



Aitkenbar Primary School

Handbook 2024-2025



Contents	Page
WDC Statement of Commitment	3
Message from the Head Teacher	4
Our Vision, Values and Aims	5
 Section 1 – School Information	
Contact Information	7
School Description	7
Organisation of School Day	8
Community use of School	8
Staff	9
Enrolment	10
Attendance and Absence	10
Timekeeping	12
School Uniform	13
PE Uniform	14
Personal Belongings and Valuables	14
Walking to School	14
Access to Building	14
Parking	15
Security	15
Playground Information	15
School Meals	15
ParentPay	16
Photography and Recording	16
Communication	16
Social Media	17
Medical and Health Care	17
Emergency Closure	18
Transitions	18
Community Links	19
 Section 2 – Curriculum, Assessment and Reporting	
Curriculum for Excellence	21
Play and Outdoor Learning	22
Educational Field Trips and Visits	22
Extra-curricular Activities	23
Assessment and Reporting	23
Scottish National Standardised Assessments	24
Tracking Progress	24
Reporting Progress	24
Recognising Achievement	24
Pupil Voice	24

Contents cont.....	Page
 Section 3 – Pupil Welfare and Support	
Parental Representation	26
Parent Council	26
Parental Involvement	26
Supporting Learning at Home	27
Parentzone Scotland	27
Equality	27
Rights Respecting Schools	28
Support for Learning	28
Child Protection	29
GIRFEC	30
 Section 3 - Additional Information	
School Holidays 2023-2024	32
School Holidays 2024-2025	33
Improvement Planning	34
Standards and Quality Reporting	34
Data Protection	34
Positive Behaviour Management	35
Anti-Bullying and Anti-Racism	35
Equal Opportunities and Social Justice	35
Useful Addresses	36



**WEST DUNBARTONSHIRE COUNCIL
DEPARTMENT OF EDUCATION**

STATEMENT OF COMMITMENT

‘OPPORTUNITY THROUGH LEARNING’

Every person has the right to be educated in a climate in which individuality is recognised and in which everyone feels valued. We are committed to working in partnership with you to provide education of the highest quality.

LEARNING FOR LIFE

We will work together to ensure that everyone in our community is valued and has the opportunity to learn for life and to achieve their potential.

VISION:

To enable everyone in West Dunbartonshire to become:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

To achieve our vision, we will:

- Create and deliver courses, activities and events which will motivate and excite learners
- Develop innovative ways to support learning
- Value diversity, promote equal opportunities and foster inclusion
- Promote partnership and community participation
- Value achievement and celebrate success
- Continually reflect on and aim to improve the quality of our services

MESSAGE FROM THE HEAD TEACHER

I'd like to take this opportunity to welcome you and your family to Aitkenbar Primary School. We look forward to working with you in the years ahead and we hope that you enjoy being part of our school community.

Our school motto is "*Mighty Oaks from Small Acorns Grow*" and this describes our approach to working together to nurture and enable our children to reach their full potential.



We are very proud of our school and work in partnership with our whole school community to promote a happy, caring environment where our children feel secure and supported. We foster a positive attitude to learning and achievement in all of our children and encourage them to be independent and motivated to learn. You can be confident that all aspects of your child's development and wellbeing will be given the highest priority.

In the following pages, the aims of the school are set out in more detail along with our procedures and information about the curriculum your child will follow at Aitkenbar Primary School. If you would like or need the handbook in a different format e.g. in other languages, large print or audio format, we would be happy to help where possible.

We hope that you find this handbook both interesting and informative. However, if you have any queries or there is anything that you would like to discuss further, please do not hesitate to contact us through the school office on 01389 773901.

Kindest regards

A handwritten signature in blue ink that reads "Fiona McKay".

Mrs Fiona McKay

Head Teacher – Aitkenbar Primary School



Our Vision

At Aitkenbar Primary, we strive to create a nurturing school community where everyone is included and respected. We will inspire a love of learning and empower everyone to make changes and improve their lives and the lives of others, ensuring that we all make a difference.

Our Values

Ambitious

Confident

Optimistic

Responsible

Nurturing

We aim to:

- Create a school where the whole school community are learning
- Provide a safe, motivating environment where our children are independent in and take responsibility for their own learning
- Meet the needs of all of our children promoting equality and equity of opportunities
- Equip our children with knowledge and skills preparing them for learning, life and work
- Support our children and their families educationally, emotionally and socially
- Empower the whole school community to be actively involved in the life of the school and the decision-making process to ensure continuous improvement

Section 1

School Information

Contact Information

Address:

Aitkenbar Primary School,
Bellsmyre Campus,
Howatshaws Road,
Bellsmyre,
Dumbarton
G82 3DR

Phone: 01389 773901

E-mail: SchoolOffice.Aitkenbar@west-dunbarton.gov.uk

Website: www.scottishschool.info/aitkenbar/

Denominational Status: Non-denominational - children of any or no religious / ethnic group may enrol

Associated Secondary School: Dumbarton Academy

Stages Covered: P1 – P7 (ages 5 – 11 approximately)

Present Role: 162

Head Teacher: Mrs Fiona McKay

The operational capacity of the school may vary according to the number of children at each stage and the way in which the classes are organised.

School Description



Aitkenbar Primary is situated in Bellsmyre and serves the areas of Bellsmyre, Mansewood and parts of High Overtoun in the town of Dumbarton. The original school opened in 1959 with the new state of the art shared campus opening in August 2016. The campus is shared with St Peter's Primary School and Bellsmyre Early Learning and Childcare Centre. Each establishment within the campus is managed and run separately but we share many opportunities to work closely across the two schools and the nursery. The campus has a large gymnasium, dining hall and several unique teaching areas which are shared. There are extensive play spaces and outdoor learning areas for all classes.

There is ramp access to the school and an elevator to allow access to the upper floor. There are two accessible toilets available, one on each floor.

All teaching staff in Scotland work a maximum of 22.5 hours class contact time per week. During the remainder of the time your child will be taught by another member of our teaching staff.

We provide a rich learning environment and have high aspirations for our children. We are very proud of our school badge, which features an acorn. We use the acorn symbol as a

Aitkenbar Primary School Handbook 2023-2024

means of teaching the children that great things can grow from small beginnings. They start their learning journey as small children but will grow and develop into confident, responsible young people with the potential to achieve great success.

We operate a policy of inclusion and equality. To support this, the school has an allocation of 4.5 Learning Assistants and 1 Pupil Family Support Worker.

The school has excellent links with the local community and has a very supportive Parent Council. The school has a devolved budget from the local authority of which a major part is utilised to support school improvements.

All educational establishments within West Dunbartonshire Council are members of a Local Learning Community (LLC). These LLC's are made up of one secondary school and its associated primary schools and include a number of Early Education and Childcare Centres and Partnership Nurseries. Aitkenbar Primary School is a member of the Dumbarton Local Learning Community which also includes Braehead Primary and Early Learning and Child Care Centre, Dalreoch and Knoxland Primaries, Andrew Cameron Early Learning and Child Care Centre and Brucehill Early Learning and Childcare Centre.

The Dumbarton LLC is led by Claire Cusick, Senior Education Officer who is assisted by the school's Education Officer. Updates on the work of the LLC's will be made available through Parent Council meetings and through Standards and Quality reporting.

