



# **Dunoon Primary School Learning Centre**

**Information for Parents / Carers**

**Academic Year 2025-26**



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## GENERAL INFORMATION

### School address

Dunoon Primary School Learning Centre  
 Dunoon Primary School  
 Hillfoot Street  
 Dunoon  
 Argyll  
 PA23 7DR  
 Tel: 01369 704159  
 Email: enquiries-dunoon@argyll-bute.gov.uk  
 Facebook: @dunoonprimary

### School hours

	Start time	Playtime	Lunchtime	Finish time
P1 – P7	9.00am	10.30 – 10.45	12.15-13.00	3.00pm

### Learning Centre Staff

Head Teacher:	Mrs Brenda Reid
Principal Teacher:	Mrs Rachael Bryant
Class Teachers:	Mrs Julie McWilliam
	Mrs Rachael Bryant
	Mr Phillip Stewart
	Mrs Fiona Ashley
Class Teacher (Mgt / NCCT cover):	Miss Catriona Glancy
	Mrs Lynn Walker

#### Additional Support Needs Assistants:

Nicola Crossan	Elaine Hyslop (part time)
Jakki Brown	Anne McGillivray (part time)
Careen McIlkenny	Tracy Gray (part time)
Laurie Thorup	Nicola Law
Jan Cairns	Abigail Stephens
Alison Gladwell	Lauren Scott (part time)
Yetunde Dare	Tamsin Halvorson (part time)
Emily Somerville	Tom Boyle (part time)
Allison Strachan	

*Within the Learning Centre, children are encouraged to use the first names of staff members.*

Pupils within the Learning Centre may also be supported by the following people and agencies:

Mrs Elena Adair	– authority teacher for the hearing impaired
Mrs Yvonne MacKechnie	– authority teacher for the visually impaired

Educational Psychologists	Child Health team	Social Workers	Physiotherapists
Occupational Therapists	Speech and Language Therapists		Young Carers

## School attendance

Parents / carers are responsible for ensuring that their children attend school regularly and arrive on time. They are also responsible for ensuring the safety of their children on their journeys to and from school.

Regular and punctual attendance is linked closely to achievement and school staff wish to work with parents / carers to ensure that children can reach their full potential. The school is required by law to maintain an accurate record of the attendance and absence of each pupil and parents / carers are requested to assist in this process by keeping the school informed if their child is to be absent for any reason.

Parents / carers are asked to assist school staff in the manner detailed below:

### Planned Absence

- Parents / carers are encouraged not to arrange family holidays during term time but it is realised that, in exceptional circumstances, this is unavoidable. In such cases, parents / carers are asked to seek permission from the Head Teacher and provide information of the dates when the child is to be absent from the school in good time.
- Except in cases of emergency, planned appointments for children to attend the dentist or doctor should be made out with the school day.

### Contact Details

- Parents / carers are asked to ensure that telephone contact numbers – home, work and emergency contact(s) are kept up-to-date and are numbers at which a response can be obtained in all normal circumstances.

## Pupil absence

Parents are required to contact the school every day for any absence other than holiday. Council policy is that we will contact a parent if a child is absent and no communication has been forthcoming from the parent. We may do this by phone or text message.

Parents are encouraged to contact the school office to report a pupil absence rather than the class teacher or support staff. The office is manned from 8.30am onwards.

Argyll and Bute Council policy is that we will contact a parent / carer if a child is absent and no communication has been forthcoming from the parent / carer. We may do this by phone or text message.

## LEARNING CENTRE ETHOS

### Classroom and facilities

There are four classrooms within the Learning Centre. Two classrooms are used for informal learning, e.g. sensory play, messy play, fine motor and gross motor activities and for whole class learning. The other classrooms are setup in a more formal manner with individual pupil workstations and a teaching and learning space. Pupils have access to both classrooms as appropriate.

