Clentry Nursery
2019-20

Information for Parents/Carers
FIFE COUNCIL EDUCATION SERVICE

WHAT WE STAND FOR

The Education Service in Fife plays a key role in taking forward the wider aims of Fife Council. As part of the Education and Children’s Services Directorate, our vision and what we stand for is “Improving Life Chances for All”.

THE VALUES AND PRIORITIES OF THE EDUCATION SERVICE

Our approach towards “Improving Life Chances for All” is founded on the values of Compassion; Ambition; Respect and Equality as we develop the capacity of young people to become:

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

The four priorities of the Education Service are Educational Outcomes, Employability skills, Equity and Equality and Enhancing Opportunities for Vulnerable Groups and Individuals.

The themes supporting the 4 priorities are shown below.

<table>
<thead>
<tr>
<th>Educational Outcomes focusing on</th>
<th>Employability Skills focusing on</th>
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<tbody>
<tr>
<td>• Improving Outcomes for Learners including a focus on raising attainment in Literacy and Numeracy</td>
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<tr>
<td>• Developing Excellence in Learning and Teaching</td>
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<tr>
<td>• Building an excellent Curriculum</td>
<td>• Universal learning programmes to ensure all young people learn about careers and develop recognised employability skills</td>
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<td>• Focussed programmes to ensure particular groups are guided towards specific careers, especially as they enter the senior phase</td>
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<td></td>
<td>• Targeted programmes of learning to ensure we make effective provision for those most at risk of finding a negative destination when leaving school</td>
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<table>
<thead>
<tr>
<th>Equality and Equity focusing on</th>
<th>Enhancing Opportunities for Vulnerable Groups and Individuals Most at Risk</th>
</tr>
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<tbody>
<tr>
<td>• Breaking the cycle of disadvantage including reducing the attainment gap</td>
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<tr>
<td>• Early Years</td>
<td></td>
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<tr>
<td>• Supporting children, young people and families</td>
<td>• In our focus on Educational Outcomes, Equality and Equity and Employability we will target our work towards improved outcomes for disadvantaged groups and those individuals most at risk</td>
</tr>
</tbody>
</table>

These priorities and themes and the associated actions are described in the Education Service Plan and are reflected in the work of the school.
The information contained in this booklet refers to the current school year and is accurate at the time of publication.

We hope this information will be helpful to you and will answer many of your questions about the nursery. Should you have any further enquiries, please do not hesitate to call in at the nursery where we shall be pleased to help you.

Dear Parent

This booklet aims to give you some information about Clentry Nursery School. Included you will find information on our staff, our Nursery ethos, our aims, our values and the learning experiences we provide for our children. We do hope this booklet answers many of the questions you have.

We aim to provide a safe, stimulating and nurturing environment which facilitates learning of key skills across all areas of the curriculum. This is best achieved through working in partnership with our parents and families. If you require further information or would like to visit us please do not hesitate to get in touch.

Yours sincerely

Morag Steele
Headteacher
SCHOOL ETHOS

**Vision**
Together we dream, believe and achieve

**Values**
We will provide a responsive service based on

**Honesty – Inclusion – Respect - Equality**

**Aims**

- We aim to play an active role in nurturing our children and their families within a caring, safe, secure and happy environment.
- We aim to work together as a team to ensure the best possible outcomes for children and families.
- Through play, we aim to provide opportunities for all children to develop their skills for life and learning.
BUILDING

Clentry nursery is a stand alone Nursery situated in the centre of Kelty. It provides high quality pre-school provision for families living in the surrounding areas.

Clentry Nursery has 3 playrooms for children aged 3 to 5. Each room has core areas and access to an enclosed outdoor learning environment. Our outdoor areas are continually being developed to ensure that experiences for children are both engaging and challenging.

We have an early entrants class for 2 to 3 year olds and an area to deliver a range of family engagement activities.

Children and adults who have mobility difficulties can access the nursery and suitable toilet facilities are available for all.

The Nursery is well resourced and equipped to meet the National and Council guidelines and the developing needs of the children in our care.
CONTACT DETAILS

Headteacher: Morag Steele
Address: Clentry Nursery, Keltyhill Road, Kelty, KY4 0LB
Telephone No: 01383 602410
Email: clentrynur.enquiries@fife.gov.uk
Nursery Roll: 210

Other Information:

The nursery has a Complaints, Concerns and Compliments policy, the details of which are displayed on our noticeboards throughout the nursery. However, we would encourage parents and stakeholders to contact the nursery directly should there be any issue regarding the service or their child.