Organisation of School Day

School day begins	9.00 am
Interval	10.30 am – 10.45 am
Lunch Break	12.15 pm – 1.00 pm
School day ends	3.00 pm

At the Christmas and Spring breaks, school will normally close at 2:30pm on the last day before the holiday.

At the end of the summer term, school will dismiss at 1:00pm. **Please note that pupils are not permitted to leave for lunch at 12:15 on this day.**

Community use of the school

The facilities are used for social / sporting functions for the school but is also available for community events, with lets arranged through Educational Services. Further information can be found at:

[School sports facilities | West Dunbartonshire Council \(west-dunbarton.gov.uk\)](https://www.west-dunbarton.gov.uk/school-sports-facilities)

Staff

Staffing is adjusted annually according to the school roll. The current teaching compliment of the school is 9 including the Head Teacher and Depute Head Teacher.

Head Teacher	Mrs Fiona McKay
Depute Head Teacher	Mrs Shona Bartlett

Teaching Staff

Primary 1	Mr Kieran MacLetchie
Primary 2	Ms Laura Allen / Miss Leanne Watts
Primary 3	Miss Rachael MacPhee / Ms N Draz
Primary 4	Mrs Angela Coates
Primary 5	Ms Kirsteen Simpson
Primary 6	Mrs Angela Lavelle / Mrs Jennifer Brechin
Primary 7	Miss Naomi Fleming

Forest School	Ms Gemma Carroll
---------------	------------------

Support Staff

Miss Victoria McKenzie	Clerical Assistant
Mrs Emma McGinlay	Pupil & Family Support Worker
Mrs Monica Brown	Learning Assistant
Mrs Cheryl Henderson	Learning Assistant
Mrs Stella Hagen	Learning Assistant
Mrs Claire Butler	Learning Assistant (0.5)

Mrs Rhoda Hannah	Catering Manager
Mrs Elizabeth Aitken	Facilities Assistant
Mrs Irene Wilson	Facilities Supervisor
Mrs Linda Brownlie	School Crossing Patroller

Enrolment



Enrolment for P1 takes place in January each year; instructions for enrolment are given in the press and advertised locally in nurseries, and playgroups. Information can also be found on the council website. All children resident within the catchment area whose fifth birthday falls between 1st March of that year and the last day of February of the following year should be registered. Find out more information at:

[Starting P1 | West Dunbartonshire Council \(west-dunbarton.gov.uk\)](https://www.west-dunbarton.gov.uk/schools-and-learning/schools/school-admissions/placing-requests/)

Most children attend their local primary or secondary school, however occasionally parents / carers / guardians may wish to make a formal request to place their child in another school. If you wish to make a placing request for your child to attend another school, then it is essential that you still register your child in their catchment school but that you apply for a placing request on the registration form. Further information can be found at:

<https://www.west-dunbarton.gov.uk/schools-and-learning/schools/school-admissions/placing-requests/>

If you are interested in finding out specific information about a particular school, you should contact the school directly or visit the West Dunbartonshire Council website.

You may have already visited the school for transition visits. These visits will continue until June. Please note that if you are submitting a placing request and your child has attended transition visits, this does not automatically guarantee a place at Aitkenbar. The decision on placing requests are made later in the year. In May / June, your child will be invited to visit the school which they will attend, to meet their teacher and other staff who may be working within them in Primary 1. You will be invited to an information session where we will share with you the experience of starting school and to answer any questions you may have. There will be further opportunities to visit the school to work with your child in their class or to attend learning sharing events once your child starts school.

Attendance and Absence

We cannot stress enough the importance of good attendance or the negative effect that absences can have on your child's attainment and their future life chances. The better a child's attendance, the greater their achievement.

Occasional absence may lead to gaps in your child's learning, isolation from their peers and / missed experiences and so we are keen to avoid this being the case. In partnership with you, we want to ensure that your child reaches their full potential and maintaining high attendance levels are vital for this to happen. The effect over the course of a session can be seen below:

Every day counts

Attendance	School Time Missed	Effect on Learning
100%	0 days	Gives the best chance of success
95%	9 days	
90%	19 days	Make progress harder
85%	27 days	Serious implications on learning and progress
80%	36 days	
75%	45 days	

Attendance is monitored regularly and if there are concerns in relation to this, parents / carers / guardians will be contacted to discuss this further. Here is an outline of the steps of our attendance procedures:

STEP 1:

Parents / carers / guardian are informed by letter if attendance falls below 90% within a 4 week period and invited to call the school to discuss the situation and establish supports.

STEP 2:

If there is little or no sustained improvement within the 4 weeks, parents / carers / guardian will be invited to attend a Maximising Attendance meeting with senior school staff to establish the reasons for the continuing low attendance. Should the parent / carer / guardian not attend the meeting **STEP 3** procedures will be followed.

STEP 3:

If there is little or no sustained improvement within 4 weeks, the case will be referred in the primary school for discussion at a Team Around The Child - meeting (TATC) or in the high school, the Joint Agency Team (JAT). If the parent / carer / guardian does not engage in this process, a professionals' meeting will take place at which point we will explore potential support from a Legal Attendance Order or from our partners at the Scottish Children's Reporter.

STEP 4:

Where attempts to improve attendance have been unsuccessful, it could result in an application of a Legal Attendance Order or referral to the Children's Reporter in terms of Section 37 and 37 of the Education (Scotland) Act 1980 as agreed at the previous meeting.

Attendance must be recorded in school twice a day, morning and afternoon and can be recorded in one of four different ways:

- as authorised, i.e. approved by the Authority and this includes sickness, religious observance and bereavement
- as extended leave with parental consent, i.e. when the family moves abroad for a short period of time

Aitkenbar Primary School Handbook 2023-2024

- as unauthorised, i.e. unexplained by the parent / carer / guardian, truancy or most family holidays during term time
- as temporarily excluded from school.

If you have any questions about the categorisation of attendance or absence please contact the school office.

If your child is absent, you should inform the school by telephone between 8.30 and 9.00 am on the first day of absence. It would be useful if you could indicate when you expect your child to return to school. If we have no information about your child by 9.15 am, the school office will contact you to ascertain the reason for their absence. If no contact is made, then our Pupil and Family Support Worker may be sent to the family home. Please understand our responsibility for the welfare of our pupils requires us to do this.

The authority guidance in relation to attendance can be found here:

<https://www.west-dunbarton.gov.uk/schools-and-learning/schools/school-rules-attendance-and-behaviour/attendance/>

The Scottish Government has issued guidance to all local authorities indicating that family holidays taken during term time should be categorised as unauthorised absence and a letter will be sent to you confirming this. Holidays during term time disrupts a child's learning and reduces teaching time and should be avoided where possible. Where this cannot be avoided, parents should inform the school, in writing, of the dates that their child will be absent. Only in very exceptional circumstances will it be possible for the Head Teacher, with the approval of the local authority, to authorise a family holiday during term time.

No child is permitted to leave school during the school day without the permission of the Head Teacher. Therefore, if it is essential for a child to leave, e.g. to attend a medical or dental appointment, then an explanatory letter or appropriate letter / card should be sent in prior to the child being collected. In the interest of safety, no child will be allowed to leave the school unaccompanied to attend an appointment or to meet a parent / carer / guardian. An adult must present at school to collect any child who is leaving early.

Timekeeping

The table below highlights the importance of good timekeeping.