Other facilities in the Learning Centre include:

- a high sensory room containing modern equipment including bubble tubes, light projections and audio controls – to support sensory needs
- a low sensory room – a calming space for pupils to take a break and chill out
- a fully equipped kitchen
- a personal care room
- a garden / playground area being developed solely for Learning Centre use

Specialised equipment and aids are available to meet the individual needs of the pupils and there is an extensive range of toys, education equipment, special seating and technology available.

Facilities within the Learning Centre may also be used by pupils in the mainstream classes. Pupils from the Learning Centre also have full access to the facilities within Dunoon Primary School.

### Class organisation

There are currently four classes within the Learning Centre each led by a class teacher who is responsible for a group of pupils. Each class is also supported full time by at least three Additional Support Needs Assistant. Sometimes your child will work on one-to-one with an adult, with a small group of pupils from their class or with all the children within the Learning Centre. Your child will also be registered to a mainstream class within Dunoon Primary School.

Within the Learning Centre pupil / staff ratios are higher than that in the mainstream setting. This allows for an increased level of support for every child's education and care needs.

## School and community links

Education does not only take place within the school building and we strongly believe our pupils benefit from carefully planned outings into the local community.

Please see “Life Skills / Community Learning” for further information.

## Pupil Council

All pupils are encouraged to take a very active part in making important decisions to continually improve our learning areas, inside our building, our play and garden grounds. Every year, one pupil is elected to be a member of the school's Pupil Council. They will attend regular meetings and report back to the Learning Centre staff and pupils. They may also take suggestions / ideas to meetings from the Learning Centre.

## Eco School committee

Our Eco School committee have regular meetings to discuss our local environment and raise awareness of National and Global issues. One pupil is elected annually to represent the Learning Centre at these meetings.

## Clans

Dunoon Primary School has four Clans; Stuart (red), MacAllister (yellow), McLean (orange) MacCallum (blue) or Campbell (green). The Clan Council help to plan and lead Clan afternoons / activities, Clan Sports Day, etc. All children within the Learning Centre are members of a clan and access Clan Activities where suitable.

## THE CURRICULUM

### Learning Opportunities

We aim to create a happy and nurturing environment which supports the physical, social, sensory, medical and educational needs of all our pupils through:

- Learning and Teaching
  - Planning to provide an appropriate and stimulating curriculum
  - Preparing our pupils for life by fostering independence and developing communication skills
  - Working alongside other class teachers to plan inclusion in mainstream appropriately for each child as an individual
- Partnership
  - Creating Universal Child's Plans (UCPs) in consultation with all staff and agencies involved in your child's development, including you as parents
  - Working closely with parents in a supportive way to ensure a positive relationship between home and school
- Ethos
  - Establishing an environment where everyone is treated with respect and where every pupil is supported to reach their full potential
  - Promoting a culture of celebration and achievement which recognises successes of all pupils

### Curriculum for Excellence

The Learning Centre provides a broad and balanced curriculum using the national framework "The Curriculum for Excellence". There is a focus on three core areas of the curriculum: Literacy, Numeracy and Mathematics and Health and Wellbeing. Multi-sensory and engaging teaching methods ensure the curriculum is child-centred and meaningful for each pupil. Children will work within the curriculum level which meets their learning needs. Further information about "Curriculum for Excellence" can be accessed at [www.gov.scot/topics/education/schools/curriculum](http://www.gov.scot/topics/education/schools/curriculum)

### Milestones to support learners with complex additional needs

Milestones are important points in development, and demonstrate progression. Learners who are not able to achieve any of the benchmarks within Early Level still require tracking and monitoring of their progression. Whilst many of these learners will move on to work at Early Level, some learners will continue to make progress at the pre-early stage.

Milestones are intended to support practitioners to track the progression of learners. They are not intended to provide an alternative curriculum for children and young people with complex additional support needs. Planning for such learners should continue to be based on the Experiences and Outcomes from Curriculum for Excellence, with personalisation where required.