Fife Council has an Admission to Nursery Policy and an Additional Support Needs Policy, both of which are available on Fife Direct or in the nursery.

For information about nursery sessions, extended day and wraparound care, please contact the nursery directly.

NAMED PERSON

The Children and Young People (Scotland) Act 2014 includes making a Named Person available for every child, from birth until their 18th birthday (or beyond, if they are still in school). In most cases, the Named Person will not have to do anything more than they normally do in the course of their day-to-day work.

Most children and young people get all the help and support they need from their families, from teachers and health practitioners, and from their wider communities – the Named Person does not change these roles.

However, some families may need extra help and that's where the Named Person comes in. This means that the child and their family have a single point of contact who can work with them to sort out any further help, advice or support if they need it.

The Named Person for your nursery child is the NHS Health Visitor. Should you need help in contacting your Health Visitor Nursery staff can help you with this.
NURSERY HOURS

Our nursery offers ante-pre school and pre-school children three different options of Early Learning & Childcare:-

1. Five sessions per week, either morning or afternoon, for three hours 10 minutes per day.
2. Two sessions per week, either Monday-Tuesday or Wednesday-Thursday, for almost eight hours per day.
3. Four sessions per week, Monday to Thursday, for almost four hours per day either morning or afternoon.

APPLYING FOR A NURSERY PLACE FOR YOUR CHILD

Every child is entitled to a free nursery place from the term following their third birthday as well as any eligible two year olds. In order to make sure every three and four year old child in Fife has a nursery place, every child who will be attending nursery between August 2019 and July 2020 must have had an application submitted for them between 7 – 31 January 2019.

What are my options?

There are three options to choose from. These are:

1. Five sessions per–week, either morning or afternoon, for three hours 10 minutes per day. This is offered at every nursery in Fife.
2. Two sessions per week, either Monday–Tuesday or Wednesday–Thursday, for almost eight hours per day. These spaces will be offered in nearly 50 nurseries across Fife – one in each extended nursery area.
3. Four sessions per week, Monday–Thursday, for almost four hours per day either morning or afternoon. These spaces will be offered in nearly 50 nurseries across Fife – one in each extended nursery area.

Extended and wrap–around early learning and childcare will also be available in a small number of nurseries where there is capacity. You will be informed if this is available in your nursery once you have accepted a place for your child. You can then choose to pay for additional hours over and above your entitlement, where this service is available.

You are asked to provide 3 choices on your application form as some nurseries or session times will be oversubscribed. In the event we are unable to offer you your first choice we will then look at your 2nd and then 3rd choice nurseries / pattern of attendance to see if we can offer you one of these.

An admissions policy is in place to ensure fairness when allocating places – this can be found at [www.fifedirect.org.uk](http://www.fifedirect.org.uk) and searching for Early Learning and Childcare Admissions Policy.

Please note that the place you are offered may not be in your local nursery/catchment school nursery.

A small number of nurseries are phasing in 1140 hours prior to 2020 and are offering full day placements to a small number of children aged 3 and 4 years.
When should my child start nursery?

Every child is entitled to a free part–time nursery place from the term following their third birthday. That means:

- Starting nursery in August: Your child must be three before 31st August 2019.
- Starting nursery in January: Your child must be three before 31st December 2019.
- Starting nursery in April: Your child must be three before the last day of February 2020.

Is my two year old eligible?

You can find out if your two–year–old is eligible for early learning and childcare, on www.fifedirect.org.uk and searching for Early Years. You can also get this information from your local office, local nursery or Educational Home Visiting Service.

How to apply

Application forms are available from all Fife Council nurseries, local council offices or online at www.fifedirect.org.uk. Applications should be returned to your first choice nursery, along with any proof requested. Applications must be received by 31st January 2019 for any child who will be attending nursery between August 2019 and July 2020. You will be notified in April by the school or nursery to advise you of where you have been offered a place.
SCHOOL YEAR 2019-2020

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Autumn</td>
<td>Monday 19 August 2019 (teachers)</td>
<td>Friday 04 October 2019 (35 teacher; 33 pupil days)</td>
</tr>
<tr>
<td></td>
<td>Wednesday 21 August 2019 (pupils)</td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>Monday 21 October 2019</td>
<td>Friday 20 December 2019 (45 teacher; 44 pupil days)</td>
</tr>
<tr>
<td>Spring</td>
<td>Monday 06 January 2020</td>
<td>Friday 03 April 2020 (63 teacher; 62 pupil days)</td>
</tr>
<tr>
<td>Summer</td>
<td>Monday 20 April 2020</td>
<td>Thursday 02 July 2020 (52 teacher; 51 pupil days)</td>
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</table>

The above pattern provides for 190 school days, once the holidays and 5 in service days for teachers are deducted.

