.uk
(c) Present Roll	260
(d) Capacity	416
(e) School website	www.struthers.sayr.sch.uk

Mrs Jane Houston, The HT of Struthers, can be contacted by using the number above or come into the main office. We have an open door communications policy and will respond within 24 hours. If you wish to discuss your child's progress or wellbeing the first contact will be the class teacher. If after this you feel you need further assistance you would contact the DHT or HT.

Parents should note that the working capacity of school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised. Our capacity is 416 and we currently have 260 pupils. The basic method of allocating teachers to primary schools nationally is set down by SEED. The allocation is according to the total number of pupils on the school roll; no account is taken of the way in which pupils within any given school may happen to be distributed across the age bands.

The nationally agreed conditions of service for teachers set a normal maximum number of 25 pupils for classes of more than one stage i.e. composite class, 30 pupils for single stage classes P1-3 and 33 pupils for single stage classes P4-7.

2016-2017 our structure is Nursery am/pm, P1C, P1S, P2, P2/3, P3, P4, P4/5, P5, P6 and P7.

House Structure - We have 4 houses at Struthers: Craiksland (Red) Crossburn (Blue) Collenan (Green) and Corraith (Yellow). We work for each other and aim to be the best House to achieve the winning shield at the end of the session.

Nursery provision - Our nursery offers 30 places in the morning and 30 afternoon places. We are now also able to offer 2 full day and one half day sessions. Registration is during February. Our closest partner nursery is Meadowgreen Centre, 141 Deveron Road, Troon, KA10 7JH, 01292 315512 or info@meadowgreen.org.uk

Our cluster schools are Barassie, Muirhead, Troon and Dundonald and these schools feed in to Marr College.

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. Catchment map and area (available from the School Management Section, Children and Community, County Buildings, Wellington Square, Ayr, KA7 1DR

Struthers Primary is non-denominational and co-educational. We do not offer Gaelic teaching by means of language. For Community facilities please contact:

Karen Hepburn
Education, Culture and Lifelong Learning
County Buildings
Wellington Square
AYR
KA7 1DR
Tel 01292 612655
Karen.hepburn@south-ayrshire.gov.uk



3. Class Teachers as at January 2017

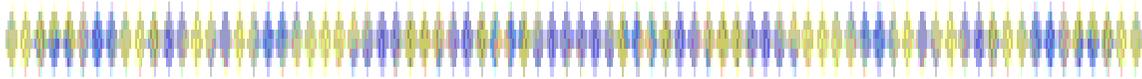


- P1C Miss A. Campbell
 - P1S Mrs C Smith
 - P2 Miss K. Wyllie
 - P2/3 Miss L Glass- Probationer
 - P3 Mr D Haniford
 - P4 Mr E Kerr
 - P4/5 Miss M McKay
 - P5 Mr A. Cole
 - P6 Mrs K. Brearley
 - P7 Mrs L Lockie Acting PT
- Mrs Edgar Early Intervention teacher (Mon -Wed)
Miss C McCarthy NCCT
Miss C Nelson, Pupil Support Teacher

- Nursery Teacher - Miss K. Neil Acting PT
- Early Years Practitioners - Mrs P. Galloway
- Mrs K. Kerr
- Ms A. Mackenzie
- Miss D Gass



Support Staff



School Janitor
Mr M Hood



Educational Psychologist
Sharon Brown

School Nurse
Miss A Nicoll



Mrs E. Smith
Mrs C. Maley

School Assistants



Mrs M. Boyd
Mrs C. A. Power
Mrs C. Maley
Mrs J. Stokes

Cleaning Supervisor

Mrs N Johnstone



one

Lollipop Lady
Mrs N. Helliwell



Catering Supervisor
Mrs Mary Wylie



4. Management Team

Name	Position	Responsibilities
Mrs Jane Houston	Head teacher and Named Person	Attainment, Health and safety, Pastoral Care of all pupils, Budgets, Staffing, Parental contact, Transitions.
Miss E McBean	Depute Head Teacher	Pupil Support Coordinator HWB Numeracy and ICT Community Link
<p>Article 12</p> <p>Every child has the right to have a say in all matters affecting them, and to have their views taken seriously.</p>	<p>Article 15</p> <p>Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people from enjoying their rights.</p>	<p>Article 23</p> <p>A child with a disability has the right to live a full and decent life with dignity and independence, and to play and active part in the community. Governments must do all they can to provide support to disables children.</p>

5. Enrolment

5. ENROLMENT

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'. Arrangements for P1 enrolment are announced in local newspapers throughout South Ayrshire. The school also sends out details of times enrolling to pupils who are known to live in Struthers Primary catchment area.

