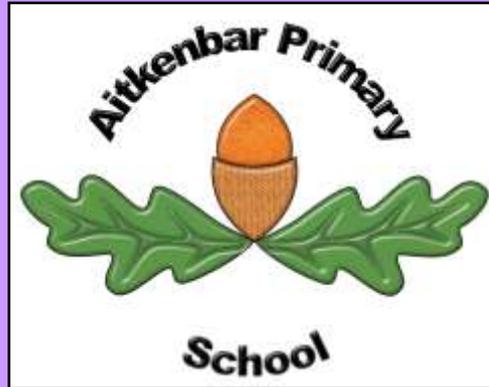


# Welcome to our Handbook



December 2016



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All local authority schools are required by law to issue a copy of the school handbook to certain parents in December each year for their use as appropriate. A copy of our school handbook is also available online at <http://www.west-dunbarton.gov.uk/media/4309467/aitkenbar-handbook-dec-2015.pdf>

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.

The five Learning Communities in West Dunbartonshire have been established as part of West Dunbartonshire's educational improvement strategy. This strategy has a clear focus to raise educational aspirations, achievement and attainment of all pupils while improving the skills and knowledge of all staff involved in the education of children and young people.



Mrs Hutchison represents Aitkenbar Primary School on the Dumbarton LLC; however other members of staff may attend meetings in support of improvement work. The Dumbarton LLC is led by Andrew Brown, Educational Services Manager 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.

Aitkenbar Primary School  
Bellsmyre Campus  
Howatshaws Road  
Dumbarton  
G82 3DR

Email: [SchoolOffice.Aitkenbar@west-dunbarton.gov.uk](mailto:SchoolOffice.Aitkenbar@west-dunbarton.gov.uk)

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



## OPPORTUNITY THROUGH LEARNING

We are committed to providing 'Opportunity Through Learning' and believe that 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

## INTRODUCTION

Dear Parents

December 2016

It is a pleasure to welcome your child to Aitkenbar Primary School.

In the following pages you will find that many aspects of life and work at Aitkenbar are covered. However, if you feel that there is anything further you would like to know, or there is something you would like to discuss, please feel free to call at the school and see me or phone the school office (01389 773901)

Parents and staff work in partnership to ensure that pupils are given every opportunity to fulfil their potential and Aitkenbar is a happy, productive school. We look forward to getting to know you and your child. Details and photographs of all our activities are on our school website - please check regularly for updates.



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

Yours faithfully,

Christine Hutchison,

Head Teacher

## EDUCATIONAL AIMS OF AITKENBAR PRIMARY

- To help all our pupils achieve their full potential in all areas of school life.
- To have happy, healthy children working, learning and playing together in a secure and caring environment.
- To serve the community by teaching children to be independent, confident and respectful to others.
- To make the best use of resources and finances to support the children's learning.
- To encourage participation, support and co-operation between home and school.
- To prepare the pupils for the world of work and the demands of modern life.

Aitkenbar was inspected in 2014. The report can be read on the Education Scotland website:

<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/AitkenbarPrimarySchoolWestDunbartonshire.asp>

Parents can play a vital role in helping us achieve these aims. Through your help, interest and support, we can make your child's education a joint venture. Working together will greatly benefit your child in all aspects of their learning and general development.

## ABOUT AITKENBAR PRIMARY SCHOOL

The full name of the school is	AITKENBAR PRIMARY
Our address is	BELLSMYRE CAMPUS HOWATSHAWS ROAD DUMBARTON G82 3DR
Telephone	01389 - 773901
Email	<a href="mailto:SchoolOffice.Aitkenbar@west-dunbarton.gov.uk">SchoolOffice.Aitkenbar@west-dunbarton.gov.uk</a>
Website:	<a href="http://www.scottishschools.info/aitkenbar">http://www.scottishschools.info/aitkenbar</a>

The present roll is 179

Aitkenbar Primary is a non-denominational school for boys and girls aged 5 - 12. The school 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 and we share many opportunities to work closely across the two schools and the nursery. The campus has a large gymnasium, dining hall and many several unique teaching areas which are shared. There are extensive play spaces and outdoor learning areas for all classes.

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 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 adults with the potential to achieve great success.



The school is available for community events, with lets arranged through the Community Education service. Details are provided in **Useful Addresses**

**Disabled access** to the ground floor is via the ramp at the main entrance. There are two disabled parking bays at the front of the campus. There is a lift to provide access the upper floor.

We communicate regularly with parents through newsletters and updates. Please check your child's schoolbag for these. The school website is also regularly updated.

Parents can find a range of council policies and other relevant information on the council website,  
[www.west-dunbarton.gov.uk/schools-and-learning](http://www.west-dunbarton.gov.uk/schools-and-learning)

## AITKENBAR PRIMARY SCHOOL - STAFF

Staffing is adjusted annually according to the school roll.

**Head Teacher**

**Mrs Christine Hutchison**

**Depute Head Teacher**

**Mrs Shona Bartlett**

**Our current classes are :**

Miss Kirsteen Simpson	P1	(21 pupils)
Miss Laura Birss	P2	(29 pupils)
Mr Kieran MacLetchie	P3	(23 pupils)
Miss Leanne Watt	P4	(28 pupils)
Mrs Audrey Smith (Mon - Thur)	P5	(28 pupils)
Mrs Olean Allison (Friday)	P5	
Mrs Jennifer Brechin	P6	(28 pupils)
Mrs Jill Bailey (Wed, Thurs & Fri)	P7	(22 pupils)
Mrs S Oates	P7	(Mon, Tues) / Pupil Support
Mrs Angela Coates		Provides additional support for maths throughout the school
Mrs Kirsten Wiggins (Mon, Tues & Wed)		Provides pupil support and teachers' non class contact time. Teaches P6 Monday afternoon
Mrs Lynn McKenzie (Thurs & Fri am)		Pupil Support / Non class contact time

Mrs Sara Hatrick

Violin teacher (1 half morning per week)

Mr Lorne Cowieson

Brass teacher (1 half morning per week)

Mrs Eileen Nicol

Network Support Resource 1 day per week

The total staffing complement is 10.34 (Full time equivalent)

**Support staff are:**

Mrs Mary Gilfillan	Senior Clerical Assistant (9:00 - 4:00)
Ms Anne McLuskey	Clerical Assistant (2:00 - 4:30)
Miss Victoria McKenzie	Clerical Assistant (9:00 - 2:45)
Mrs Mary Lowne	Learning Assistant (full time)
Mrs Emma McGinlay	Learning Assistant (full time)
Mrs Elizabeth McMahon	Learning Assistant (full time)
Mrs Bernadette McGillen	Learning Assistant (part time)
Mrs Lorraine Brown	Learning Assistant (part time)
Mrs Wilma Keir	Pupil & Family Support Worker
Mr Thomas McKay	Facilities Assistant
Mrs Linda Brownlee	School Crossing Patrol

Mrs Kathleen Fotheringham is Catering Manager & Mrs Irene Wilson is Cleaning Supervisor. Mrs Gilfillan, Ms McLuskey or Miss McKenzie work in the school office and will normally be the voice at the other end of the phone. Mrs Gilfillan is our qualified First Aider and deals with children who have accidents or are ill. Miss McKenzie, Mr McKay and the Learning Assistants from both schools are the adults supervising in the playgrounds.

