

# Wellington School Ayr



Junior School Handbook  
2011-2012



## Our values and aims

Wellington Junior School values wisdom, justice, compassion and integrity.

Our aim is to help provide pupils with a basis on which they can lead a successful adult life:

### Curricular Aims

- To seek to fulfil the academic potential of each pupil.
- To provide opportunities and to develop interests which will enrich life at school and beyond.
- To ensure that the curriculum is appropriate for the world of the future.
- To create the best learning environment for each pupil.

### Personal Development

- To promote self-confidence, self-discipline and high self-esteem.
- To teach pupils to act and think in an independent and resourceful manner.
- To foster a good work ethic.

### Good Citizenship

- To encourage pupils to have a caring attitude towards each other and the wider community.
- To instil a sense of duty and to provide opportunities for service to the world at large.
- Teach children to care for their environment and to be aware of the needs of others.

## Introduction by the Head of Junior School

Dear Parent,

Welcome to Wellington Junior School!

I hope that your child's time at Wellington Junior School is happy and successful and I am looking forward to getting to know you and your child.

This handbook will give you an idea of what goes on at Wellington Junior School as well as providing information which you may need during the year ahead. The staff and I are always available and willing to answer any questions or help with any problems you may have.

As Parents play a big part in the life of our School, we would encourage your involvement and invite you to join us as often as possible.

Nancy Allan

Head of Junior School



## Junior School Staff

**Head of Junior School**  
**Mrs. Nancy Allan**

**Depute Head of Junior School**  
**Mrs. Sally Lomas**

### Primary Classes

|           |                                |
|-----------|--------------------------------|
| Primary 1 | Mrs. Mackenzie<br>Mrs. Devlin  |
| Primary 2 | Miss Sanderson<br>Mrs. Clachan |
| Primary 3 | Mrs. Bowyer<br>Miss Lawson     |
| Primary 4 | Mrs. Morgans<br>Mrs. Loughlin  |
| Primary 5 | Mrs. Rigg<br>Mrs. Lynn         |
| Primary 6 | Mrs. Larkin<br>Mrs. McKellar   |

### Additional Support for Learning Teachers

Mrs. Gill Sutherland  
Miss Susan Duncan

### Specialist Teachers

|        |                             |
|--------|-----------------------------|
| French | Mr. Robinson                |
| P.E.   | P.E. Dept.                  |
| Music  | Music Dept.                 |
| Art    | Ms. Bindley<br>Miss McAngus |

### Support Staff

Mrs. Joy Rimmer  
Mrs. Esther Wallace  
Mrs. Claire Wallis



## School Day

Earlybirds operates in Drumley Hall from 8.15 am each morning and pupils arriving between then and 8.45 am should go directly there. At 8.45 am, pupils may go to their classrooms.

After-School Care operates from 3.30 pm – 5.30 pm, Monday to Friday evenings. There is a charge for this, details of which can be obtained from the Bursar's Office.

|                     |              |                     |                |
|---------------------|--------------|---------------------|----------------|
| 8.50am              | Registration | 11.10 am – 12.25 pm | Lessons        |
| 8.55 am – 9.05 am   | Assembly     | 12.25 pm – 1.30 pm  | Lunch          |
| 9.05 am – 10.50 am  | Lessons      | 1.30 pm – 1.55 pm   | Activity Clubs |
| 10.50 am – 11.10 am | Break        | 1.55 pm – 3.50 pm*  | Lessons        |

\*Note: Primaries One and Two finish the school day at 3.30pm throughout the year.

## Attendance

It is a legal requirement for all children to attend school, and for this reason regular attendance is expected.

If your child is absent from school for any reason we respectfully request that you telephone the School before 9.00 am to inform us of your child's absence. There is an answering service available outwith school hours. If we have not received a call by 9.30 am we will telephone you.

I am sure you appreciate the need to protect and keep our youngest pupils safe at all times. For this reason it is imperative that this procedure is followed if your child travels to school on a School Bus.

Please note that on your child's return to school, an accompanying letter should be sent detailing dates and reasons for your child's absence, which may be given to your child's class teacher. This is also a legal requirement and we are grateful for your co-operation.



## Working Together to Support Learning

The Junior School recognises the role of parents as the child's first educator.

We encourage you to become actively involved in your child's education during their time in the Junior School.

If you have a special knowledge or interest in any subject which might interest the children please inform Mrs. Allan.

Please take time to share experiences as you bring and collect your child.

If you have any problems or concerns please come and discuss them.

## Junior School Curriculum

We aim to provide a well-balanced, planned programme of teaching and learning tailored to each individual child. At Wellington Junior School we seek to instil a passion for life-long learning within every child - supporting our pupils in realizing their full potential and to become happy, confident, well-rounded individuals.

Through an active learning approach we will encourage your child's natural curiosity, providing them valuable opportunities to progress their learning at their own pace, in an educationally stimulating environment.



## National Curricular Guidelines

The curriculum used across Schools in Scotland is undergoing some development to form the new and exciting "Curriculum for Excellence 3-18". This new curriculum is fully embraced across the Junior School, and its implementation is well under way. This involves pupils in active learning, inter disciplinary learning, outdoor learning and consultation, supporting children in working towards successful achievement of the 4 capacities.

These are:

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

There are 8 curriculum areas with a strong emphasis placed upon Literacy, Numeracy and Health & Well-Being.

- Expressive Arts
- Language and Literacy
- Health and Well-being
- Mathematics and Numeracy
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

## Specialist Teaching

All pupils in the Junior School receive specialist teaching in P.E. and Music, with the addition of Art and French for pupils from Primary 4 onwards. We feel that this specialist teaching enhances pupils learning experiences in the Junior School.