## Life Skills / Community Learning

Pupils participate in daily activities to develop important life skills such as:

- Personal care routines; dressing, undressing, feeding, toileting, showering, etc.
- Independence skills around the home, such as cooking, cleaning (an example preparing snacks for other children)
- Independence skills within the community

As well as these activities, outings into the local community encourage children's independence and confidence in being active and future members of society.

Pupils have regular opportunities to visit the local supermarket to purchase items for snack or a baking session. Pupils also visit the local shops to buy materials for activities and lessons. We visit cafes occasionally which helps children to learn to order at a counter, carry items on a tray and learn how to behave in a café setting.

**Swimming:**

Our aim is for children to participate in weekly swimming lessons at the local Riverside Leisure Centre. Lessons are taught by a qualified instructor and pupils are supported by the Learning Centre staff.

**Soft play:**

The younger children regularly visit the Queen's Hall to use the soft play. This develops children's gross motor skills, promotes activity and encourages children to play together, take turns and help each other to use the equipment.

## Learning within mainstream classes

Timetables are shared and discussed with both the Learning Centre teacher and mainstream class teacher to facilitate pupils being included in mainstream lessons as appropriate. Pupils may also go on outings with their mainstream class, e.g. local library visits, school trips. The support required for children to work within their mainstream class is based on an individual assessment of need and will be continuously monitored.

## ASSESSMENT

Assessment is an on-going process which is carried out at regular intervals throughout your child's school life. Pupils are assessed in each area of the curriculum using staff observations and experience. Pupils may also produce a piece of work as evidence of the assessment. The purpose of the assessment is to record what the child has achieved and in the core areas of the curriculum and identify what their next steps might be. This information is available to parents / carers and other staff and agencies involved with the pupil at all times.

## REPORTING TO PARENTS

By creating and maintaining strong links with home and school a positive partnership is formed. Your help and support is vital in your child's development and education.

### Home/School Diary

The most frequently used communication between home and school is the individual pupil diary. This allows for information to be exchanged as well as funny stories / news which you may wish to share. Most importantly, it allows for parents / carers to talk about what their child has been doing at school and staff to talk about life at home.

### Seesaw

We use the digital platform Seesaw to regularly share photos and videos of your child's learning in class. There is a facility for parents to comment on the content being shared also. Using photos and videos at home allows pupils to share what they have been learning and doing in school.

### Parents' Evenings / Afternoons

Several meetings are organised throughout the school session for parents / carers to come into school and see their child's work and hear about their progress at school. Your child is welcome to attend these meetings. Opportunities to meet with your child's mainstream class teacher can be arranged.

We understand that you may be unable to attend parents' evenings for various reasons; therefore it is possible to arrange meetings at a more convenient time.

### Reporting

Individualised learning targets are shared with parents/carers. Pupil progress in achieving these targets is assessed and reported on at the end of each term. Parents will receive a written report in December and March.

## UNIVERSAL CHILD PLAN REVIEW MEETINGS

If your child is taught within the Learning Centre, they will have a Universal Child Plan. This may have been created prior to your child starting school, e.g. by a Pre 5 establishment and will be passed on when your child starts school. There may be many partners to the plan such as visiting teachers, healthcare professionals and social workers. At times, other agencies may join or be removed from the plan depending on the involvement your child requires. Each partner to the plan brings their own experience, skills and expertise and facilitates a multi-disciplinary team who work together to meet all of your child's needs.

Regular review meetings will take throughout the session. Parents are invited to meet with the class teacher and other members of the multi-disciplinary team to discuss pupil progress, any concerns and to set long and short term targets for your child. Parents / carers are welcome to bring a family member / friend to these meetings if they wish.

It is possible to arrange a review meeting at any point should there be a change in your child's circumstances.