## Access



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 car park at the rear of the building which has some spaces for visitors' cars. The access road to the carpark is between the Bellsmyre Campus and the new High School.

All children enter the school from the back of the building. Children come in the top gate to the left of the ELCC, walk along the path and turn right through the gate which leads to the playgrounds. Entry to all classes is gained from the rear of the school.

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. Many of our children walk to school but parents who drive can drop their children off at the gate in Howatshaws Road.



## Celebrating Achievement



High achievement is encouraged and celebrated at Aitkenbar both in and out of school. Achievements are shared at assemblies and children bring in trophies and medals to have their photographs taken for the 'Achievement Wall' in the main corridor. Parents are welcome to come in and view our wall displays which are constantly refreshed and updated. At the end of each term staff nominate pupils for a special 'Aitkenbar Achiever' award at the whole school service. Parents are informed by letter of this award. Photographs of 'Achievers' are taken for display on the Achievement wall.



Aitkenbar Achievers' Wall



Primary 6 achievers



Primary 1 achievers

Out of school awards for dog handling



Out of school awards for dancing



Star writers in class



Out of school awards for swimming

## SCHOOL HOURS

School begins:	9.00 am
Morning interval:	10.30 - 10.45 am
Lunch:	12.15 - 1.00 pm
End of school day:	3.00 pm



Please note that P1 pupils are dismissed at 12.15 pm for a few days when they first start school. Thereafter they will be dismissed at 3.00 pm in common with the rest of the school. You will be notified of exact dates.

At Christmas and Easter holidays, school will normally close at 2:30pm on the last day of term.

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



Miss Simpson and Primary 1 - October 2016

# School Holidays



The school year is from August until the end of June.

There are main holidays in October, Christmas, Easter and Summer.

The actual dates of these holidays vary from year to year, as do the local holidays.

Dates for the second half of session 2016 -2017 are ...

Term 3 begins	Monday 9 January 2017
In-service day	Friday 3 February 2017
Mid term	Monday 6 and Tuesday 7 February 2017
Spring holiday	Monday 3 April to Monday 17 April 2017 (inclusive)
Term 4 begins	Tuesday 18 April 2017
May Day	Monday 1 May 2017
In service day	Thursday 4 May 2017
May weekend	Friday 26 and Monday 29 May 2017
School closes	Friday 30 June 2017 at 1:00pm



## Dates confirmed for Session 2017/2018 are -

Staff return	Monday 14 August 2017
Pupils return	Wednesday 16 August 2017
(Primary 1 pupils will be full time from Monday 21 August)	
September weekend	Friday 22 and Monday 25 September 2017
In-service day	Friday 13 October 2017
October week	Monday 16 to Friday 20 October (inclusive)
School closes	Thursday 21 December 2017 at 2:30pm
School opens	Monday 8 January 2018
Mid term	Monday 12 and Tuesday 13 February 2018
In-service day	Wednesday 14 February 2018
Spring holiday	Friday 30 March to Friday April 13 2018
School opens	Monday April 16 2018



In-service day	Friday 4 May 2018
May Day	Monday 7 May 2018
May weekend	Friday 25 and Monday 28 May 2018
School closes	Thursday, June 28 2018

## In-Service Days 2017 - 2018

<b>Day 1</b>	Monday 14 August 2017
<b>Day 2</b>	Tuesday 15 August 2017
<b>Day 3</b>	Friday 13 October 2018
<b>Day 4</b>	Wednesday 14 February 2018
<b>Day 5</b>	Friday 4 May 2018

# Enrolment



All children who live in the catchment area of Aitkenbar Primary School and born between 1 March 2011 and 29 February 2013 must register for education at this school. (A placing request can be made to another school if desired.) The date for registration is week beginning Monday January 9<sup>th</sup> 2017. **Parents are most welcome to visit the school by phoning the School Office on 01389 773901.** This session already, children who will be attending Aitkenbar have had several visits to the school and our current Primary 1 pupils have visited them in their nurseries. After enrolment, further arrangements are made for our new P1 entrants and their parents to visit the school on several occasions before the end of the session. The children will meet their personal senior school buddy and spend more time with their current P1 friend. Parents have an opportunity to speak with Mrs Hutchison, Head Teacher, Mrs Bartlett, Depute Head Teacher

and other staff. A series of workshops and classroom visits are also held for parents which enable them to further support their children when they start school. We have close links with Bellsmyre Early Education and Childcare Centre which is part of our campus. There are many opportunities for the school and the nursery to work together and these visits help the children to settle in August.



*Nursery children visit Aitkenbar*



# The Curriculum

The curriculum areas are defined as:

- Languages
- Mathematics
- Health and wellbeing
- Expressive arts
- Sciences
- Social studies
- Technologies
- Religious & Moral Education

The curriculum at Aitkenbar Primary School reflects the Curriculum Policies advocated by West Dunbartonshire Council's Department of Educational Services. It also reflects the National Guidance issued by the Scottish Government and is based on Curriculum for Excellence

'A Curriculum for Excellence' enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Children are exposed to learning and teaching experiences in all areas of the curriculum which will provide learning outcomes e.g. 'I can communicate, collaborate & build relationships', 'I have extended the range of whole numbers I can work with', 'I can

take advantage of the opportunities offered by ICT'. These outcomes are grouped into levels with an approximate age range.

Early Level - Pre school and P1

First Level - to the end of P4 but earlier for some children

Second Level - to the end of P7 but earlier for some children

Third Level - to the end of S3 but earlier for some.

Children learn by individual, group and class teaching methods and are given the opportunity to play an active part in their own learning, developing their independence and sense of responsibility.

At Aitkenbar we aim to ensure that the curriculum is relevant and designed to meet the present and future needs of young people and society. Pupils are helped to gain an appreciation of the richness and diversity of their cultural heritage.