Of the 24 hours in each day, children spend only **5 hours** in school so.....



EVERY MINUTE MATTERS.....

When your child misses just.....that equals....which is....therefore, over 7 years that is....
10 minutes a day	50 minutes of learning each week	almost 1½ weeks of learning lost each year	more than ¼ of a year of learning lost
20 minutes a day	one hour and 40 minutes of learning each week	more than 2½ weeks of learning lost each year	almost ½ a year of learning lost
½ an hour a day	½ a day of learning each week	almost 4 weeks of learning lost each year	more than ¾ of a year of learning lost
1 hour a day	1 whole day of learning each week	almost 8 weeks of learning lost each year	almost 1 ½ years of learning lost

*A child's best learning time is at the beginning of the day. Late coming affects **ALL** children in the class as learning is interrupted whilst the teacher deals with the latecomer.*

School Uniform

Children attending schools in West Dunbartonshire are strongly encouraged to wear school uniform. Our consultation with parents in recent years has made us aware that the vast majority are in favour of wearing uniform. In addition, research undertaken by the Cost of the School Day Project, has found that families value school uniform as the most affordable option for school clothing, and that uniform is recognised as an effective way of minimising visible differences in children's financial circumstances. Where uniform policies are planned and implemented carefully and sensitively, such policies can reduce the risk of stigma arising from clothing and help create an environment which promotes equality.



West Dunbartonshire's Education Department expects and strongly encourages its schools to have high standards of uniform as it can: instil pride in and a sense of belonging to our school; gives your child an equality of appearance which discourages competition; is cheaper to buy than other clothing which children may wish to wear; encourage school discipline and a work ethic amongst learners; improves school security by making it easier to identify intruders; and heightens the reputation of the school in the community.

There are forms of dress which are unacceptable in school because of health and safety, or on moral or other grounds. Such items of clothing include items which:

- could potentially encourage faction (such as football colours)
- may cause offence (such as anti-religious symbolism or slogans which might be regarded as political or carry a questionable moral message)
- could cause health and safety difficulties, such as loose fitting clothing, flammable fabrics, dangling earrings
- carry advertising, particularly for alcohol or tobacco
- could present a security issue for the school through being expensive / valuable items

Under no circumstances will any child be deprived of any educational benefit as a result of not wearing school uniform. Clothing grants are available to help support to parents who are on low income. Find out more here:

[Free school meals and clothing grant | West Dunbartonshire Council \(west-dunbarton.gov.uk\)](https://www.west-dunbarton.gov.uk/free-school-meals-and-clothing-grant)

We ask children and parents / carers / guardians to keep to the basic, agreed elements of our uniform:

Purple blazer (optional)

Grey trousers / skirt (not black)

White shirt

Purple and silver striped school tie (**Primary 7** children are supplied with a senior tie)

Purple cardigan / jumper / sweatshirt (with or without the school badge)

White polo shirt (with or without the school badge)

White, black or grey socks / tights

Black shoes

PE Uniform

To allow children to enjoy PE activities, plain black shorts / blacked cuffed jogging bottoms or black leggings, a white polo shirt / t-shirt, school sweatshirt / jumper and appropriate shoes should be provided. These items can be bought widely at local supermarkets. We would ask that you consider not buying branded items as this can cause unintended peer pressure. During PE, long hair requires to be tied back and jewellery should not be worn.

Outdoor PE is highly encouraged and so we ask that the children wear plain black joggers or leggings along with their school sweatshirt and a pair of inexpensive trainers for this purpose.

Personal Belongings and Valuables

Parents / carers / guardians are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items are not brought into school. It should be noted that the Authority does not carry insurance to cover the loss of such items and any claims submitted are only likely to be met where the Authority can be shown to have been negligent. All items of clothing **must be labelled or marked with your child's name and class.**

If you feel it is necessary for your child to bring a mobile phone to school, we ask that it is handed into the school office for safe keeping during the school day. This will be returned to your child at the end of the day. If, in an emergency, you need to contact your child during the school day, then please do so through the school office.

Walking to school

If you live within walking distance to the school, please avoid taking your car. Most schools were not built to accommodate the number of cars on the roads nowadays. This can mean traffic congestion, blocked streets and stress for parents, children and neighbours. Walking to school can be healthier for you and your child and could mean a more relaxed start to the day for you and your child and for other parents. We ask that you enforce road safety with the children and encourage them to cross with our Crossing Patroller at all times.

Access to Building



Entry to the school campus is at the front of the building on Howatshaws Road. The main door for Aitkenbar is on the left. Visitors should press the office buzzer and wait for the door to open automatically. There is a staff car park at the rear of the building, which has some spaces for visitors to the campus. The access road to the carpark is between the Bellsmyre Campus and Our Lady and St Patrick's High School.

All children enter the school from the back of the building. **Please note that children should not enter the building via the front entrance unless they are being dropped off late or being picked up early.** Children enter through the gate to the left of the ELCC, walk along the path and turn right through the gate which leads to the playground. Children are also dismissed from here at the end of the school day. Parents are asked to wait at the wall below the pitch so that staff may have a clear view of the children being collected.

Parking

There is limited parking around the school and we therefore encourage parents to use the drop off point in the car park or walk with their children. Parents are asked not to park at the front of the school where there are clear markings which prohibit parking or stopping. We ask everyone who requires to drop off or pick up their children at school show consideration to our children's safety at all times.

Security

The school building is fitted with a secured entry system. The main door can only be opened from the inside in response to a buzzer. All parents / visitors should enter the building through the main entrance, where they will be directed appropriately. Please note there is strictly **no admittance** to anyone at any time through the pupil entrance doors at the rear of the school.

If you wish to speak to a member of staff you must:

- report to the school office
- sign in the visitors book
- wear a visitors pass at all time
- sign out before you leave

Playground Information

An adult presence is provided in the playground at break times in terms of the Schools' Safety and Supervision of Children (Scotland) Regulations 1990. At Aitkenbar Primary School, our support staff supervise our playground, both at interval and lunchtime. This ensures good behaviour and safety as far as possible. From time to time a decision is made for your child to have their break indoors. Primary 7 monitors, support staff and a member of the Senior Leadership Team, where possible, supervise the children in their classrooms during this time.



In the event of extreme / adverse weather first thing in the morning, if this is possible, then this supervision is moved inside. Please note that it is not guaranteed that the children will be able to enter the building **before** 9.00 am for health and safety reasons. We therefore ask, that in adverse weather, children are not brought to school before this time.

School Meals

At Aitkenbar Primary we offer a selection of healthy meal options. In line with West Dunbartonshire Council policy, we operate a cashless catering service. Payments for meals are made online through ParentPay. You will find further details below.

Children are offered a choice of cold snack or hot meal with either a starter or dessert. A copy of the menu is posted on the council website. All food is freshly prepared each day with the menu varying from day to day and week to week. Menus can be viewed at:

[about school meals | West Dunbartonshire Council \(west-dunbarton.gov.uk\)](https://www.west-dunbarton.gov.uk/about-school-meals)

Children may also bring a packed lunch to school which is accommodated for in the lunch hall. Eating lunch in the campus is a social occasion where staff and children can meet in a less formal setting. We ask parents to support this policy by encouraging good table manners and eating habits at home.