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Autumn</td>
<td>Monday 07 October 2019</td>
<td>Friday 18 October 2019</td>
</tr>
<tr>
<td>Christmas</td>
<td>Monday 23 December 2019</td>
<td>Friday 03 January 2020</td>
</tr>
<tr>
<td>February</td>
<td>Thursday 13 February 2020</td>
<td>Friday 14 February 2020</td>
</tr>
<tr>
<td>Spring</td>
<td>Monday 06 April 2020</td>
<td>Friday 17 April 2020</td>
</tr>
<tr>
<td>May Day</td>
<td>Monday 04 May 2020</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Monday 01 June 2020</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>Friday 03 July 2020</td>
<td>Friday 14 August 2020</td>
</tr>
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**In Service Days**

- Monday 19 August 2019
- Tuesday 20 August 2019
- Friday 15 November 2019
- Wednesday 12 February 2020
- Tuesday 02 June 2020
SCHOOL MEALS AND MILK

School meals are provided in all primary schools and meet the Scottish Nutritional Standards. Meals are provided free of charge for all pupils in Primaries 1 – 3.

Your child can select two courses from:

Home Made Soup or Daily Dessert or Fresh Fruit

**Plus**
The Hot Dish of the Day or Filled Baked Potato or Salad

**Plus**
A Glass of Milk or Water And Unlimited Bread and Salad

The current cost of a school meal is £2.20 (from 1st April 2019 to 31 March 2020). School meals can only be provided in nursery for priority place pre-school children. There must be specific reasons for your child to benefit from a school lunch. Lunches must be ordered and paid for one week in advance.

SPECIFIC DIETARY REQUIREMENTS

Fife Council is committed to providing a school meal service to all pupils who require them and will provide a specialised dietary service for certain children through discussion between the child, parent/guardian, and the school. Special diets will be provided on the basis of

- Religious requirements
- Cultural/ethical reasons
- Therapeutic diets will be provided on the basis of Medical conditions (as recommended by a doctor or dietician.)

It is not possible to meet individual requests for diet unless they are based on the reasons above.

If the child is known to have an allergy to nuts/nut products then our Allergies – Policies/Guidelines should be read in conjunction with this policy.
SCHOOL MILK
Fresh chilled milk is available in all nurseries.

FREE FRUIT IN SCHOOLS
The Free Fruit in Schools initiative targets the youngest children, where eating fruit and vegetables is most likely to be habit forming and where the health gain might be the greatest in the long term.
All nursery, primary 1 and 2 pupils receive free fruit two times a week

WATER IN SCHOOLS SCHEME
All pupils have access to chilled water throughout the school day.

SNACKS
Fresh fruit is provided daily for children as part of Fife Council's healthy eating initiative and a good selection of healthy choices are available for snack also.
Milk is free to nursery children. Water is provided as an alternative if you prefer that your child does not have milk.

VOLUNTARY CONTRIBUTION
No charge is made for attendance at nursery. However, it is normal practice to ask for a small voluntary contribution to cover the cost of snacks, baking ingredients, nursery parties, outgoings etc. This is usually between £1/£2 per week.
CURRICULUM

In the Early Years setting children are surrounded with opportunities for learning experience to encourage their holistic development across the key areas of the Curriculum for Excellence. The curriculum has been organised into 8 areas:

- Health and Wellbeing
- Literacy and English
- Numeracy and Maths
- Expressive Arts
- Science
- Technologies
- Social Subjects
- Religious and Moral Education

Early Learning and Childcare aims to provide a broad, experiential curriculum that meets the needs of all children and which develops skills for learning, skills for life and skills for work. This means that every child is entitled to a curriculum which is:

- Coherent from home to nursery through to their transfer to primary school.
- Founded on sound learning and teaching practices including well planned learning experiences which are active and engaging and based upon research.
- Based upon developing skills and competences in literacy and numeracy and an ability to make informed choices about their health and well being.
- Real and relevant, now and in the future.