Every effort is made to ensure that there is an equality of opportunity for all pupils regardless of their gender, race, colour or personal circumstance.

The school aims to ensure that the children leave Aitkenbar with a positive attitude to learning and the resources and motivation to continue to further their own education and become responsible, confident citizens. The following pages give further details of our curriculum.

# Literacy & English

This aspect of the curriculum is divided into four main areas.

**Listening & Talking:** our children are encouraged at the earliest opportunity to listen and concentrate, to take part confidently in discussion and are given the opportunity on a regular basis to develop their powers of debate and reasoning through talk.

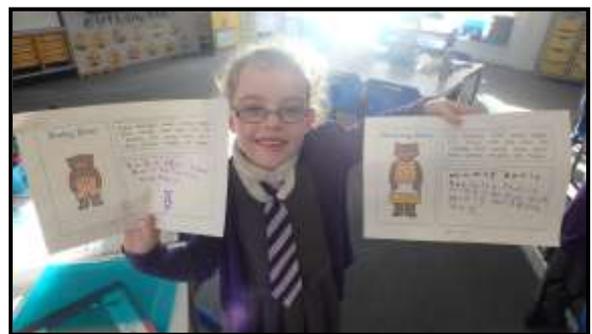
**Writing:** all children are taught **functional** forms of written language e.g. letter writing, form filling, writing instructions and **imaginative** writing perhaps in the form of stories and poetry. Personal writing develops the ability to express thoughts clearly and extend communication. **Spelling, punctuation, grammar and handwriting** are taught regularly and systematically. Children are trained to appreciate the importance of accuracy and neatness in their written work.

**Reading:** the curriculum is supported by the use of Heinemann 'Storyworlds' scheme in the Infant stage. Heinemann 'Literacy Evolve' is used in Primary 4 -7. 'Literacy World' is used for the development of skills in reading for information. The children enjoy using this modern, relevant material. These are the main schemes but throughout the



school there is a wide range of supplementary reading materials to cater for the needs of each individual child and to develop the many and varied reading skills they will need for adult life. Great emphasis is placed on the enjoyment gained through reading. We also have daily peer tutoring for pupils who need a little extra help.

The importance of parents reading with their children cannot be over emphasised.



# - Mathematics -

Number Money & Measure  
Information Handling

Shape  
Problem Solving

Mathematics is important in our everyday life. Our core print resource is Teejay Maths. We also use many materials to reinforce and extend the children's ability and confidence. The use of interactive resources and ensures engagement and enthusiasm, leading to enjoyment and better understanding of mathematics and numeracy. Active Learning at all stages also extends maths in a realistic context.

Learning tables and oral and mental maths skills are very important parts of our daily routine. There is a strong focus on developing skills in mental calculation.

Calculator and computer skills are also developed. Supplementary material is available for Problem Solving, and we have effective links with the Mathematics Department of our local Secondary School.

Children in Primary 5, 6 and 7 are set for maths and as many members of staff as possible are involved in this programme. Maths sets are much smaller than class sizes and the children are grouped according to their ability. This enables the teachers to deliver targeted lessons directed specifically at the needs of the children in each set.



The development of our pupils' knowledge and understanding of Mathematics is enhanced by integrating it, when appropriate, within other relevant areas of the curriculum.

Pupils are provided with opportunities to work with calculators, and use computers to enhance their mathematical learning experiences.

# Social Subjects, Sciences & Technologies

Through Social studies, children develop their understanding of the world by learning about other people and their values, in different times, places and circumstances. They also develop their understanding of their environment and of how it has been shaped. Every class studies several topics per year using an 'Interdisciplinary' approach. This means that learning is planned and drawn from a variety of sources. We encourage the children to be involved in the planning process. In this way, we build on what they already know and which aspects of the topic particularly interest them.

We like to take the children out of school as often as possible to enrich their learning by visiting museums, local attractions etc. We also like to involve partner agencies and members of the community by inviting them into the school to work with the children. If any parent has a particular skill that can be shared with the children, then we would be delighted to hear from you!

Sciences include study in

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical science

Learning through science enables children to investigate their environment, develop an understanding of scientific contexts and achievements as well as recognise the impact science makes on our lives.

Technologies The use of ICT is an integral part of education. To participate fully in modern society children need to be skilled and knowledgeable users of technology as well as be able to assess its impact in society.

Our pupils are also provided with opportunities to use construction materials to help with aspects of Technology.



Primary 3 visit Overtoun Estate



# Expressive Arts



Expressive arts includes Art & Design, Drama, Dance and Music.

Expressive arts can be a forum for children to bring enjoyment and entertainment to others through shows, concerts and assemblies. Many of our pupils have particular gifts in these areas. We provide opportunities at Aitkenbar for our pupils to showcase their talents and we also bring artists into the school to share their talents with the children. We aim to help all pupils develop and enjoy this aspect of school life.

Many activities within Art & Design or Drama are covered as part of our interdisciplinary learning topics to provide a meaningful context within which the pupils can practise and develop their skills.

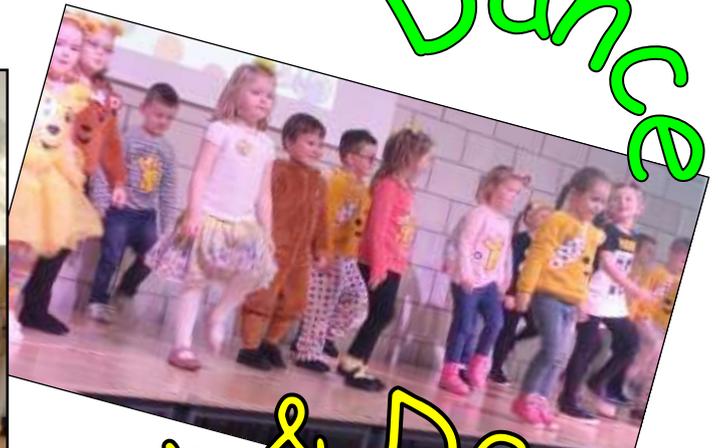
We are fortunate to have visiting instrumental tutors who work with the children and also many gifted members of staff and parents who share their talents and enthusiasm.

Our children enjoy visits to the school by musicians, theatre groups, music motivators, artists and dancers.

Drama



Dance



Art & Design

Music



# Health and Wellbeing



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

At Aitkenbar we aim to ensure that all our children feel happy, safe, respected and included in the school environment. All staff are involved in promoting positive behaviour in the classroom, playground and the wider school community. The safety and wellbeing of our children are of paramount importance.