Children from Primary 1 – 5 are entitled to a free school meal. However, any parent / carer / guardian in receipt of Income Support or Job Seeker's Allowance are entitled to free school meals and other supports and should continue to claim their entitlement. Further information can be found at:

[Free school meals and clothing grant | West Dunbartonshire Council \(west-dunbarton.gov.uk\)](https://www.west-dunbarton.gov.uk/free-school-meals-and-clothing-grant)

A special diet is available for children who require it. Please find further details at: [Medically-prescribed diets including allergies and intolerances | West Dunbartonshire Council \(west-dunbarton.gov.uk\)](https://www.west-dunbarton.gov.uk/medically-prescribed-diets-including-allergies-and-intolerances)

Children are encouraged to drink water throughout the day and should come to school each day with a filled water bottle. Fresh water is also available from filtered drinking fountains if this is required. Please note due to current legislation, we cannot provide single use cups. Children are not permitted any form of juice within the classroom. Fizzy juice, cans and glass bottles are not permitted in the school.

Please note we are a nut free promoting school as there are children and adults in the campus who are allergic to items containing nuts and we therefore ask that no form of snack containing nuts be brought to school.

ParentPay – online school payment service

All schools in West Dunbartonshire operate an online payment scheme using the secure service ParentPay which is a more convenient way to pay for school meals, trips, after school clubs etc. The scheme allows you to make payments 24 hours a day, 7 days a week safe in the knowledge that the technology used is of the highest internet security available. You will be issued with login for ParentPay when your child starts school. Please note you can create one account for all of your children. Once your account has been set up, you can make online payments immediately.



ParentPay can be accessed at:

<https://www.parentpay.com/public/client/security/#/login>

Photography / Recording

In line with council policy no photography of individuals is permitted on council premises where there is a reasonable expectation of privacy without their consent or in the case of children under 12 years, the consent of their parents / carers / guardians.

Parents / carers / guardians will be asked to give written permission on an annual basis for their child to be photographed or videoed, for specific purposes related to the life and work of the school and the education service.

Photography by parents / carers / guardians and family members will normally be permitted at school events such as concerts, sports days and drama productions. The Head Teacher may ask parents / carers / guardians to restrict their use of photographic equipment to minimise the impact on the smooth running of the event or if it is not permitted due to performance licensing conditions. In addition, we ask that images that show children other than your own, are not shared on social media platforms as some children do not have permission to have images captured in any form.

Communication

The school uses a wide range of communication methods to share information. As well as the school website and our weekly Round Up, we issue newsletters and send alerts via text and email. As an Eco-friendly school, we encourage parents to sign up to our e-mail service to receive correspondence electronically.

Text messaging is used for reminders and in emergencies such as school closure. It is very rare for the school to close, however, if a decision is made for this to happen, the school will use text messaging, e-mail, school website, and updates can also be found on West Dunbartonshire Council's twitter feed and website.

The Head Teacher and Depute Head Teacher endeavours to be at the back doors each morning to welcome the children into school. Parents are welcome to speak to them informally at this time. In addition, we operate a Friday Drop In from 9.30 am – 10.30 am where parents can raise any minor issues relating to their child's learning or the school in general. For more serious matters, parents can make a more formal appointment by contacting the school office.

Social Media



Social media has become an extremely valuable communication tool for many parents / carers / guardians to quickly share information and updates. It can have important benefits to promote the activities of our schools and we support its increased use. However, we would ask that parents / carers / guardians be responsible and restrained when discussing school matters on platforms such as Facebook and Twitter. Some comments can cause distress to school communities, alarm parents / carers / guardians as well as children or tarnish the reputation of members of the school team. Whatever the circumstances, we believe it is completely unacceptable for anyone to use social media to make comment on named / identified members of staff, parents / carers / guardians or children.

If you have a complaint / concern about a school matter, we would ask that you raise these directly with the school or through the authority's complaints process rather than through social media platforms.

Medical and Health Care

Parents / carers / guardians should always inform the school of any medical conditions that may affect their child's education, or if their child requires regular medical treatment. From this a Care Plan will be completed detailing any action that may be required whilst your child is in school.

West Dunbartonshire Council has strict guidelines and policy on the administration of medicines. Where a child requires medication during the school day, this has to be agreed by the Head Teacher and an administration form must be completed. **Please note that medication cannot be administered unless this form is completed and authorised by the Head Teacher.** All medication must be handed in to the school office by an adult and once the form is completed, then an appropriate member of school staff will dispense it at the appropriate time.

If your child becomes ill at school we will contact you by telephone on the number you provide. You should also provide the school with an additional emergency contact number should you be unavailable. Under no circumstances will a child be sent home / allowed to leave the school unaccompanied.

Minor accidents are dealt with by our trained First Aiders but in the event of a more serious accident we will try to contact you immediately. In the event of a serious injury / incident, we will contact the local doctor or take your child directly to the Vale of Leven Hospital, Alexandria or the Royal Alexandra Hospital in Paisley.

It is **imperative** to ensure the school has up-to-date contact information and information on any particular medical requirements your child may have.

Reducing the risk of transmission of infection

Children who have an infectious disease should not be at school. They should only return after the risk of spreading infection to others has passed. It should be noted that certain infections, if caught by pregnant members of staff or a parent / carer / guardian, can pose a danger to their unborn baby. You are therefore asked to notify the school office if your child has one of the following infections:

- German Measles (Rubella)
- Chickenpox
- Slapped Cheek (Parvovirus)
- Measles
- Shingles
- Scarlet Fever

In addition, we ask that you follow Public Health Guidelines in relation to minimising risk with regards to the spread of any sickness and diarrhoea viruses. Children who have symptoms should **not be** sent into school until **48 hours** after the last bout of either symptom.

Health Checks / Inspections

Our colleagues in health are involved in carrying out hearing, vision and dental checks with some of the children over the course of the year. Children in Primary 1 – 4, take part in the fluoride varnishing initiative. Any health checks will only be made with your permission.

Primary 1, 2 and 3 children are involved in the Child Smile tooth brushing initiative.

Emergency Closure

We make every effort to maintain a full educational service, but, on some occasions, circumstances arise which lead to disruption. For example schools may be affected by severe weather, temporary interruption of transport or power failures. In such cases, we will do all we can to let you know about the details of closure or re-opening. We will keep in touch by text or email and you will find regular updates on the school website, WDC Website or on the school or council Twitter feeds. There will also be announcements made via the local press or radio station.

It is normal practice within West Dunbartonshire Council to operate a helpline when emergencies arise. Details will be made available should an occasion arise.

Transitions

Early Years / Nursery

We have a very structured transition programme in place. This includes a programme for children moving into Primary 1, incorporating a series of visits to the school and an information session for parents / carers / guardians. The dates for the visits / information session will be shared via your child's early year's centre or via email from the school.

Stage to Stage

When pupils move from stage to stage in the school, where possible, the current teacher meets with the new teacher. This provides an opportunity for them to pass on all relevant information relating to the children social, emotional and academic development. We also arrange, where possible, to have children meet their new teacher before beginning the new session.

Secondary

Children normally transfer to secondary school between the ages of 11.5 and 12.5, so that they have the opportunity to complete at least four years of secondary education. Parents will be informed of the transfer arrangements in the December of the children's Primary 7 year.