All staff have a responsibility to build our children’s capacity to become:

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

In Early Learning and Childcare and Primary 1 most children will be working within the early level of Curriculum for Excellence.

In the Early Years setting children are surrounded with learning experiences to encourage their development across the key areas of Curriculum for Excellence. Early Learning and Childcare aims to provide a broad and balanced curriculum that meets the needs of all children and which develops skills for learning, skills for life and skills for work.

Children's progress and development is recorded in their Personal Learning Journal. This is shared with parents who, along with staff, set targets for their own child. The Personal Learning Journal will also provide information about children's progress when transferring to Primary one.
ATTENDANCE

For reasons of Care and Welfare we ask that you contact us as early as possible on the first day of absence. If we do not hear from you then we are obliged to begin formal absence and attendance procedures. A copy of these procedures are available in school.

HEALTH CARE

Should your child be taking medicine or have a medical condition which might affect his/her school life, it is essential that you notify the school of the condition and its implications. This information will be treated in strictest confidence to ensure the wellbeing of your child. Where necessary an Education Health Care Plan will be developed for your child in consultation with you and relevant health services.

Should your child become ill or have an accident while at school that requires medical attention, we shall:

- try to contact you by telephone, if this is possible, or arrange for a message to be sent to you.
- telephone the health service, if necessary, and arrange for your child to be taken by you or someone else nominated by you for medical attention.

From time to time children are offered a medical examination or review by the schools Community Paediatrician or School Nurse from the School Health Service. These can be either routine examinations carried out for all children, or where a health concern has been identified. As parent/carer you will be notified in good time so that you may be present if possible.

CHILD PROTECTION

Our school, like all schools in Fife, is concerned with all aspects of a child's health and wellbeing. We aim to provide a safe and supportive environment and work together with other agencies to ensure that all children are safe and protected from harm. The school follows the Education and Children's Services Child Protection Guidelines in all aspects of Child Protection and Care and Welfare. Our school has a child protection co-ordinator (Morag Steele) who will deal with all child protection issues and with whom any concerns can be discussed.
**SUPPORT FOR PUPILS**

Some children require additional support to make progress in nursery. Such support takes a range of forms – extra consideration by their early years officer or support from a Pupil Support Assistant. In some cases help may be provided from services external to the school such as the Psychological Service or by the Supporting Learners Service.

If you are worried about your child’s progress and think he or she might have additional support needs you can either raise this with nursery staff when you first enrol your child at nursery or make an appointment to discuss this with the headteacher. Nursery staff will listen closely to all your concerns and together you can decide on the next steps. Ongoing support will be co-ordinated by the headteacher.

Each early years officer will ensure learning needs are met in their group and be aware of any concerns about a pupil’s wellbeing.

If you would like to know more about how additional support needs are identified and assessed please contact the headteacher of your child’s nursery. Further information may also be available from the school’s link Educational Psychologist and the Learning Support Teacher.

**The Additional Support for Learning Act**

If you are concerned that your child/young person has additional support needs you can request, by writing to your nursery, an assessment to decide if there are additional support needs. If your child has additional support needs which are long term and involve a number of services, you can ask for a coordinated support plan to be established.

Schools in Fife work in partnership with parents and aim to agree with you the best way forward for your child. Where agreement cannot be reached between you and the nursery, it may be helpful to involve an educational psychologist or education officer. The nursery may suggest this, or you can request such involvement. Where a disagreement persists, relating to additional support needs, you are entitled to free independent mediation.

You can also ask for independent adjudication for disputes about how the local authority is exercising its functions under the Education (Additional Support for Learning) (Scotland) Act 2004 as amended 2009. Additional Support Needs Tribunals can be accessed for disputes relating to Coordinated Support Plans, including placing requests where there is a CSP.

If you require further information about any of the above you can contact Alistair Haldane, Additional Support Needs Officer at Alistair.Haldane@fife.gov.uk or on 03451 555 555 Ext 444224.
Parents can also contact Enquire - the Scottish advice service for additional support for learning. Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline – 0845 123 2303
- an online enquiry service – info@enquire.org.uk
- two websites – www.enquire.org.uk (for parents/carers and practitioners) and www.enquire.org.uk/yp (for children and young people)

Enquire also provides a range of clear and easy-to-read guides and factsheets explaining everything from ‘additional support in the early years’ to ‘what planning should take place for moving on from school’.