## TRANSPORT

Applications for school transport can be considered for pupils within the Learning Centre. Pupils travelling to school by authority transport will come by minibus or car. Each vehicle has an escort who is responsible for the pupils. As he/she cannot leave pupils unattended, parents are responsible for handing over/collecting their child from the vehicle at the prearranged time. All pupils must travel in appropriate seating. All pupils must be securely fastened in the seat before the bus moves off. Pupils will not be picked up or dropped off at any point other than the designated location without written authorisation from a parent or carer and the transport department.

Application for school transport will be made on your behalf by the school or prior to your child starting the learning centre by their current school/childcare provider.

## TRANSITIONS

### From Pre-5 to Primary One

Children coming into the Learning Centre will have an extended transition between Pre-5 and Primary One. This will include visits from Learning Centre staff members to the Pre-5 establishment to get to know the children in surroundings that they are familiar with. Pre-5 pupils will also be invited to the Learning Centre, often accompanied by staff from the Pre-5 establishment. The number of visits / length of transition will be individual to each child.

To help your child prepare for a good start you can:

- Listen and talk to your child about this change in their lives
- Involve your child in getting ready for school by helping choose the things they will need, e.g. their uniform, lunchbox, school bag
- Keep in touch with the school about anything which may affect your child's learning
- Attend induction events or introductory sessions
- Read the picture book about Dunoon Primary School Learning Centre which your child will be provided at the start of their transition

Parents / carers are welcome to visit the Learning Centre to meet with staff and see the facilities offered. Please contact the school office to arrange this.

### From Primary Seven to Secondary School

The catchment area secondary school for Dunoon Primary School is:

Dunoon Grammar School

Ardenslate Road

Kilm

Dunoon

PA23 8LU

Tel – 01369 705010

[www.dunoongrammar.argyll-bute.sch.uk](http://www.dunoongrammar.argyll-bute.sch.uk)

Dunoon Grammar School has a Learning Centre and the appropriate placement will be determined through the UCP review process. As with the transition from Pre-5 to Primary One, children will have an extended transition to Dunoon Grammar School which will include visits from Dunoon Grammar School staff to Dunoon Primary and visits to Dunoon Grammar School. The number of visits / length of transition will be individual to each child.

## SUPPORT FOR PUPILS

### Support arrangement for all pupils

Providing personal support for learners is the responsibility of all staff. In the early learning and childcare and primary setting the early year's practitioner or class teacher is the key adult who knows every child or young person in their care well, taking an avid interest in their welfare and progress.

### Identifying and addressing Additional Support Needs

The Argyll & Bute Staged Intervention Framework is used to identify and meet pupils' needs and to manage and review provision. This follows the Getting it right for every child (GIRFEC) practice model. GIRFEC is a national framework to help all children and young people grow, develop and reach their full potential. Its focus is to improve outcomes for children and their families based on a shared understanding of their wellbeing.

Every child in school will have a Named Person. In Dunoon Primary this will usually be the head teacher. The Named Person will usually be the first point of contact for parents if they have any concerns about their child at school. The Named Person will work with parents to provide support to meet a child's needs or resolve concerns. If there is a need to involve more than one agency to work together to provide support then a Lead Professional will be appointed to coordinate that support.

Where support is being provided by a single agency then a Planning meeting may be held and a Universal Child's Plan opened. Where two or more agencies are involved in supporting a child's needs, then a Universal Child's Plan will definitely be opened. The Plan will include an assessment of the child's needs using the My World Triangle assessment tool and a note of the agreed outcomes based on that assessment. Parents are an integral part of this meeting and the Plan includes an opportunity to have their views recorded within it. Plans will be reviewed at appropriate intervals, again with parents as full partners in these meetings.

More information on GIRFEC in Argyll and Bute can be found at [Getting it right for every child | Argyll and Bute Council](#)

## PARENTAL INVOLVEMENT

### Opportunities for Parental Involvement

We endeavour to work in partnership with all our parents/carers and encourage parental involvement wherever possible to enhance teaching and learning within Dunoon Primary School and within the Learning Centre.