We have strong links with our associated secondary school Dumbarton Academy and we work as a learning community to arrange the following transition activities:

- Children are visited by a member of the Senior Management Team who will have the pastoral care of the children
- Children visit Dumbarton Academy for a two day period in May when they follow a secondary timetable.
- Parents of Primary 7 pupils are invited to an information session in May.
- Staff from Dumbarton Academy meet with the Primary 7 teacher to discuss progress
- Head Teachers in the Local Learning Community meet regularly to discuss matters affecting Nursery, Primary and Secondary Schools

Children living within the catchment of Dumbarton Academy will transfer there. Children living out with the catchment area will be expected to attend their local secondary school. A placing request must be made if you wish your child to attend any other school other than your local catchment secondary school. Further information in relation to placing requests can be found at

[Starting S1 | West Dunbartonshire Council \(west-dunbarton.gov.uk\)](https://www.west-dunbarton.gov.uk/starting-s1)

Contact details:

Dumbarton Academy,
Crosslet Road,
Dumbarton. G82 2AJ
Tel: 01389 774560

Community Links

The school is very much a part of the local community and we encourage the children to realise that they are members of that community and have a part to play in it.

We have close links with local businesses, early year's centres, our partner primary schools and Dumbarton Academy.

The children are actively encouraged to care for their local environment and use is often made of our immediate surroundings for learning. We have a concert at Christmas to which some of our older residents and local early year's children are invited.

Visits are made to the town library and links are established with local agencies such as Strathclyde Police with visits being made in connection with topic work linking the world of work. We often have staff from local support services in to speak about Road Safety, dental care etc.

Section 2

Curriculum and Assessment

Curriculum for Excellence

Curriculum for Excellence is the education system in Scotland. It places our learners at the heart of education with an entitlement to experience a coherent curriculum where they can develop the knowledge, skills and attributes they need to adapt, to think critically and to flourish in today's world.

The curriculum is defined as the totality of all that is planned for the children from early learning and childcare, through school and beyond.

In Aitkenbar Primary, we follow the values and principles for the curriculum as set out in 'A Curriculum for Excellence'. We encourage our children to develop skills for learning, life and work, including Literacy, Numeracy and Health and Wellbeing in and out of the classroom.

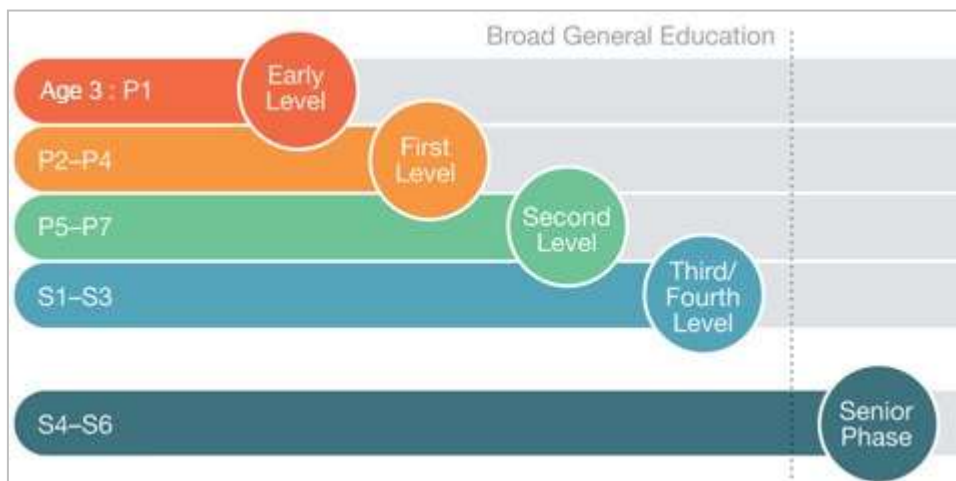
The curriculum promotes learning through:

- The ethos and life of the school
- Curriculum areas and subjects
- Interdisciplinary projects and studies
- Opportunities for wider achievement



Children enjoy making progress and find satisfaction in meeting the challenges posed by a curriculum that engages, stimulates and motivates them.

The diagram below shows the five curriculum levels with progression to the senior phase (S4-S6). For young people with additional support needs or for those who are particularly able, there is flexibility within each level.



The Curriculum is organised under the following headings:

- Literacy and English
- Numeracy and Mathematics
- Health and Wellbeing
- Expressive Arts
- Religious Arts
- Religious and Moral Education
- Science
- Social Studies
- Technologies

Teachers plan exciting and challenging interdisciplinary studies where each of the curriculum areas makes its own unique contribution in developing the four capacities of children. They have the freedom to teach in innovative and creative ways. Throughout the curriculum, children are given responsibility for their own learning and are encouraged to develop skills for life.

Literacy, Numeracy and Health and Wellbeing are taught at every opportunity not just within discrete lessons. Parents / carers / guardians will be contacted by letter regarding sensitive aspects of the curriculum e.g. sexual health and relationships. The aims of Curriculum for Excellence are that every child and young person should know they are valued and will be supported to become:

Successful Learners: through using their imagination and creativity, tackling new experiences and learning from them, and developing important skills including literacy and numeracy through exploring and investigating while following their own interests.

Confident Individuals: through succeeding in their activities, having satisfaction of a task accomplished, learning about bouncing back from setbacks, and dealing safely with risks.

Responsible Citizens: through encountering different ways of seeing the world, learning to share and give and take, learning to respect themselves and others, and taking part in making decisions.

Effective Contributors: through playing together in leading or supporting roles, tackling problems, extending communications skills, taking part in sustained talking and thinking and respecting the opinion of others.

If you would like to find out more about your child's curriculum, then please follow the link below:

<https://www.npfs.org.uk/downloads/cfe-in-a-nutshell/>

Play and Outdoor Learning

"Children's play is crucial to Scotland's wellbeing; socially, economically and environmentally."

Play Strategy for Scotland (Scottish Government), 2013

Curriculum for excellence promotes play through child-led learning approaches both in the classroom and in the outdoors. Playful approaches and child-led activities motivate and engage children, helping them to gain a better understanding of key concepts across the curriculum. Children are encouraged to take ownership of their learning and learning environment and are actively involved in making decisions about its development.



At Aitkenbar Primary, our children have access to a safe outdoor space in our school grounds which we fully utilise to provide a variety of rich outdoor learning experiences. Children also have regular opportunities to learn outdoors in the nearby forest and we use the local area as an extension of their learning environment. Outdoor learning in Aitkenbar Primary nurtures creativity and problem solving skills in a challenging and stimulating context, enhancing learning across the curriculum. We have recently purchased a number of outdoor learning resources which will further enhance learning experiences for all children.

Educational Field Trips and Visits

Field Trips and Educational Visits provide pupils with an opportunity to develop their learning outside the classroom. Each year we organise school outings to enhance learning in a variety of curricular areas. All parents / carers / guardians are asked to complete a local area consent form at the start of each year to cover trips / outings around the local area. For trips further afield or trips involving sporting activities, consent forms will be issued prior to the trip.

Primary 7 children participate in a residential trip to a West Dunbartonshire approved outdoor centre.

Extra-Curricular Activities



There are a variety of extra-curricular activities which take place after school. These are organised by members of staff, parents and our Active Schools' Coordinator. Some examples include; football, netball, gymnastics, running, multi-sports, crafts and chess.