SPEECH & LANGUAGE THERAPISTS / OTHER SERVICES

SPEECH AND LANGUAGE THERAPIST

Cherry Kelsey and Gwen Bell

EDUCATIONAL PSYCHOLOGIST

Claire Kerr

HEALTH VISITOR

Erika Forrester and Michelle Brogan

EQUAL OPPORTUNITIES

Fife Council’s schools promote Equal Opportunities for all pupils. All schools take problems of bullying and racism very seriously, and have procedures for dealing with hate incidents and supporting pupils and parents.

PARENTAL INVOLVEMENT

Can Parents Stay In The Nursery?

We have an open door policy. Parents are always welcome in nursery. If you wish to attend a Play and Stay session please speak to your child’s keyworker.

What Should My Child Wear?

We would ask you to put on clean but not good clothes. He/she is going to paint, glue, crayon, play with water, etc. We do provide overalls for the messy activities but ‘accidents’ do happen. He/she will need a pair of soft shoes to change into in the nursery and a spare pair of pants and change of clothes in case of mishaps.

How Can I Help My Child At Nursery?

You can help your child by bringing him/her to nursery on time and by collecting him/her on time. Children are caused great distress if their parents have not appeared and all the other children have gone.

It would also be of great assistance if you were to tell the nursery staff of any situation which
is upsetting your child, e.g. family bereavement.

Can I Help With Health Care?
Yes. If your child is on medication which will affect him/her at nursery, please tell the staff so that appropriate action can be taken. If he/she has an infectious illness please do not send him/her to nursery until your G.P. says he/she may return (See 'Guidance on infection control in schools and nurseries'). If your child is going to be absent from nursery for a while because of illness or for any other reason, please let the staff know.

Headlice - Headlice infestation can be a problem sometimes in nursery and within families in all communities. Please ask to see a copy of our parents leaflet on 'Headlice' for further information and advice.

What Happens If My Child Has An Accident Or Becomes Unwell At Nursery?
We will try to contact you by telephone if this is possible. If you are unavailable we will then get in touch with the emergency contact as stated on your enrolment form. (Please therefore make sure you let us know of any changes to telephone numbers). In serious circumstances, when no-one can be contacted, your child will be taken to the local surgery or hospital.

How Can I Share My Thoughts About The Nursery?
Staff are very approachable and we welcome any suggestions parents may have on suitable resources, planning worthwhile experiences for the children and any other improvements you think we can make.

If you feel more comfortable writing down your ideas you will find a suggestion box in the main foyer. We value your opinion and you will be asked to complete a short questionnaire on your child's experiences throughout the year. This will help us create our aims for the School Improvement Plan.

How Will I Be Made Aware Of My Child's Progress?
We want to keep you as involved as possible in your child's experiences in the nursery. The main way we will do this is through daily contact when you bring and collect you child and through their Personal Learning Journal (PLJ) which you can view anytime. There will also be opportunities for you to have scheduled parent chats with your child's keyworker. If you have any concerns you can also request a meeting to discuss your child's progress.

We aim to meet the needs of every child and offer as much support to families as possible. We have set up initiatives such as Incredible Years, PEEP, and Eco Schools activities.

THE SCHOOL TO WHICH YOUR CHILD WILL TRANSFER
On completion of your child’s nursery education the normal arrangement is for children to transfer to the local primary school associated with your postal address. You will of course be aware that parents can make a choice to attend a different primary school and this is known as a placing request. Further information on this is contained in the booklet 'Choosing a School - A Guide for Parents' which is found at www.scotland.gov.uk/Publications/2010/11/10093528/0

Where a child goes missing from school without warning then the education service is obliged to link with other services to discover where the child has gone and confirm their safety and
wellbeing.
DEFERRED ENTRY TO PRIMARY SCHOOL

Currently children with January or February birthdays are entitled to a further year of funded nursery education at parental request within a local authority or a Partner Provider nursery.

Parents of children who are 5 after the start date of the new school session and on or before the 31 December are not entitled but can request a discretionary additional year in nursery for their child. Requests are not always approved. Decisions on deferred entry requests are made by Education Managers based on information provided to them including assessment by the Headteacher and staff of the nursery, and at times the link educational psychologist.