Parents/guardians must register their child in the school allocated to their home area. Requests for placing your child in any other school can be made to the South Ayrshire Council. If you wish your child to attend another school the procedure will be explained to you when registering your child.

Please bring your child's birth certificate and Council Tax notification when registering.

Children who reach the age of 5 years before the 1st of March of the following year are eligible to enrol for P1 beginning August each year. Parents of children who reach age of 5 during January or February are entitled to request deferred entry.

Nursery/Primary Induction Programme

Children beginning school for the first time will be given opportunities to visit Struthers throughout their nursery years. In their final year at nursery they will be given a 'buddy' from our P5 class who will remain their 'special person' when they begin school in August. Before that, during April and June they will visit the school and be introduced to do some of the activities of the school, for example, group and class visits, assemblies and sports day. They also will meet staff and become used to the building alleviating any worries they may have regarding starting school. With our new Nursery children have the opportunity to work in these more regularly Initial details are given to parents on Registration Day and full details at the new Parents meeting in May. Parents who make and receive placing requests are informed in plenty of time to enable their child(ren) to take part.

6. Parental Involvement and Home School Links

We have developed a very comprehensive Parent Partnership Policy which is available on our website. It is vital to us we have excellent home/school communication.

Weekly bulletins are sent out and posted on website to ensure all events and school priorities are communicated to all.

- ▶ At the start of the session a yearly overview which highlights when staff are available to meet to discuss your child's progress and the curriculum for each stage is sent home.
- ▶ Homework diaries offer daily links
- ▶ Open door policy
- ▶ We share the learning for each pupil each term by sending jotters and profiles home.
- ▶ We have 2 Parent meetings each session and a formal written report in March.
- ▶ We organize whole school learning events and invite parents in to share their progress.
- ▶ Our school website has a range of resources and guidelines on Curriculum expectations for each stage.
- ▶ We have Curriculum evenings and ask you for your preferred workshops to support you in helping your child at home.
- ▶ Classes have Website pages to allow you to keep updated on their learning.
- ▶ We have opportunities for parents to come in and be helping hands and see first hand how children learn.
- ▶ Visit our website and follow us on Twitter.

School Websites

Welcome to the
Parent Council

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 you 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 nursery 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 fulfills this role)

For further information on Parent Council.

Chairperson - Mrs Kirsten Gallacher kgallacher5@sky.com

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.

National Parent Forum of Scotland - 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 Fundraising Group is mainly responsible for arranging events for parents and raising funds for the school. Volunteers are welcome - please contact the Fundraising Group if you want to join in.

For further information on Fundraising Group-

Chairperson - CORRIE DUNCAN

corrieduncan@me.com



Vision, Values and Aims

Vision

As a community we will work together to ensure Struthers is a respectful, safe, inclusive and happy school where all have the opportunity through support and challenge to reach their full potential and recognise their achievements. To ensure this is sustained into future destinations we will support children to be independent and self-motivated learners who take on leadership with resilience.

Our school Values are:

Inclusion Respect Honesty

Kindness Responsibility

These were created and agreed as a whole school community and we uphold this in everything we do. They fully encompass our commitment to be a Rights Respecting School and have shaped our Right Path Rules Behaviour Policy.

We are committed to delivering Curriculum for Excellence for each individual child meeting their needs and aspirations. At the

heart of this is our aim that at Struthers Primary all pupils fulfil their potential as:

Successful Learners, Responsible Citizens, Effective Contributors and Confident Individuals

This is set out in your new Curriculum Rationale available to view on the school website.

Article

29

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Statement of school aims

1. We aim to provide a quality educational service taking full account of National and Local Priorities and implementing them effectively by:

- Reviewing current practice collegiately.
- Self-evaluating our practice regularly against exemplars of excellence.
- Identifying and utilising examples of good practice outwith our school.
- Using effective planning and evaluation.
- Using a variety of teaching methods to deliver the curriculum especially through outdoor learning and exploring the use of technologies.
- Implement a vigorous and transparent monitoring and evaluation process that includes all stakeholders.
- Ensuring we have a commitment to promoting Children's Rights and encouraging positive relationships.