The Health & Wellbeing curriculum is carefully structured and programmes are in place at all stages to deliver the required learning experiences in the following areas:

emotional, social and physical wellbeing

- Planning for choices and changes
- Physical education, physical activity and sport
- Food and health
- Substance misuse
- Relationships, sexual health and parenthood

Parents have a very important part to play in the health & wellbeing of their



## Roots of Empathy Programme - P3

children and we encourage all parents and carers to let us know of any factors which may be affecting your child. Then we can work together to overcome any difficulties.



## Annual Talent Show

# Religious & Moral Education



Social, moral and religious education is an integral part of school life. It is through our programme of RME that we teach tolerance and understanding.

The school chaplain from St Andrew's Church in Bellsmyre, Rev Ishbel Robertson visits the school on a regular basis. All children participate in a weekly assembly. End of term services are held in the school hall or in St Andrew's Church and are open to all parents and members of the community to attend and join us.



*Infant Nativity Service 2016*

Class teaching is based on the Christian faith but an awareness of other world religions is an important part of the children's education. Moral, personal and social education also form a very important part of the daily life within the school. Children are actively encouraged to show

consideration for each other and to develop responsible citizenship.

Parents may exercise their legal right to withdraw their child from religious education or services and should inform the Head Teacher if they wish alternative arrangements to be made.



*Harvest Thanksgiving Service*

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

# Assessment and Reporting



Pupil progress is continually monitored by the class teacher and Head Teacher using a wide variety of methods. Evidence is collected through pupil's written work, group tests, teacher observation, pupil's self and peer assessment, display work, and computer printouts. Samples of the children's work chosen by both teacher and pupil are added to each child's profile. Two Parents' Evenings are held during the year (October and May) at which parents, pupil and teacher can discuss the child's progress and have a look at his/ her work. An interim report will be issued in February/March and your child's final report will be issued in May/June. It will include information and teacher comments about:

- the breadth of learning your child has experienced within curricular areas
- the level of challenge planned for your child to ensure he/she is achieving his/her full potential and being supported appropriately
- how well your child can apply learning in new and unfamiliar contexts.

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

# Improvement Priorities - 2015 -2016

## Priority 1

To develop Moderation and Assessment across the local learning community.

## Priority 2

To introduce and develop Learning Through Play



## Priority 3

To develop S.T.E.M. subjects throughout the school (Science, technology, Engineering and Mathematics).



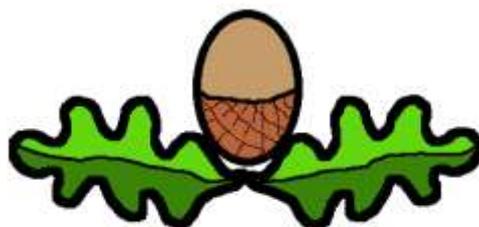
## Priority 4

To continue the Languages 1 + 2 programme - Spanish



## Priority 5

To introduce the concept of Growth Mindset across the school



# Homework



Homework is issued regularly in all classes. Pupils may be asked to do reading and / or some written work e.g. maths, research or a news report. It should take between 10 and 30 minutes to complete depending on the stage of your child. Class pages on the school website provide regular homework updates.

All homework should reinforce work already covered in class.

Older pupils are given larger pieces of homework to be completed for certain dates. This practice in time management helps them when transferring to secondary and having to cope with homework from different departments.

We would ask parents to check and sign homework or reading markers on each occasion. Although homework is not compulsory it gives regular and valuable feedback to parents and provides another opportunity for direct involvement in the education of your child. The importance of parental involvement with homework cannot be overstated. It has been proven to help a child's progress and encourage a positive, enthusiastic attitude to learning. Parents should not hesitate to contact the school: we will be pleased to help with any aspect of school work at home. We run a peer tutor group in school on a daily basis for those pupils who require a little extra support with their homework. This involves our senior pupils and selected younger children. All the pupils involved benefit from the experience.



*Children are often asked to make a topic related model at home - Primary 4 Titanic*



*Primary 3 Sukkot - Judaism RE topic*

## Equal Opportunities



All members of our school community are treated equally. Every child is given equal opportunity to access the curriculum to learn skills and develop talents. The ideal that both in school and throughout life, boys and girls have an equal right of opportunity is strongly fostered. All staff have a responsibility to ensure the council's Equal Opportunities Policy is followed.

## Additional Support Needs



Schools are required by law to ensure they are providing for children who require additional help with their learning, both for more able learners and for those who may be experiencing difficulties.

Mrs Bartlett, Depute Head Teacher is responsible for co-ordinating Learning Support and we also receive some additional input from the central Support Team. The school has support from Psychological Services who can, if required, make further assessments to help in profiling the nature of specific learning difficulties.

All our pupils are entitled to personal support to enable them to gain as much as possible from the education we provide.

The education of your child is best achieved through a partnership between home, school, and where

necessary outside agencies. We feel it is important for us to inform parents 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.





In Aitkenbar Primary School we aim to get it right for every child (GIRFEC). Further information is available from

[https://www.west-dunbarton.gov.uk/media/745582/asn\\_9\\_additional\\_support\\_needs.pdf](https://www.west-dunbarton.gov.uk/media/745582/asn_9_additional_support_needs.pdf)

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 anytime if their child has additional support needs and can be expected to be involved at all stages of the staged intervention process.

Getting it Right for Every Child (GIRFEC) is the Scottish Government's approach to promoting and safeguarding the wellbeing of children in Scotland. 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. The GIRFEC policy requires that every child and young person and their family have access to help and support from a Named Person. The role of the Named Person is to safeguard and support the wellbeing of children and young people very much like the support that has always been offered by key members of staff in school. 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. Up until your child started school the Named Person will probably have been your child's health visitor. Once a child starts school the Named Person changes and it is a member of the promoted staff who will take on this role. Mrs Hutchison is the Named Person for all the pupils in Aitkenbar Primary School.

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 the Named person Service during school holiday periods. At these times the Named Person Service will be provided by suitably qualified staff from the Central Named Person Service at the Council Offices. See contact details below.