School activities, events and information is shared by letter, email, via the website or on our Facebook page, all of which are regularly updated. On occasion, when information has to be shared urgently, the school will contact parents/carers by text or phone.

Our parents/carers offer wonderful support during school outings/trips, help with school sports, sales of work, concerts and in a variety of community enterprises. In the classroom situation too we are keen to utilise the skills, knowledge and talents of our parents/carers; believing this input provides excellent home/school links and offers children learning in a real life context.

We have a long distinguished tradition of fund raising for good causes including our own school fund. We look forward to your continuing involvement in what we hope will be a mutually rewarding enterprise, namely the ongoing education of your child.

Any parent wishing to join Dunoon Primary School Parent Council and Dunoon Primary School PTA would be welcomed, please speak to Ben Bryant (Parent Council Chair) for further information.

### Learning Centre Parent Forum

We are looking at starting a Learning Centre Parent Forum, the purpose of this will be to allow parents/carers of children within the Learning Centre to be involved in the running of the Learning Centre and to assist with organising and running fundraising activities where money raised could be spent within the Learning Centre. There will also the opportunity for an identified member to link with Dunoon Primary School Parent Council and PTA to share ideas and activities.

The aims of the Learning Centre Parent Forum will be:

- to provide a voice for parents and capture the unique and varied skills, interests, knowledge and experience that parents can offer
- fundraising - this is usually ongoing and the money is used to purchase new games, equipment and class outings; all parents will be asked to help with these ventures.
- to support the work of the Learning Centre and help develop strong home / school partnerships

## LEARNING CENTRE POLICIES AND PRACTICAL INFORMATION

### Playground Supervision

There are a number of adults in the playground at playtime and lunchtime who supervise the children and, if necessary, provide First Aid. However, pupils in the Learning Centre may benefit from extra support in the playground and they may have a member of staff assigned to them on a 1:1 or 2:1 basis. Playground support is tailored to suit the individual needs of the pupil and to allow them to develop confidence in the playground and spend time interacting with their peers.

### Snacks

All pupils have a snack before morning interval. This provided by home.

The aims of snack are:

- to encourage eating and drinking skills
- to encourage the children to try a variety of tastes and textures
- to encourage each child to participate as a member of a group
- to encourage choice making
- to encourage communication skills
- to encourage use of manners and social skills when sitting at a table for a meal

### Lunches (including Free School Meal entitlement and dietary requirements)

At Dunoon Primary School we encourage healthy eating. School lunches are planned so that children can choose a well-balanced meal and a good selection of bread, vegetables, fresh fruit, fruit juice and milk are available daily. All children in the Learning Centre are entitled to free school meals. Children can choose to have a school dinner or pack lunch provided from home.

Special diets can usually be catered for on receipt of a letter to the Head Teacher. Parents who wish to do so may send in a packed lunch for their child.

Pupils in the Learning Centre are supported with feeding during meal times if necessary. It is also possible for your child to eat their lunch within the Learning Centre if the noisy environment of the lunch hall is distressing.

## Health Care

The Child Health Team can be contacted at Cowal Community Hospital.  
Tel: 01369 708374

## Administration of medicines

If a pupil requires medication of any kind to be administered at school, the school office must receive a signed, dated note from the parent giving details of name of the drug, the dosage and times to be given. Medication must be provided in its original packaging, clearly showing the name of the medicine and how often it should be administered. The school must be informed in writing of any change in the child's medication.

## Uniform and clothing grants

In Dunoon Primary School, the suggested uniform is as follows:

### BOYS

Black outdoor shoes  
Shirt / Poloshirt (white or blue)  
Trousers (grey)  
Pullover (navy)  
Gym shoes and shoe bag  
Gym shorts  
T-shirt for gym

### GIRLS

Black outdoor shoes  
Blouse / poloshirt (white or blue)  
Pinafore or skirt (navy)  
Cardigan or pullover (navy)  
Gym shoes and shoe bag  
Gym shorts  
T-shirt for gym

Parents/carers are requested to dress their child in clothes that allow for ease of movement and enable him/her to help with dressing where appropriate. On days that your child has PE then they are to come to school in their PE kit (joggers/leggings, t-shirt, jumper/hoodie and trainers). A spare set of clothes is requested. It is often unavoidable that a pupil will get wet for example during water play or washing dishes as well as the chance of an occasional accident.