A deferred entry to school has significant implications for any child and these decisions are not taken lightly. There needs to be careful consideration of how a child’s needs can be best met, with full knowledge of the support that can be provided within a nursery setting, a mainstream primary school or a more specialist provision. If a school deferral is considered to be in a child’s best interest, existing resources are used to accommodate the additional year within a Fife Council nursery.

Parents should speak with their nursery Headteacher if they have any concerns about their child starting school or should they wish to find out more about deferred entry to school. Further information on deferred entry can be found on Fife Direct.
SCHOOL IMPROVEMENT

- The nursery produces an annual Quality Improvement Plan which acknowledges our achievements and outlines our improvement priorities for the following session. The nursery also produces a summary document of the Quality Improvement Plan which is available to all parents at the beginning of the session. The full document is also available from the Headteacher or the nursery office.
- We evidence children's achievements, experiences and progress throughout the nursery.

SCHOOL POLICIES

For more information about Fife Education and Learning policies please go to www.fifedirect.org.uk/keypolicies

The following school policies are available and can be accessed by contacting the school or via the school website:

- For more information about Fife Education and Learning policies please go to www.fifedirect.org.uk/keypolicies
- Parent information leaflets, covering a wide range of nursery policies, are available in the nursery foyer.
- The full policy format can be made available by the Headteacher.
DATA COLLECTION

Fife Council collects information on pupils, parents and other carers to enable the provision of educational and other support services including personal data, contact details, pupil’s attainment records and health information.

We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Sometimes the best way is by sharing information with our partner agencies including NHS Fife, Fife Constabulary, Careers Scotland and the Scottish Government Education Department. These agencies have a responsibility to protect children, young people and vulnerable adults and sharing information between agencies helps to do this. Examples include: the provision of dental services, immunisation programmes and road safety campaigns.

The benefits of data sharing.

Sharing information between partner agencies ensures integrated service provision which provides a positive contribution to the safety and well-being of children and young adults.

Data sharing helps:

- protect children and young people from suffering harm, abuse or neglect;
- ensure children and young adults with additional needs get the services they require;
- enable pupils to achieve their academic potential and attain their goals;
- plan future services

What information can be shared?

Information collected through enrolment forms or provided by parents and other carers will be held on computer systems and used within Fife Council for the purposes of furthering education and training, pupil care, career guidance, health monitoring and Parent Council elections and advice.

Information will be shared with partner agencies when there are clear concerns about the care, safety and welfare of children, young people or vulnerable adults and to aid careers planning. If you have any questions or comments on the information we share please contact David Smith, MIS Team Leader at education.data@fife.gov.uk

Personal data will not be shared out-with the above circumstances and information will not be disclosed to any third parties except where permitted or required by law or where informed consent has been received. The uses of the information are covered by the Council’s registration under the Data Protection Act 1998.

WANT MORE INFORMATION?

Further information on Fife Council’s use of data and the Data Protection Act 1998 can be found on Fife Council’s website www.fifedirect.org.uk
SEVERE WEATHER CONDITIONS

Unless specifically advised, schools will remain open during periods of severe weather. It is vital that parents/carers ensure that schools have the means to contact them should this position change. Decisions to close will be made as early as possible.

To be kept up to date with closure information:

1. **By text or email through Fife Direct** – Notification of a school closure is done by schools through Fife Direct. To sign up to receive text or email alerts, please enter your contact details via www.fifedirect.org.uk/alerts, click on Alerts and under Alert Services click on join fifedirect.

2. **By text or email through your school** – Make sure that you have given your up to date mobile number and email address details to the school so that they can contact you via Groupcall. These messages will provide supplementary information to the above.

3. **Visit** www.fifedirect.org.uk/closures. Also, check the website of your own school.

4. **Follow-us** on facebook.com/fifecouncil and twitter.com/fifecouncil.

5. **Listen** to Kingdom FM, Forth One and Tay FM.

6. **Check TV** on Sky channel 539, press red or Virgin channel 233, press red.

Please note: If your child moves school or attends more than one establishment, you should amend the school details on your account in Fife Direct to ensure you receive information from the correct school.

Schools also circulate severe weather information for parents and carers at the start of the winter term. This may be added to their websites, shared through email or text messages and/or distributed via school bag mail drop.
The information included in this document can be made available in large print, braille, audio CD/tape and British Sign Language interpretation on request by calling 03451 55 55 00

Calls cost between 3p to 7p per minute from a UK landline, mobile rates may vary.

BT Text phone number for Deaf people 18001 01383 441177