#### **Central Service Named Person Service:**

**Joanne Scott (Education Support Officer) 01389 737303**

**[education.nps@wdc.gcsx.gov.uk](mailto:education.nps@wdc.gcsx.gov.uk)**

Wellbeing is described by 8 indicators: SAFE, HEALTHY, ACHIEVING, NURTURED, ACTIVE, RESPECTED, RESPONSIBLE and INCLUDED. The initials of the 8 indicators make up the name SHANARRI and you may hear this term being used to describe wellbeing,



# Parents in School



From the earliest opportunity, parents are encouraged to become involved in the daily life of the school. Apart from pre-school visits, there are many events during the school year to which parents are invited e.g. sports events, concerts, services etc. Newsletters are sent home regularly to keep parents up to date with the busy life of the school. Parents' Evenings to discuss the progress of individual children are held twice a year and are always well attended. Our Pupil and Family Support worker who is based in Dumbarton Academy also supports our home/school partnership.



*Parents visit the school to see children at work*

Parental help is always needed to help with outings and help is always welcome during Book Fairs and fund raising events. We are very grateful for this help and welcome new faces. A series of meetings for parents of new P1 pupils is held in the summer term prior to the children starting school and also during the autumn term.

Our Parent Council also serves to strengthen the partnership with parents. They are very friendly and any parent is welcome to come along to meetings. Details of who to contact are on our address page at the back the school handbook. An excellent website for parents is: [www.educationscotland.gov.uk/Parentzone](http://www.educationscotland.gov.uk/Parentzone)

Parents are welcome to call at the school at any time if there is a problem or concern that we can help with.



*Parents enjoy the Christmas Concert*



*Parents at the Children in Need Talent Show*

# Attendance at School



Section 30 of the 1980 Education Act places a duty on every parent of a child of 'school age' to ensure that their child attends school regularly.

Parents are requested to let us know if their child is going to be absent from school and to give them a note explaining the reason for the absence when they return to school. If a child is to be absent for a long time we would be grateful if you would let us know as soon as possible.

The Policies for Parents document "Achievement Through Attendance", available to all parents from the school, and from the council website, outlines the importance of good attendance. If your child does not arrive at school in the morning and we have not heard from you, we will make every effort to get in touch. If we are unable to make contact, we may ask our pupil and family support worker to visit your home. Please understand our responsibility for the welfare of our pupils requires us to do this.

If a medical or dental appointment is necessary within school hours parents are requested to call at the school to collect their child. Children are not allowed to leave the school premises unless accompanied by an adult.

Every effort should be made to avoid family holidays during term time as this disrupts the child's education and reduces learning time. Parents should inform the school by letter before going on holiday of the dates. The Scottish Government has issued guidance to schools that family holidays taken during term time should be categorised as an 'unauthorised absence'. Parents may request that their children be permitted to be absent from school to make an extended visit to relatives. Only written requests detailing the destination, the duration and the provision that will be made for their continuing education will be granted and the pupil noted as an authorised absence in register. Clearly with no explanation from the parent, the absence is unauthorised.

The chart below highlights the importance of good timekeeping.

### Late coming

*Of the 24 hours in each day, children spend only 5 hours in school with their teachers 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 one and a half weeks per year	more than $\frac{1}{3}$ of a year at school
20 minutes a day	one hour and 40 minutes of learning each week	more than 2 and a half weeks per year	almost half a year of learning lost
$\frac{1}{2}$ an hour a day	$\frac{1}{2}$ a day of learning a week	almost 4 weeks of learning lost per year	more than $\frac{1}{2}$ of a year's learning lost
1 hour a day	one whole day of learning each week	almost 8 weeks of learning lost per year	almost a year and a half of learning lost

*A child's best learning time is at the beginning of the day. Late-coming affects ALL the children in the class as learning is often interrupted while the teacher deals with late-comers.*

**School starts at 9 o'clock!**

# School and the community

The school is much a part of the local community. We have close links with local businesses, nurseries, 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 our local senior citizens groups, grandparents of our P7 pupils and local nursery pupils 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.



*Learning about the construction of the Bellsmyre Campus*



*Carol singing at The Cutty Sark*



*Members of the community gathered to watch us move to our new school*

## Extra curricular activities



We have a full programme of after school activities which varies from year to year. The school has a football team which competes regularly various competitions. Training is held after school. We also offer: cross country, netball club, a P1-3 multi sports, and a P4-7 rugby and street dance club run by Active School professional coaches. Some clubs are run in partnership with St Peter's. We

also take the children to various sporting and musical activities e.g. Celtic Connections.

Our senior pupils take part in a residential trip to an Outdoor centre. Here they have the opportunity to take part in sports such as kayaking, orienteering and archery.

During the year we have many educational outings which are arranged to enhance topic work. We have a

Book Fair which coincides with Parents' Evenings and from time to time a sponsored event or coffee morning may be organised by our Pupil Council to raise money for charity or boost our school funds.

We are always looking for new ideas and would be delighted to hear from parents willing to share interests or talents with the children.



*Trying new sports at Lochgoilhead Outdoor Centre - June 2016*

## School Discipline



If our pupils are to get the full benefit from their time at school it is extremely important that a high standard of acceptable behaviour is achieved.

The school promotes a POSITIVE discipline policy which rewards good behaviour as well as dealing with the unacceptable. We know that children respond to praise and encouragement no matter what year they are in. At the beginning of each session staff and pupils discuss the school rules and amendments are made if the consensus of the class feel it necessary. It is important that the children understand and agree to the rules and the need for them.

From time to time, some children may have difficulty regulating their behaviour. At these times, children may be placed on a behaviour monitoring sheet which goes home at the end of each day to let you see how your child is behaving and to give you the opportunity to talk to them about their behaviour. Again, you will be informed of this if the need arises.

Any issues on school discipline can be raised with Mrs Hutchison, Head Teacher.