Should any parent / carer / guardian wish to devote their time to help run an activity or indeed start up a new activity, please contact the Head Teacher.

Assessment and Reporting

Assessment is a central part of everyday learning and teaching for children. Teachers gather evidence on an ongoing and informal basis through asking questions, observing children working together and making comments on their work. Research in assessment suggests that learners learn best, and attainment improves, when learners:

- understand clearly what they are trying to learn, and what is expected of them;
- are given feedback about the quality of their work, and what they can do to make it better;
- are given advice about how to go about making improvements;
- are fully involved in deciding what needs to be done next, and who can give them help if they need it.

In order for children to be able to best demonstrate their abilities and progress, we look for ways in which they can Say, Make, Write or Do something which best suits the child and the learning. This may be giving a talk or making a model or creating a poster as well as the more traditional means of demonstrating learning. Some of the ways teachers assess children's progress as they learn include:

- Marking / correcting and assessing the work in children's jotters
- Questioning
- Talking with children about their learning
- Supporting self and peer assessment
- Observing children
- End of topic and / or part way through topic check-ups
- Formative assessment strategies e.g. talking partners, no hands up, traffic lights, extended wait / thinking time

The purpose of assessment is to gather evidence of your child's progress in learning. This is to judge where they are in their learning and the steps that need to be taken in order to help them improve. Assessment informs teachers' planning and is used to shape the learning experiences of your child. It is also used to provide information to children and their parents / carers / guardians about learning, attainment and achievement.

Scottish National Standardised Assessments

Every academic session our Primary 1, Primary 4 and Primary 7 children participate in National Standardised Assessments for Scotland (NSAS). Each child in Primary 1 is assessed in Literacy and Numeracy, while our Primary 4 and Primary 7 children are assessed in Reading, Writing and Numeracy. The assessments help to identify children's progress and provide diagnostic information to support teachers' professional judgement. These assessments have been specifically designed to reflect the way we deliver education in Scotland and are aligned with Curriculum for Excellence

Tracking Progress

Self-evaluation is a key feature of teaching and learning. Both staff and children engage in evaluation activities to continually inform and improve standards across the school. Children discuss their learning journey and have knowledge of and set their own personal learning targets. Teachers meet with the Senior Leadership Team to track each child's attainment and progress and discuss strengths and next steps in learning. All of the information gathered from assessment activities helps the teacher to plan learning activities appropriate to the age, stage and development of each learner.

Reporting Progress

Reporting on progress is on-going using a variety of methods including; homework, jotters home, child's support plans (where they are in place), curriculum workshops, open classrooms / sharing learning events, newsletter and the school website.

There are two opportunities during the year, in October and March, when formal Parents' Evenings are held, however, parents can request a meeting with their child's class teacher at any time if they would like to discuss any aspects of their child's progress. A written summative report is also sent home in June that summarises progress across the year. This report reflects the on-going reporting process.

Recognising Achievement

In Aitkenbar Primary, we foster a positive attitude to work and achievement and use many opportunities to track and celebrate success, highlighting children's achievements in a variety of different ways. We encourage children to share their wider achievements, from both within and out with school and we track and celebrate this. Wall displays recognise many achievements of our pupils.



Pupil Voice

In school we have many ways for children to be involved in decision making. All of the children from across the school are members of our Pupil Leadership Groups and play an active role in improving the school and organising events. These include: Pupil Council, Eco Committee, Rights Respecting Schools and Health Committee. They meet regularly to discuss issues of importance from the children and create plans on how they will make improvements in their learning and experiences in school.

Section 3

Parent Representation, Pupil Welfare and Support

Parental Representation

Parents / carers / guardians are the most important influence throughout a child's education and their involvement in learning makes a real difference to children's achievements. Everyone benefits (children, parents / carers / guardians and staff) when parents / carers / guardians and schools work effectively together to support learning. Parent Councils help parents / carers / guardians to become more actively and effectively involved in the children's learning. They were established under the Scottish Schools (Parental Involvement) Act 2006 in recognition of the important role that parents / carers / guardians can play, both in their own children's learning, and in the life of the school.

Parent Forum is the collective name for every parent / carer / guardian at school. The Act gives each school's Parent Forum the right to set up a Parent Council. Under the 2006 legislation the role of the Parent Council is to support the school and in its work with children, represent the views of parents / carers guardians, encourage links between the school, parents / carers / guardians, children and the wider community.

The legislation also supports parental involvement in a much wider sense than before. It aims to help all parents to be:

- Involved with their child's education and learning
- Welcomed as active participants in the life of the school
- Encouraged to express their views on school education generally and work in partnership with the school

Parent Council

Our Parent Council play an active part in school life, supporting children and representing the views of parents / carers / guardians. They meet to discuss school policy, performance and improvements and fundraising. In addition, their AGM is held in January when new members are usually elected.

Members of Aitkenbar Primary Parent Council can be contacted through the school or directly. The Head Teacher and local councillors may attend meetings as advisors to the Parent Council and have the right to speak, although, not being members of the Parent Council, have no right to vote.

As members of the Parent Forum, all parents / carers / guardians are welcome to attend meetings as observers. Parent Council information including minutes of meetings is available on the school website.

There are various fundraising events during the school year including school fayres and family events. Our pupils benefit greatly from fundraising by the Parent Council e.g. through funding educational visits and buying equipment to enhance learning.

Parental Involvement

Open Classroom event takes place throughout the year offering parents / carers / guardians an opportunity to visit their child's classroom and work with them in that environment.

We host Coffee and Chat mornings for each stage throughout the session. These are informal opportunities to meet the teachers and the Head Teacher.

In Aitkenbar Primary we encourage parents / carers / guardians to become involved in the education of their child. We are proud of the level of parental involvement throughout the

school and are constantly looking for ways in which many parents / carers / guardians can become involved in school life. We use a range of methods throughout the year to find out your views, including questionnaires and feedback from workshops. Your views are most welcome and help us prioritise improvements for our School Improvement Plan.

Supporting Learning at Home

Homework is an important way of helping children to continue their focus on learning outside school. It gives you an opportunity to help your child in their learning and to see their progress.

Homework is set by class teachers and should allow children to practise their core numeracy and literacy skills. The tasks will be linked to work covered in class and should be able to be completed by the children independently and should take between 10 and 30 minutes to complete depending of the stage of your child. Although homework is not compulsory it gives you regular and valuable feedback and provides another opportunity for direct involvement in the education of your child.



The importance of support from home with homework cannot be overstated. Receiving approval and encouragement at home, helps children become more confident in the skills they are learning. All homework is posted online on your child's Google Classroom. Links to these are shared with you at the beginning of each new session. Please do not hesitate to contact us to help with any aspect of school work at home.

Parentzone Scotland

Parentzone Scotland is a unique website for parents / carers / guardians in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at:

<https://education.gov.scot/parentzone/>

Equality

All schools have a duty to promote the safety and wellbeing of the children and young people in their care. Our school is an inclusive school where everyone is valued and respected. We recognise and celebrate diversity across our school community and we have a zero tolerance policy to all forms of prejudice, discrimination and harassment.

Information on our extended LGBT+ guidance can be provided within the West Dunbartonshire Council's Equalities / LGBT+ Policy. Please contact school office for a copy.