## Outdoors Learning

Wellington Junior School values opportunities for outdoors learning and views the indoors and outdoors as one integrated learning environment. We believe strongly that our pupils benefit from opportunities to explore the world around them in their outdoors environments. Pupils are encouraged to participate in outdoors learning as a natural part of the school day.

## Assessment

Sharing information between parents and staff is very important. Please feel free to discuss with staff your child's progress and any concerns you may have.

Parents' Open Days will be held throughout the school year and information about these will be sent out in the termly calendar.

Individual meetings will also be held regularly to allow parents an opportunity to discuss their child's progress with their class teacher.

## Profiles and Display

In addition to class work, each pupil will have their own personal profile of assessment and work carried out throughout the school year. Parents are welcome to ask to see their child's profile at any time. Please ask your child's class teacher if you wish to do so.

Information about your child's learning can be found on our regularly updated displays throughout the school and in your child's classroom. These are an excellent way of sharing information with parents about the interesting and exciting topics your child has been learning about.

If you have any concerns at all about your child in the Junior School, please feel free to discuss these with your child's class teacher, Mrs. Allan or Mrs. Lomas. Working together, problems can usually be resolved very quickly.



## Additional Support for Learning

At all times we try to ensure that each child progresses as an individual.

A range of support services are available to assist children with additional support needs.

Advice may be sought with parental agreement from professionals such as: - Psychologists, Speech Therapists, Physiotherapists, Occupational Therapists, Dieticians, Teacher for the visually and hearing impaired.

## Activity Clubs

A wide range of activities is available for pupils between 1.30 pm and 1.55 pm each day and vary from term to term. Personalisation and choice plays a large part in the Curriculum for Excellence and through activity clubs we encourage our pupils to progress their learning in new and exciting ways. Children are provided opportunities to participate in a wide variety of activities of their own choosing. This year, these activities include Scripture Union, Junior Road Safety, Junior Orchestra, Choir, Circuit Training, Walking Club, Debating, Latin for Juniors, School Grounds, and many more.





## Pupil Council

At Wellington Junior School we are committed to including your child in all aspects of their education. Listening to and acting upon your child's views is very important to us as a school, to ensure that we are continually providing the best experiences for all our pupils. Following the success of the Senior School, we intend to launch Wellington Junior School Pupil Council this academic session. This will allow representatives from all stages of the Junior School to express their views about their education and learning environment. We are very excited about this new initiative and are confident that it will be a great success.

## Eco School

The Eco-Schools programme is an international initiative designed to encourage whole-school action for the environment. It is a recognised award scheme that accredits schools who make a commitment to continuously improve their environmental performance.

In June 2010 Wellington School was delighted to achieve its first Eco-Schools Green Flag. This is a magnificent achievement for all three areas of the school: the Nursery, Primary and Secondary. Our Eco Group comprises of both children and staff, with regular meetings held throughout the school year. We actively encourage our pupils to engage with recycling, energy conservation and many local community projects.

## Health Promoting School

At Wellington Junior School we are keen to develop all aspects of your child's health and well-being. We are committed to supporting our pupils to become happy and healthy individuals, as well as fostering good social skills and consideration for others. We have an excellent physical education programme involving teachers of PE and swimming to encourage enjoyment of physical exercise.

We encourage healthy eating throughout the Junior School. Pupils in Nursery and Primary 1 are provided with a Healthy Snack by Sodexo catering. Parents will be billed for this on a termly basis. All other children are encouraged to bring a healthy snack to school. Water is always available for children to drink and they are encouraged to bring labelled water bottles into the classroom with them.

## Child Protection

Junior School staff provide support to children in their daily work and have a vital role to help to protect them from harm.

Junior School staff help keep children safe and well by:

- Helping them learn about their personal safety
- Being a trusted adult who children may turn to for help, and who will take them seriously
- Identifying when children need help
- Understanding the steps that must be taken when there are concerns for children's safety and well-being

The school has a designated Child Protection co-ordinator, Mrs. Natalie O'Connell, who will co-ordinate the school's response to concerns for children's safety and well-being.

If you have any concerns about the safety and well-being of a child in the school, including a "gut feeling", please do not hesitate to contact Mrs. Allan, or any member of staff on hand.

All school staff undergo regular Child Protection Training.





## Data Protection Act

Personal information on children, their parents or guardians may be processed for teaching, registration, assessment and other administration duties.

The information is protected by the Data Protection Act (1988) and will only be disclosed in accordance with the appropriate code of practice.

## Equality

We are committed to ensuring that no-one will be subject to discrimination.

All children are encouraged to develop positive attitudes towards others whose gender, language, religion or culture for example is different from their own.

Parents from Ethnic Minorities who celebrate particular religious festivals may wish their children to be absent in order to attend religious events. Such occasions will be supported by the establishment.

## How can I help as a Parent?

Please:

- Keep us up to date with any changes to address or telephone number
- Inform the school if emergency contact number changes
- Clearly name your child's clothing/P.E. kits
- Inform the school if your child is being collected by another adult
- Let the school know if your child may be upset by something which has happened at home e.g. death of a pet or illness of a family member
- Encourage your child to talk about his/her experiences at school
- Use designated entrances for Junior School pupils
- Encourage your child to move carefully within the school, and to respect one another's belongings
- Enjoy your child's time in the Junior School!



## A final word...

We hope that your child's experience at Wellington Junior School will be a happy and rewarding one. If you have any questions about your child's education at any time, please do not hesitate to contact your child's class teacher, Mrs. Lomas or Mrs. Allan directly.

Finally, we wish both you and your child an enjoyable and successful academic session!





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