If a pupil requires nappies/incontinence pads, a supply should be sent in regularly.

It is very helpful for each child to have a waterproof jacket, waterproof trousers and wellies which can be kept in school. This allows us to venture outdoors even if it is raining.

A swimsuit (or bathing trunks) and a towel are required for swimming. These will be sent home for washing. Please contact the Child Health Team for information on where to purchase larger size swim nappies if these are required.

*It is helpful if all garments are clearly labelled with your child's full name.*

Please see [Free School Meals and Clothing Grant | Argyll and Bute Council](#) for more information on School Clothing Grants.



## Child Protection and Safeguarding

Given on-going public concern on the subject of child abuse, and recent changes in the law, schools are now required to report if they think any child may have come to harm as a consequence of possible abuse.

A member of staff in each school has been appointed to be responsible for Child Protection matters and special training has been given to these people. Should you wish further advice about Child Protection and the safety of children, please feel free to contact the school.

The school has good liaison contact with the School Medical Officers, Social Workers, and the Police, any or all of whom may become involved if abuse is suspected.

Please see [www.argyll-bute.gov.uk/abcpc](http://www.argyll-bute.gov.uk/abcpc) for more information on child protection.

## Emergency Closures

Parents will be notified in advance of any planned change in school hours. Occasionally, however, schools may be affected by emergencies, which necessitates sending children home early, for example severe weather, transport problems, power failures etc. Should such a case occur we do all we can to keep parents (or their emergency contact) informed.

In the event of the school having to close due to an emergency out with school hours, updated postings will be made on [www.argyll-bute.gov.uk/service-disruptions](http://www.argyll-bute.gov.uk/service-disruptions). In whole school emergency situations, updated information will be posted on our own school website and/or [www.argyll-bute.gov.uk/service-disruptions](http://www.argyll-bute.gov.uk/service-disruptions) or the use of text messaging may be utilised.

Parents / carers are required to provide the name, address and telephone number of a friend or relative whom we could contact if parents are not available.

*It is essential we have an up-to-date emergency contact number.*

## SCHOOL TERMS AND HOLIDAYS 2025/2026

School holidays for all areas of Argyll and Bute – August 2025 to July 2026:

Break	Dates of attendance	
Start of term	Teacher In-service Days	<i>Tuesday 12th August and Wednesday 13th August 2025</i>
	Open	<i>Thursday 14<sup>th</sup> August Pupils return</i>
October	Close	Friday 3 <sup>rd</sup> October 2025
	Open	Monday 20 <sup>th</sup> October 2025
November	Close	Friday 21st November 2021 <i>Monday 24th November 2025– Teacher in-service day</i>
	Open	Tuesday 25th November 2021
Christmas	Close	Friday 19 <sup>th</sup> December 2025
	Open	Monday 5th January 2026
February week	Close	Friday 6 <sup>th</sup> February 2026 <i>Monday 16<sup>th</sup> February 2026 - Teacher in-service day</i>
	Open	Tuesday 17 <sup>th</sup> February 2026
April	Close	Thursday 2 <sup>nd</sup> April 2026
	Open	Tuesday 20 <sup>th</sup> April 2026
May	Close	Thursday 21 <sup>st</sup> May 2026 <i>Friday 22<sup>nd</sup> May 2026 – Teacher in-service day</i>
	Open	Tuesday 26 <sup>th</sup> May 2026
Summer	Close	Wednesday 1 <sup>st</sup> July 2026

Holiday dates for subsequent years, where already set, may be found via <https://www.argyll-bute.gov.uk/education-and-learning/school-holidays>