All members of the school community are treated equally and given equal opportunity to access teaching and learning to each person's potential. All staff have a responsibility to ensure the council's Equal Opportunities Policy is adhered to. You will find a link to this policy below:

<https://www.west-dunbarton.gov.uk/schools-and-learning/advice-info-support/advice-young-people/equality-and-human-rights/>

Rights Respecting Schools



Rights Respecting Schools recognise achievement in putting the rights of the child at the heart of school planning, policy, practice and ethos. A Rights Respecting School not only teaches the children about their rights, but also models rights and respect in all its relationships between adults and children. This provides a clear link for children between building up their Rights Respecting School, understanding their rights and the need for the rights of children to be realised everywhere. Children and

young people in Rights Respecting Schools develop a stronger sense of the need to act for global justice. Our Rights Respecting School Group will be leading us towards bronze accreditation this session.

Support for Learning

Support for learning is provided to many children at some time during their time at school. It particularly applies to those children who are having difficulties and to those who are more able. Mrs Shona Bartlett is responsible for co-ordinating learning support across the school and to offer general advice and guidance for teachers to make sure learning is suited to every child's needs and that the most effective resources and methods are being used.

We feel it is important for us to inform parents / carers / guardians as early as possible if we feel their child is having difficulty. We hope that with your support we can do our best to help your child. Please remember you may call at any time if you have any worries concerning your child. Occasionally, after full consultation with parents, the school may call on the services of the council's Psychological Services or other specific services such as Children's Services, Speech and Language Therapists or Occupational Therapists. The aim will be to identify any barriers and plan individualised support strategies. If at any time you have concerns about your child's progress, please contact the school immediately to arrange an appointment.

In West Dunbartonshire a process called staged intervention is used to identify and support children who have additional support needs. Staged intervention is based on:

- strong partnership working within education, with partner agencies and with parents;
- early identification of additional support needs by assessing needs carefully and well;
- targeting of resources for maximum effectiveness through careful planning and joint working, and
- regular reviews and assessment of achievements and progress

There are four stages intervention. Children may move between the stages as appropriate. Parents can ask at any time if their child has additional support needs and can be expected to be involved at all stages of the staged intervention process.

Parents / carers / guardians can find useful information on Additional Support Needs at www.enquire.org.uk Enquire is funded by the Scottish Government and managed by Children in Scotland.

Child Protection

All staff in the school are required to be aware of child protection issues and are provided with regular information on Child Protection Policy and Procedures. The school maintains close working relationships with all other relevant agencies to ensure appropriate information is shared and that professionals from Social Work and Police Scotland work collaboratively for the safety of the children and young people.

All staff have a responsibility to report concerns regarding the welfare or safety of a child or young person to the Head Teacher immediately. If the Head Teacher, or the person deputising for the Head Teacher is of the view that there may be grounds for concern, they are obligated to contact the duty senior social worker without delay and advise them of the circumstances. Social Work will then determine how and when parents / carers / guardians will be notified.

You will find further information below on how we protect children and young people in West Dunbartonshire.

<http://www.wdhscp.org.uk/public-protection/child-protection/>

Equal Protection (EP)

From 7 November 2020, it became illegal to physically punish a child. This applies to everyone over the age of 16 in charge of a child. Physical punishment can mean different things like:

- Smacking
- Skelping
- Hitting
- Slapping

We know parents / carers / guardians want to do what is best for their child and might be unsure about what this new law means for them. This doesn't mean parents / carers / guardians can't take a child away from danger or stop them from getting hurt. Like if they reach for a boiling kettle or try to run across the road for example. This change is just about making sure that children are protected in the same way as adults are.

All staff have a responsibility to report these incidents or disclosures to the Head Teacher who then may contact parents / carers / guardians to discuss the matter. If the Head Teacher, or the person deputising for the Head Teacher is of the view that there may be grounds for concern, they will seek advice from the appropriate agency e.g. Police Scotland and/or duty social work. They will also signpost parents who require support to appropriate agencies and partners.

You can find out more about this new law on the Scottish Government [website](https://www.gov.scot/publications/physical-punishment-and-discipline-of-children-how-the-law-is-changing/).

<https://www.gov.scot/publications/physical-punishment-and-discipline-of-children-how-the-law-is-changing/>

GIRFEC

In Aitkenbar Primary, we aim to get it right for every child (GIRFEC). Getting it Right for Every Child is the Scottish Government's approach to promoting and safeguarding the wellbeing of children in Scotland. Duties attached to the Children and Young People Act 2014 means there will be a single planning framework for children who need support from services (called a Child's Plan).

The Named Person will continue to be offered in West Dunbartonshire on a policy basis. In most cases the families around each child will be able to offer all the help and support that is needed. However, there are times when a child may need a bit of extra help. The GIRFEC approach is there to make it as easy as possible to get that help when it is needed and wanted by families.

The GIRFEC policy approach is to ensure that every child and young person and their family have access to help and support from a key member of staff in order to support the wellbeing and additional support needs of children and young people. The role of the Named Person is integrated into the current role of key promoted members of staff in schools and serves to strengthen the support they currently provide as a central point of contact for children, parents and other people working with them. The name person for Aitkenbar is Mrs Fiona McKay, Head Teacher.



*It is our intention to support the wellbeing and safeguarding of all our young people. Parents are reminded that the Named Person will only offer advice or support **in response to** a request from a child or parent, or when a wellbeing need has been identified. There is no obligation to accept the offer of advice or support from a Named Person.*

Holiday Cover

The GIRFEC policy also recommends the local authorities provide continuity of support signposting during school holiday periods. At these times coordination will be provided by suitably qualified staff from the Central Named Person Service at the Council Offices. See contact details below.

Central Services Named Person Service:

Joanne Scott (Education Support Officer) 01389 737000

@west-dunbarton.gov.uk

Tracy King (Education Support Officer) 01389 737000

@west-dunbarton.gov.uk

Claire Cusick (Senior Education Officer) 01389 737000

@west-dunbarton.gov.uk

Section 4

Additional Information

Aitkenbar Primary School Handbook 2023-2024

School Holidays – 2023 – 2024

Autumn Term 2023

In Service	Monday 14 th August 2023
In Service	Tuesday 15 th August 2023
School Opens	Wednesday 16 th August 2023
School Closes	Thursday 21 st September 2023
September Weekend	Friday 22 nd September 2023
September Weekend	Monday 25 th September 2023
School Opens	Tuesday 26 th September 2023
School Closes	Friday 13 th October 2023
October Break	Monday 16 th – Friday 20 th October 2023
School Opens	Monday 23 rd October 2023
In Service	Monday 13 th November 2023
School Closes (2.30 pm)	Friday 22 nd December 2023

Spring Term 2024

School Opens	Monday 8 th January 2024
School Closes	Friday 9 th February 2024
Mid Term Break	Monday 12 th February 2024
Mid Term Break	Tuesday 13 th February 2024
In Service	Wednesday 14 th February 2024
School Opens	Thursday 15 th February 2024
School Closes (2.30 pm)	Thursday 28 th March 2024
Spring Break	Friday 29 th March – Friday 12 th April 2024

Summer Term 2024

School Opens	Monday 15 th April 2024
In Service	Thursday 2 nd May 2024
School Closes	Friday 3 rd May 2023
May Day	Monday 6 th May 2024
School Opens	Tuesday 7 th May 2024
School Closes	Thursday 23 rd May 2024
Half Term	Friday 24 th May 2024
Half Term	Monday 27 th May 2024
School Opens	Tuesday 28 th May 2024
School Closes (1.00 pm)	Tuesday 26 th June 2024