2. We aim to improve the standard of achievement and attainment within the school by:

- Promoting an ethos of achievement and setting and modelling high expectations whilst promoting independence and encouraging learners to be responsible for their own progress.
- Encouraging and supporting all learners to work to the best of their ability and ensuring we are sharing their progress with them regularly.

- Monitoring pupil progress closely through early intervention, and regular tracking meetings ensuring we are data literate and have a culture of professional dialogue.
- Using a variety of assessment strategies to inform us of pupil's progress but also importantly using profiling effectively to inform pupils and parents of their ongoing learning journey. Moderate across our school and wider to ensure we have consistent understanding of national standards.

3. We aim to assist pupil's personal and social development by:

- Building self-esteem and incorporating resilience training through our Health and Wellbeing programme.
- Promoting a culture of valuing people and property.
- Developing respectful, responsible behaviour with a focus on self-discipline, accountability and a commitment to following our right Path rules and offering opportunities for personal reflection.
- Fostering good study habits both in and out of school and encouraging pupils to be more responsible for their own learning.
- Offering all pupils the opportunity to lead change within our school through our Pupil Led committees and to take more responsibility for these roles.
- Ensuring pupils have the opportunities to experience different learning opportunities equipping them with skills for life and work.

4. We aim to promote an effective partnership linking school, home and community by:

- Providing effective communications to parents through our website, homework diaries, twitter feeds and weekly bulletins.
- Providing written progress reports and parents meetings.
- Supporting the Parent Council/Fundraiser Group and Parent Focus groups.
- Actively encouraging parental involvement in their child's education through helping hands and interdisciplinary showcase events.
- Through the implementation of our sharing the learning policy offer regular opportunities for parents/carers to discuss their child's progress.
- Involving local organisations in the life of the school to develop community partnerships.

8. The School Year and School Hours

Morning 09.00 - 10.40 am

Pupil Break 10.40-10.55

Morning 10.55 - 12.30 pm

Lunch 12.30-1.15 pm

Afternoon 1.15 - 3.00pm



P1s are with us from
9.00am -12.30pm until the
first Monday in September.

After School Facilities:

Walking buses, collection from Struthers to Meadowgreen.

& Muirhead Activity Centre

For further information please contact Nicola. Meadowgreen Centre. 141 Deveron Road. Troon KA10 7JH 01292 315512 or info@meadowgreen.org.uk

Struthers offers a breakfast Club from 8.15-8.45am

Muirhead Activity Centre

59 Central Avenue, Troon, Ayrshire, KA10 7AZ

Tel: 01292 318541 P1 pupils attend for morning session only until after the first Monday in September.

SOUTH AYRSHIRE COUNCIL Approved School Holiday Arrangements 2018-19

First Term	Teachers (Inservice)	Thurs	16 Aug 2018
	Teachers (Inservice)	Fri	17 Aug 2018
	Pupils Return	Mon	20 Aug 2018
Mid	Local Holiday	Fri	21 Sept 2018
	Local Holiday	Mon	24 Sept 2018
	Close	Fri	12 Oct 2018
	Teachers (Inservice)	Mon	22 Oct 2018
	Re-open (Pupils)	Tues	23 Oct 2018
	Close	Fri	21 Dec 2018
	Re-open	Mon	7 Jan 2019
Second Term	Close	Fri	8 Feb 2019
	Local Holiday	Mon	11 Feb 2019
	Teachers (Inservice)	Tues	12 Feb 2019
	Re-open (Pupils)	Wed	13 Feb 2019
	Close	Fri	29 Mar 2019
	Re-open	Mon	15 Apr 2019
	Close	Thurs	18 April 2019
	Re-open	Tues	23 April 2019
Third Term	May Day	Mon	6 May 2019
	Local Holiday	Mon	27 May 2019
	Teachers (Inservice)	Tues	28 May 2019
	Re-open (Pupils)	Wed	29 May 2019
	Close	Fri	28 Jun 2019
Session 2019/20	Teachers (Inservice)	Fri	16 Aug 2019
	Teachers (Inservice)	Mon	19 Aug 2019
	Pupils return	Tues	20 Aug 2019

N.B. Good Friday: 19th April 2019

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