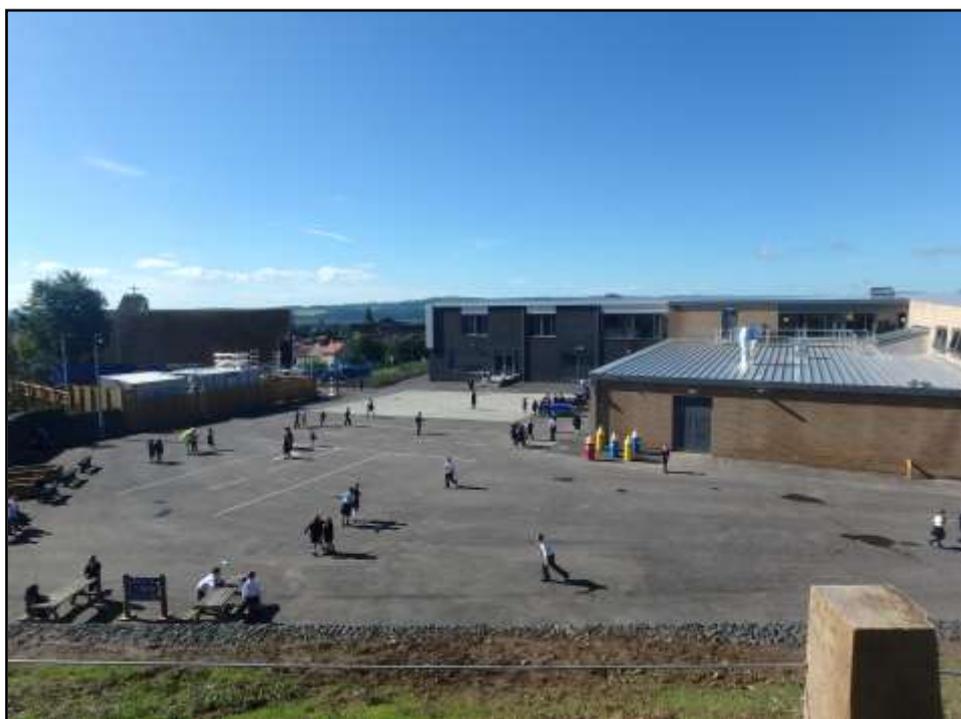
## Supervision of Playgrounds

An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations, 1990. Nine members of staff supervise the play spaces at the morning interval and eight at lunch time. Before the

start of school, limited supervision is in place from 8.50am in the playgrounds.

Children are not permitted to go up to the high level play areas due to lack of staff at this time.

Parents of some of our pupils choose to wait in the playground until the children enter school at 9.00am.



# School Uniform



Pupils attending schools within West Dunbartonshire Council are strongly encouraged to wear a school uniform. Our contact with parents in recent years has also made us aware that the vast majority are in favour of uniform. The wearing of school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school. Most people tend to form opinions about a school by the appearance and behaviour of the pupils. West Dunbartonshire Council supports the wearing of the uniform in all its schools because it:

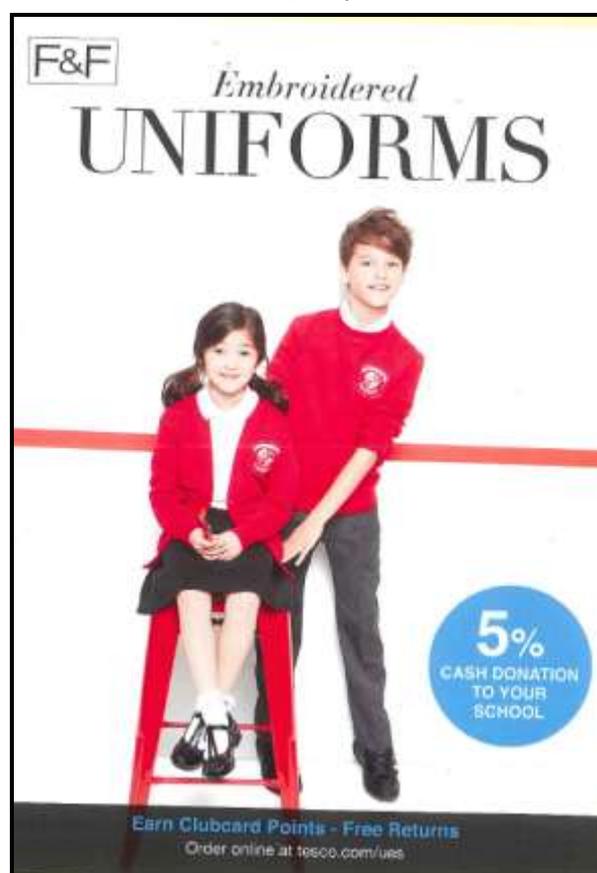
- improves school security by making it easier to identify intruders
- builds a sense of identity and belonging to the school
- gives pupils an equality of appearance thereby discouraging competition
- is cheaper to buy than other clothing which pupils may wish to wear
- encourages school discipline and a work ethic amongst pupils.

**Forms of dress which are unacceptable in school** are items of clothing which:

- potentially encourage faction (such as football colours)
- could cause offence (such as anti-religious symbolism or political slogans)
- could cause health and safety difficulties, such as loose fitting clothing, sportswear made of flammable material, and body piercings/ jewellery for PE and sport
- could cause damage to flooring
- carry advertising, particularly for alcohol or tobacco
- could be used to inflict damage on other pupils or be used by others to do so
- are valuable or expensive items of clothing or jewellery which presents a security issue for the school

The school no longer stocks uniform but supplies can be ordered online from Tesco by visiting their website at [tesco.com/ues](https://www.tesco.com/ues)

Please ask at the school office if you need help with this.



The agreed school uniform for Aitkenbar Primary School is:

- ❖ Grey trousers / skirt
- ❖ Purple sweatshirt / cardigan or grey jumper / cardigan (Please note that black tops are not part of Aitkenbar uniform)
- ❖ White polo shirt or white shirt / blouse & school tie
- ❖ White, black or grey socks
- ❖ Purple or black winter fleeces / Purple or black water proof jackets / purple blazer (all optional)

Primary 7 children are supplied with a special 'senior' tie and enamel badge.

Sweatshirts, cardigans, polo shirts, fleecy waterproof jackets and winter fleeces which are embroidered with the school badge can be purchased from the school. Purple gingham summer dresses, school ties, rain jackets, hats and book bags with the school badge on them are also available. Order forms are sent home at regular intervals and are also available from the school office.



Parents are also asked to supply shorts, T shirt and gym shoes for PE.

## **All clothing, including gym shoes, outer jackets & coats should be clearly named.**

Some pupils may be eligible for a clothing grant. Parents can ask at the school office or they can access information on the council website,

<http://www.west-dunbarton.gov.uk/schools-and-learning/schools/>



# School Meals



We are a 'Healthy Choices' school and the 4 week rolling menu reflects this, offering a range of nutritious main meals, homemade soup, fresh fruit and salads on a daily basis. All meals are cooked on the premises and copies of the menu will be sent home and posted on the school website. Parents are most welcome to come into school and see the choices available. The menu is available on the school



website. Each session we invite parents of our new P1 pupils to join us for lunch. The response and comments received show that parents are most impressed with the quality and choice.

Parents of children who need a special diet should contact the Head Teacher. Pupils may also bring a packed lunch. Instead of a hot meal, children may choose a snack lunch: sandwiches, wraps, fresh fruit, yoghurt etc. Milk and fresh water are available to all pupils at lunch and break times free of charge. We ask parents to support us in encouraging pupils to eat a healthy diet and ask that you do not give your children fizzy drinks and sugary snacks to bring to school.