School Holidays – 2024 – 2025

Autumn Term 2024

In Service	Tuesday 13 th August 2024
In Service	Wednesday 14 th August 2024
School Opens	Thursday 15 th August 2024
School Closes	Thursday 26 th September 2024
September Weekend	Friday 27 th September 2024
September Weekend	Monday 30 th September 2024
School Opens	Tuesday 1 st October 2024
School Closes	Friday 11 th October 2024
October Break	Monday 14 th – Friday 18 th October 2024
School Opens	Monday 21 st October 2024
In Service	Monday 11 th November 2024
School Closes (2.30 pm)	Friday 20 th December 2024

Spring Term 2025

School Opens	Monday 6 th January 2025
School Closes	Friday 14 th February 2025
Mid Term Break	Monday 17 th February 2025
Mid Term Break	Tuesday 18 th February 2025
In Service	Wednesday 19 th February 2025
School Opens	Thursday 20 th February 2025
School Closes (2.30 pm)	Friday 4 th April 2025
Spring Break	Monday 7 th April – Monday 21 st April 2025

Summer Term 2025

School Opens	Monday 22 nd April 2025
School Closes	Friday 2 nd May 2025
May Day	Monday 5 th May 2025
In Service	Tuesday 6 th May 2025
School Opens	Wednesday 7 th May 2025
School Closes	Thursday 22 nd May 2025
Half Term	Friday 23 rd May 2025
Half Term	Monday 26 th May 2025
School Opens	Tuesday 27 th May 2025
School Closes (1.00 pm)	Thursday 26 th June 2025

Improvement Planning

All schools in Scotland are required to devise an improvement plan as a means of managing change and planning for major development initiatives. Following audit, including consultation with parents, children, staff and other agencies, and taking into consideration national and local targets, priorities are set and a plan is devised. This year's plan focuses on:

- To improve and support the health and wellbeing of our learners
- To achieve excellence and equity and close the poverty related attainment gap and help our young people to achieve positive destinations beyond school
- To improve learning, teaching and assessment – includes how and what we teach and learn
- To build leadership capacity through a self-improving system and collaboration with others
- To continue to improve and evolve our curriculum to meet the needs of our learners

A full copy of the School Improvement Plan can be accessed via the school website.

Standards and Quality Report

Every June the school produces a Standards and Quality Report that evaluates the School Improvement Plan and reports on progress made against the targets. A summary leaflet is produced and issued to all parents / carers / guardians and a full copy of the Standards and Quality Report can be accessed via the school website.

Data Protection

How we use your personal information:

It is important for the school to hold personal information about pupils as it allows us to contact a suitable adult in cases of emergency. The information held also helps West Dunbartonshire Council to provide education services now and to plan for the future.

Information provided to us in relation to children's disability, language, religion, ethnic background or national identity is used to ensure that children's legal rights in school are recognised. Children's general legal rights are listed in the Children (Scotland) Act 1995, the Equality Act 2010 and in the European Convention on Human Rights.

Information held on children is strictly controlled by law, and can only be passed onto other services within the Council and other organisations in accordance with the provisions of the Data Protection 2018 Act (DPA). As a local authority, our schools and early years establishments process information about children and young people in order to provide education and care. All personal data is treated as confidential. The information may be passed to other services and other organisations that will use it for a number of purposes connected to education services, for example, child protection, delivery of National Entitlement Cards and cashless catering, organising school transport, Active Schools Programme, the NHS School Nursing, Dental Health and Immunisation Programmes, collection of information by the Scottish Government and provision of national exams. We may also use any information for research purposes, for the purposes of a public task (one of the recognised functions of a Scottish Local Authority) and may share information where necessary with other public bodies or where otherwise required to do so by law.

In terms of Section 94 of the Data Protection Act 2018 (Right of Access / Subject Access Request), a requester is entitled to know what personal information West Dunbartonshire Council holds about them and their children. They are also entitled to access their children's education records in terms of the Pupil's Education Records (Scotland) Regulations 2003.

Applications for Subject Access Requests should be made either to the Head Teacher or to The Data Protection/Information Protection Officer, Municipal Buildings Dumbarton, G82 1NR or dataprotection@west-dunbarton.gov.uk

You can find out more about the Subject Access Request procedure by visiting the following web address:

<http://www.west-dunbarton.gov.uk/council/data-protection-ripsa-and-freedom-of-information/data-protection/>

If you would like further information on how your information is used and how we keep your information safe please contact: Data Protection / Information Protection Officer at the above address.

Positive Behaviour Management

In Aitkenbar Primary we promote a supportive, caring ethos in which behaviour is managed both positively and consistently. This provides a secure framework for children where they will develop skills and strategies to help them take responsibility for their own behaviour. The relationship between adult and child requires mutual trust, respect and consideration.

We have a consistent approach to discipline by encouraging and celebrating positive behaviour. As part of our nurturing school ethos; we promote a restorative and solution orientated approach. This involves the children identifying what went wrong and how to move forward from the incident. In particular, they take into consideration how the other person is feeling.

We operate a House System where children are placed in houses when they come into school in Primary 1 and remain within this house. They receive House Points over the course of the year for demonstrating our school values which contributes to winning the House Cup at the end of session.

If there are any concerns about your child's behaviour we will discuss the matter with you so that together we can decide what steps to take to work out a solution. Children who persistently demonstrate unacceptable behaviour may lose some privileges until their behaviour improves.

Anti-Bullying and Anti-Racism

In Aitkenbar Primary we operate a no tolerance approach to bullying behaviour. All incidents are investigated, recorded, discussed and hopefully resolved, with the children involved supported. We try wherever possible to work in partnership with parents / carers / guardians to resolve incidents. We take a proactive approach to anti-bullying and anti-racism through having whole school assemblies, workshops and using a wide range of resources, allowing our children to develop strategies to deal with challenging situations. The school follows an agreed Anti-Bullying and Anti-Racism policy which can be found on the school website.

Equal Opportunities and Social Justice

In Aitkenbar Primary we recognise the importance of equal opportunities and are committed to inclusive education. We recognise the importance of promoting equality

and fairness to everyone. We believe that no one should be treated unfairly because of gender, race, colour, ethnic and national origin, religion, disability, marital status, age, illness or because of the poverty of their background.

Useful Addresses

LAURA MASON

CHIEF EDUCATION OFFICER

West Dunbartonshire Council

16 Church Street

Dumbarton

G82 1QL

Tel: 01389 737309

COMMUNITY LEARNING AND DEVELOPMENT

Aurora House

Aurora Avenue

Clydebank

G81 1BF

Tel: 01389 738775

AITKENBAR PRIMARY PARENT COUNCIL

CHAIRPERSON – Mrs Kirsteen Raeside

C/O Aitkenbar Primary School

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

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

Aitkenbar Primary School

Bellsmyre Campus
Howatshaws Road
Bellsmyre,
Dumbarton
G82 3DR

Telephone: **01389 773901**

Head Teacher: **Mrs Fiona McKay**

Email: SchoolOffice.Aitkenbar@west.dunbarton.gov.uk

Website : <http://www.scottishschools.info/aitkenbar>