A healthy tuck shop is available daily selling rice cakes with low fat cheese spreads, carrots and a selection of fresh fruit. Some children may be entitled to free school meals and parents can ask at the school office or they can access the information on the council website:

<http://www.west-dunbarton.gov.uk/schools-and-learning/schools/school-meals/>



**All pupils in Primary 1, 2 & 3 are entitled to a free school meal.**

## Medical and Health Care



The school nurse is involved with all aspects of health screening and helps with health education. Hearing, vision and dental checks are also carried out throughout the year. P1 to P4 pupils take part in the fluoride varnishing project. The school nurse is also available to help, advise and guide parents with individual concerns over pupils' health and wellbeing. Please get in touch if you would like us to

arrange an appointment with the school nurse.

If a child requires more urgent medical attention then we make every effort to contact parents but may need to take a child directly to hospital.

**It is therefore vital that parents inform the school of any change of address, telephone number or emergency contact.**



Parents of children requiring long or short term medication during school hours should contact the Head Teacher. Medication cannot be administered without written details. A form is available for this purpose. All medication must be handed to the School Office and staff will dispense it at the appropriate times. Parents are also asked to give written details of any medical condition which may affect the education of their child and also keep the school updated

## Information in Emergencies



We make every effort to maintain a full education service, but occasionally circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, power failures or difficulties with fuel supply. In such cases we shall do all we can to let you know about the details of possible closures by using text messages, letters and announcements in the press and on local radio. It is normal practice within the Council to operate a help line or post messages on their website or Facebook page when emergencies arise. Details will be made available should such an occasion arise.

# Transfer from Primary to Secondary

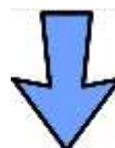
Pupils are normally transferred between the ages of eleven and a half and twelve years so that they will have the opportunity to complete at least four years of secondary education.

Parents will be informed of the arrangements by December of the year preceding the date of transfer.

The school to which our pupils normally transfer is:  
**Dumbarton Academy**  
Crosslet Road  
Dumbarton  
G82 2AJ  
Tel: 01389 774560



P7 pupils attend the Academy for Induction visits in the summer term. Secondary staff also visit and work with the Primary 7 pupils, getting to know the children in advance. Examples of work are also exchanged enabling P7 staff to check the children's progress and to alert secondary staff to changes in pupil performance. The Pupil and Family Support worker, Mrs Wilma Keir is an integral part of this process, carrying an in depth knowledge of pupils in terms of pastoral care. Positive, constructive liaison between the cluster schools is a major strength.



# What the parents say



I have 4 kids who have been at 3 schools. Aitkenbar's by far the best - keep doing what

The new campus is beautiful. We love the open plan learning spaces. We are very lucky to have such an amazing school

I am very impressed with the school and the facilities that are available for the children - a lovely welcoming school!

I think Aitkenbar is a fantastic school. It is a friendly environment for adults and kids.

The new campus is fantastic - bright and cheerful

I wish I had gone to a school like this.

Brilliant, bright and welcoming - my kids love it!

The school is fantastic - the classrooms are well laid out and the play spaces are great. All the staff are friendly and helpful.

Fantastic school

Lovely teaching staff - easy to communicate with

What a fabulous school to have in the community

The school is very smart and secure. I am 100% satisfied with the safety aspect.

It's bright, airy, well-designed and generally just brilliant. It's amazing the impact a building can have on a person. Our child talks about it very positively.

Looks great from the outside and the inside. Very impressed with all the technology to aid the children's learning.

I have always been made very welcome. I think the staff are great and try to do their best to make the most of the children's strengths. VERY HAPPY!

The open layout and use of light makes a great environment for the children to learn and progress. It has a safe and secure feel to it

Lovely and bright. Spacious. Appealing to the children. Excellent!

Our daughter comes home from school every day with a smile on her face and is eager to go to school every morning.

Great school

The campus is very large and clearly up to date with the latest technology. Good to have all the Bellsmyre kids in the same place.



# What the children say



All the teachers make me feel good about myself. (P2)

I'm glad I came to this school because I have made lots of friends. (P6)

The teachers make us happy (P3)



I like the school motto: *Great oaks from little acorns grow.* We are the little acorns (P5)

I love this school. It makes me feel like shining diamonds

My teacher is really happy and fun to learn with. (P2)

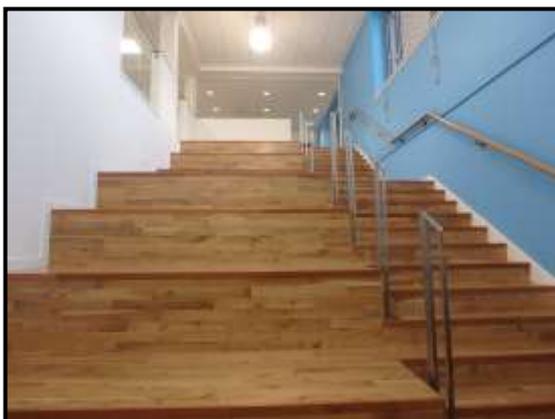
I like that everyone looks after me (P1)

I like the uniform. It is purple with an acorn (P1)

I like seeing all the children's talents (P4)

Our new school is awesome - we are the luckiest children in Dumbarton

There are lots of great opportunities and the staff are always pushing us to try new things. (P7)



Our new school is WOW!! My favourite part is the outdoor space and the balconies and the big wooden stairs and the pitch and the fort and telly tubby land and... everything!

We love our new school. We have balconies and a massive all weather pitch

## Data Protection Act 1984



Information on parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1984 and may only be disclosed in accordance with the Codes of Practice. For further information please contact the school.

## Useful addresses



**LAURA MASON**  
**CHIEF EDUCATION OFFICER**  
WEST DUNBARTONSHIRE COUNCIL  
GARSHAKE ROAD  
DUMBARTON  
G82 3PU  
TEL: 01389 737000

**NATIONAL PARENTAL INVOLVEMENT COORDINATOR**  
CURRICULUM DIVISION  
LEARNING DIRECTORATE  
SCOTTISH GOVERNMENT  
TEL: 07825 175247  
[www.engageforeducation.org.uk](http://www.engageforeducation.org.uk)

**COMMUNITY LEARNING AND DEVELOPMENT**  
UNIT 6, LEVEN VALLEY ENTERPRISE CENTRE  
CASTLEHILL ROAD  
DUMBARTON  
G82 5BN  
Tel: 01389 608072

**AITKENBAR PRIMARY PARENT COUNCIL**  
CHAIRPERSON - Mrs Sheona Kennedy / Ms Kirsteen Hamill  
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

# Your Questions Answered



## What time will my child spend at school?

If your child is in Primary 1, he/she will be in school mornings only for the first few days (exact dates and times will be clarified). Thereafter, your child will be in school from 9:00 - 3:00 with a lunch break from 12:15 - 1:00pm.



## When will my child be able to stay for lunch?

Your child can start having lunch immediately but please bear in mind that the lunch hall is very busy and noisy. Some Primary 1 children find this quite daunting at the start. Your child will be allocated a Primary 6 or 7 buddy who will help them at lunch time and there are always four members of staff on duty in the hall. You will receive a copy of the school menu and it is helpful if you can provide a note of what your child will be having for lunch. While your child is in school for mornings only, please wait in the foyer at the main entrance and your child's buddy will take them for their coat and deliver them to you.



## What happens if my child takes ill at school?

When your child starts school, you will be asked to fill in a form with your name, address and telephone number. You will also be asked to provide details of an emergency contact who should be a relative or a friend and must live reasonably close to the school. If your child is ill, we will contact you. If we cannot get you, we will phone your emergency contact.

If your child has a serious accident, he/she may be taken to hospital and every effort will be made to contact you.

**It is essential that you inform the school of any change of address or telephone number as vital time could be wasted because of incorrect information.**



## My child has an appointment. What do I do?

Please try to make appointments after school hours. If this is not possible, please let the class teacher know about the appointment in advance. The school office will provide a pass out slip which should be handed back when your child returns. No child is allowed out of school unless they are collected by an adult.



## My child needs to take medicine during school hours. What do I do?

If your child has tablets, medicine or inhalers which **MUST** be taken during school hours, please inform the Head Teacher and/or Mrs Gilfillan in the School Office. Before any medication can be administered, parents must complete a permission slip which will indicate times and dosage. A record of medicine taken will be kept by Mrs Gilfillan.



## What should I do if my child is off school?

Please phone the school office **before 9:30** to say that your child will be absent. When your child returns to school, a short note should be written for the class teacher.



### **What should I do if my child is going to be late?**

Please phone the school office to say that your child will be late and give details of school lunch requirements. On no account should you keep your child off school all morning - it is better that they come in late than not at all. Please make every effort to ensure that your child arrives for school on time. Children who are late can be unsettled for the whole day as they try to catch up on instructions that they have missed. It also interrupts the learning of the other children while the teacher goes over missed work with latecomers.



### **What should my child wear for gym?**

Shorts and T-shirt with slip-on or velcro gym shoes are best. Outdoor shoes are not allowed in the gym hall. All jewellery must be removed before gym lessons. PE is an important part of the curriculum and children are not permitted to 'opt out'. It is vital that your child has a PE kit on gym days or better still, they bring a kit on a Monday and keep it in school all week.



### **What time should my child come to school in the morning?**

If your child is going to the Breakfast Club, they can arrive any time between **08:15 and 08:45**. Children who are not having breakfast in school should not arrive until 08:50 as there is no supervision in the playground until this time. On wet mornings the Breakfast Club children will be kept indoors and the other children will be allowed inside from 08:50.



### **Where do the children put their coats and bags?**

Each class in the infant department has their own cloakroom and toilets. Every child has a peg with their name and either their photograph on it or a picture that they will recognise. Primary 4 - 7 classes have pegs in the open area where the children hang their coats. All children keep their schoolbag under their desk rather than on their peg. This saves children going in and out of the classroom to fetch things from their bag. Packed lunch boxes are placed in a trolley as they come in the door each morning. The trolley is taken to the dining hall at lunch time and returned to the door during the afternoon.



### **What should I do if my child is unhappy about something?**

Sometimes children come home and say they are being bullied or something is not fair etc. In some cases these concerns are genuine and in others, there can be misunderstandings. Please talk to your child and if you feel there is an issue, do not hesitate to contact the school. It is always better if concerns are dealt with straight away before a situation becomes more serious.



# Some activities and achievements



- Celebrating a wonderful HMI report - May 2014
- Ice cream for everyone!
- Dr Alastair Allen, Scottish minister for Learning, Science and Scotland's Languages came to visit and say "Well done."

Please read the report on the school website.

*Our first day at the new school - August 23<sup>rd</sup> 2016*





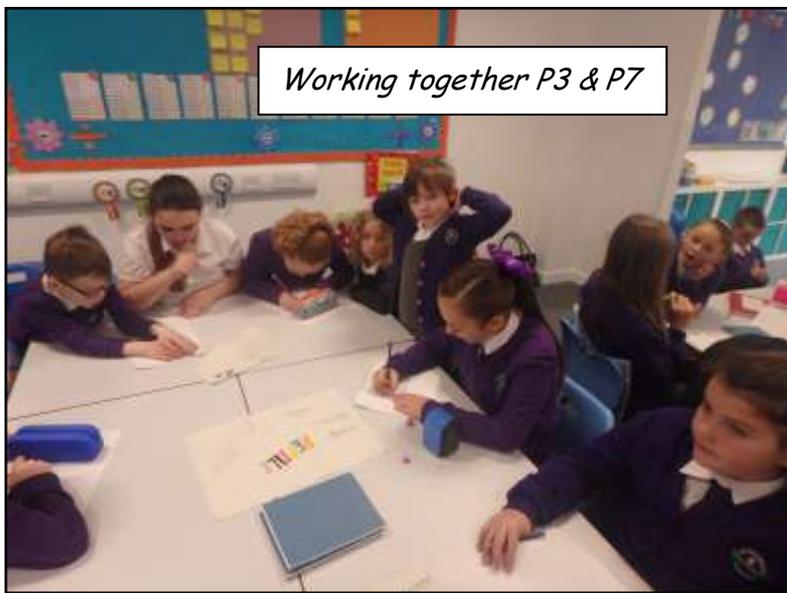
*Harvest Service - 2016*



*P4 and 5 visits to Overtoun*



*Excellent Art Work*



*Working together P3 & P7*



*Showing examples of good work*



*Parent Council Hallowe'en Disco*



*Author visit to Primary 1*



*Working with Morgan Sindall*



*Mrs McInally, HT Dumbarton Academy, visits Aitkenbar*



*Primary 7 - World War 2 topic*



*P3 collect mini beasts in the school grounds*



*Children in Need Talent Show*



*Primary 4 work with the Singing Motivator*



*Christmas Fayre*





*Primary 1 visit the Science Centre*



*Christmas at Aitkenbar*





*Learning through Play in the infant department*

